



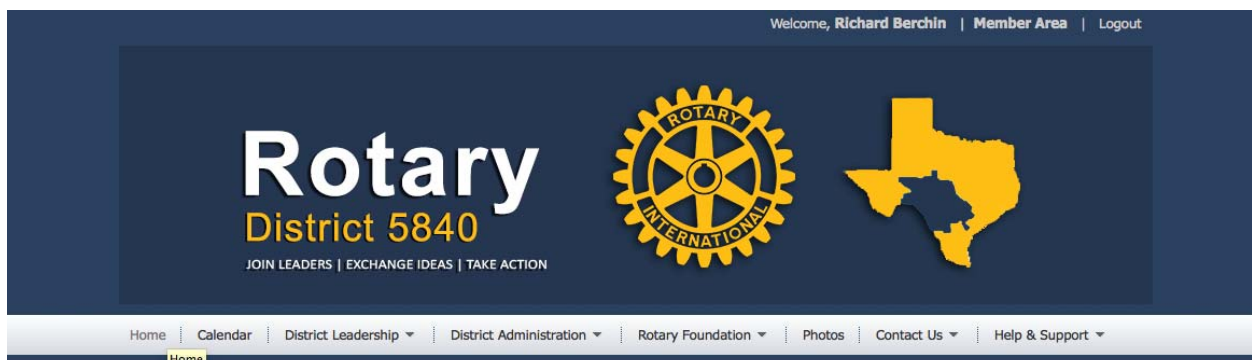
Rotary District 5840

District Grants Online

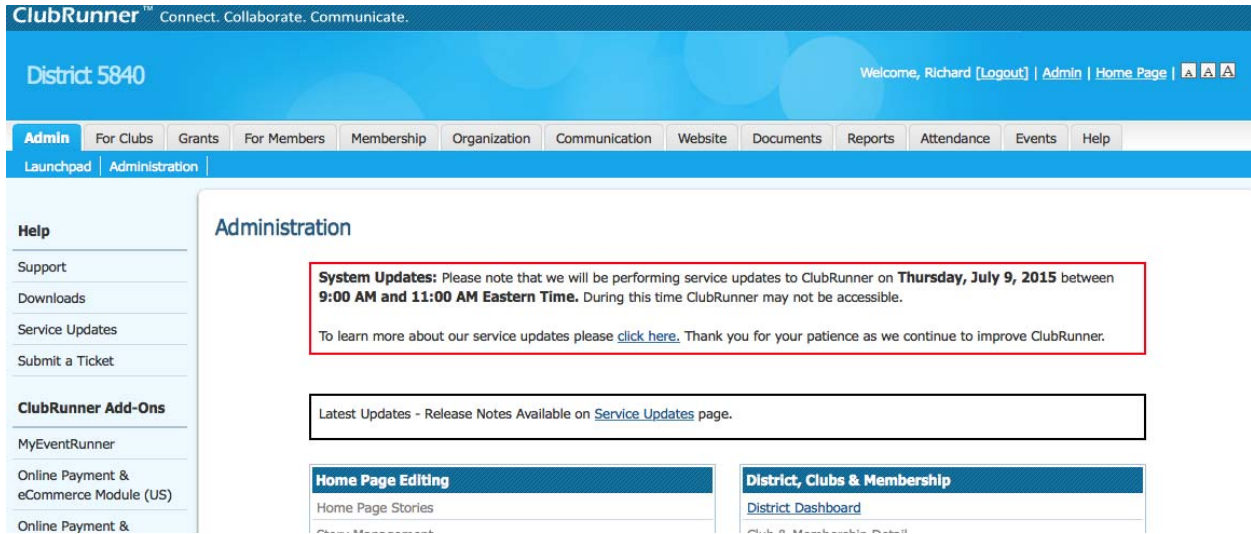
Addition Instructions for Rotary Clubs Not Using Clubrunner

Submitted by Rick Berchin of Rotary Club of Alamo Heights, a club not using ClubRunner.

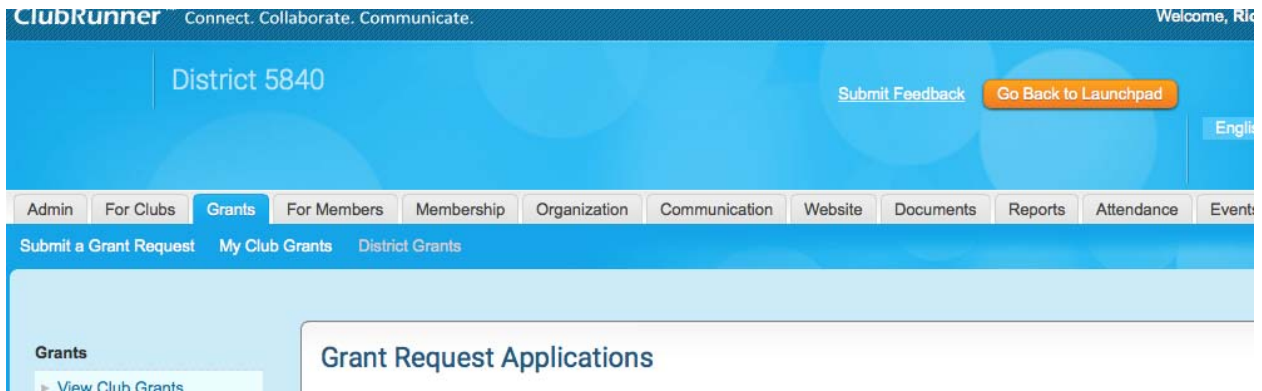
1. Background Education
 1. Please read all the instructions in the Foundation Section of the District 5840 website first so you know what you will actually be doing.
 2. It is also useful to click on “Guide for members & Club Executives” under the Help & Support link on District home page. That opens up the “Club Runner District Guide” and there is some material in there that is helpful to know especially about who your club executives are.
 3. Make sure that whoever is going to work on the grant is designated a “Club Executive” and is able to log in to the District website as a member. In addition, make sure that the MOU signed documents have been submitted so the Club Executive is authorized to access the grant area.
2. The following steps appear to be the fastest way to get to the grant section in order to apply and follow up on a district grant:
 1. LOG IN as a member on the top of the home page, [www. rotary5840.org](http://www.rotary5840.org).
 2. On top of District home page click on "Member Area".



3. That takes you to page with following image:



4. Click on third tab "Grants" which takes you to section that allows you to Submit a district grant, check on status of the district grants, view, update, etc..



This information has been provided by Richard Berchin, Rotary Club of Alamo Heights, a Rotary Club that is not using Clubrunner. Thanks Rick!