



Updating Your Member Profile

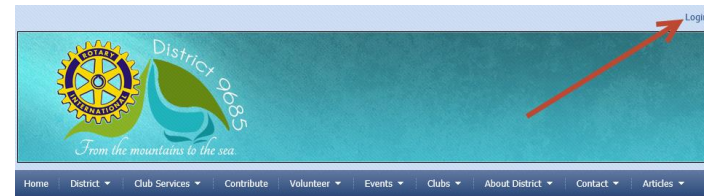
Finding Out Your Username and Password

Go to the [District Website](http://www.rotarydistrict9685.org.au) at:
www.rotarydistrict9685.org.au
[or if your Club has its own ClubRunner site, go there].

Click on the "Login" menu item, located on the right hand side of the homepage. Click on the "**Forgot Your Password?**" link.

This will take you to the "**Get Password**" screen. You will be asked to enter your Club, your last name and your email address. Then click on the "**Get Login Info**" button. You should receive an email with your login information shortly.

Please note that the last name and email address you provide must match what is on record for security purposes. If you are unable to get your password, contact the [District's IT Helpdesk](#), or email ClubRunner Support at support@clubrunner.ca with your name and club and it will be emailed to you.



Enter your login information below:

User Name:

Password:

[I forgot my password](#)

[Online Help](#)

Remember me on this computer

Select Club:

Last Name:

Email Address:



Login to the District Website (hosted by ClubRunner)

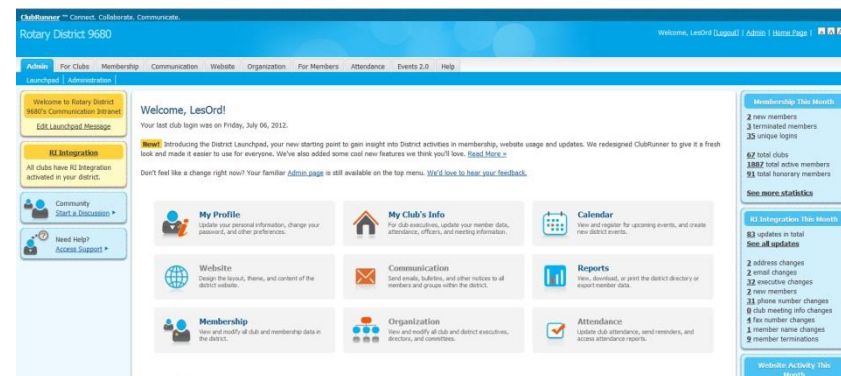
Go to the [District Website, www.rotarydistrict9685.org.au](http://www.rotarydistrict9685.org.au). Click on Login, located on the right hand side of the homepage.

This will take you to the **Member Login** page. Enter your User name and password in the appropriate fields and click on the **Sign-in** button. Then click on **'Admin'**.

The Admin tab is a members' only page where you will go to contribute to the site, email your members, change your profile, and much more.

If you have trouble logging in

This may be due to an invalid password or login name. Try to copy and paste your login name from the email you receive to ensure accuracy. If you still cannot get into the system, contact the [District's IT Helpdesk](#), or email ClubRunner Support at support@clubrunner.ca with your login name and password and you will get a new password assigned.





Editing your own Profile


Next you will check your member profile. This step is vital if you want to receive all email correspondence.


1. Click on the **Admin** tab.
2. Click on **Edit My Profile**, where you will see all your information.
3. Fill in as many details as you need. The **email address** is the most important piece of information to include.
4. Please **observe the standards** noted in the next section for telephone numbers etc
5. Click on **Save**, located at the bottom of the page.
6. Review, Edit, & Save the information on each tab – Personal, Rotary, Biography, Commitments, Settings, Privacy


Your last club login was on Friday, July 16, 2012.


New! Introducing the District Launchpad, your new starting point to gain insight into District activities in member look and made it easier to use for everyone. We've also added some cool new features we think you'll love. [Read](#)

Don't feel like a change right now? Your familiar [Admin page](#) is still available on the top menu. [We'd love to hear](#)


 **My Profile**
Update your personal information, change your password, and other preferences.

 **My Club's Info**
For club executives, update your meeting attendance, officers, and meeting info.

 **Website**
Design the layout, theme, and content of the district website.

 **Communication**
Send emails, bulletins, and other notices to members and groups within the district.

Member Profile

[Printable Version](#)
[Update](#)

Personal Rotary Biography Commitments Settings Privacy

[Edit](#)

Member Details

Title Mr



Personal Preferences

- **First Name** may be your full name or the salutation you prefer eg Robert or Bob
- **Nickname** is the salutation you prefer eg Bob
- **Preferred Address** will dictate which of the address boxes below will require mandatory fields and which address will be used for any mailings
- **Preferred Phone** will indicate which of your numbers will be shown in directories (electronic or printed)

Title	<input type="text" value="Mr"/>
First Name	<input type="text"/> ←
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Nickname	<input type="text"/> ←
Suffix	<input type="text" value=""/>
Preferred Address	<input type="radio"/> Home <input checked="" type="radio"/> Work
Preferred Phone	<input checked="" type="radio"/> Business <input type="radio"/> Home <input type="radio"/> Cell
E-mail	<input type="text"/>



Personal Details

- Gender
- Birth Date
- Partner's first name

Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Birthday	Jul 18 1944
Anniversary	<input type="text"/>
Spouse/Partner First Name	Mary
Spouse/Partner Last Name	Lastname
Spouse/Partner Nick Name	<input type="text"/>
Spouse/Partner Birthday	<input type="text"/>



Telephone Number Standards

- Home & Business numbers should be shown as illustrated
- Cell/Mobile numbers should be shown as illustrated
- Note the first box needs to be 61 for Australia if you click in that box; it may be left blank if you don't click in the box.

Home Phone	61	(02) 9999 9999	<input type="checkbox"/>
Cell	61	0410 123 456	
Home Fax			

Position/Title	<input type="text"/>		
Business Phone	61	(02) 9999 9999	<input type="checkbox"/>
Business Fax			
Website URL	<input type="text"/>		



Vocational Standards

- It is highly recommended that members complete at least these employment fields in the 'Work' box (Company Name & Position/Title)
- On the Rotary tab, please ensure that the **Classification** and **RI Number** fields are completed.

Company Name		<input type="text"/>
Position/Title		<input type="text"/>
Membership Type	Active	▼
Classification	<input type="text"/>	
Club	Chatswood (ID# 18011)	
Rotary Member No.	<input type="text"/>	
.. . .	<input type="text"/>	