

# Website and Bulletin Updating



ClubRunner Updating

# Agenda

- Content Ideas
- Login
- New Story
- Add to Bulletin

# Content Ideas

- Remember your audience – the website is not just to keep club members up to date, it is to showcase our club to the world.
- If the story doesn't explain itself, give a brief introduction.
- Be professional.
- Include photos and videos!
- 'Like' stories and post on Facebook – share!
- Remind people about the website.
- Keep stories current.

# Do Not's

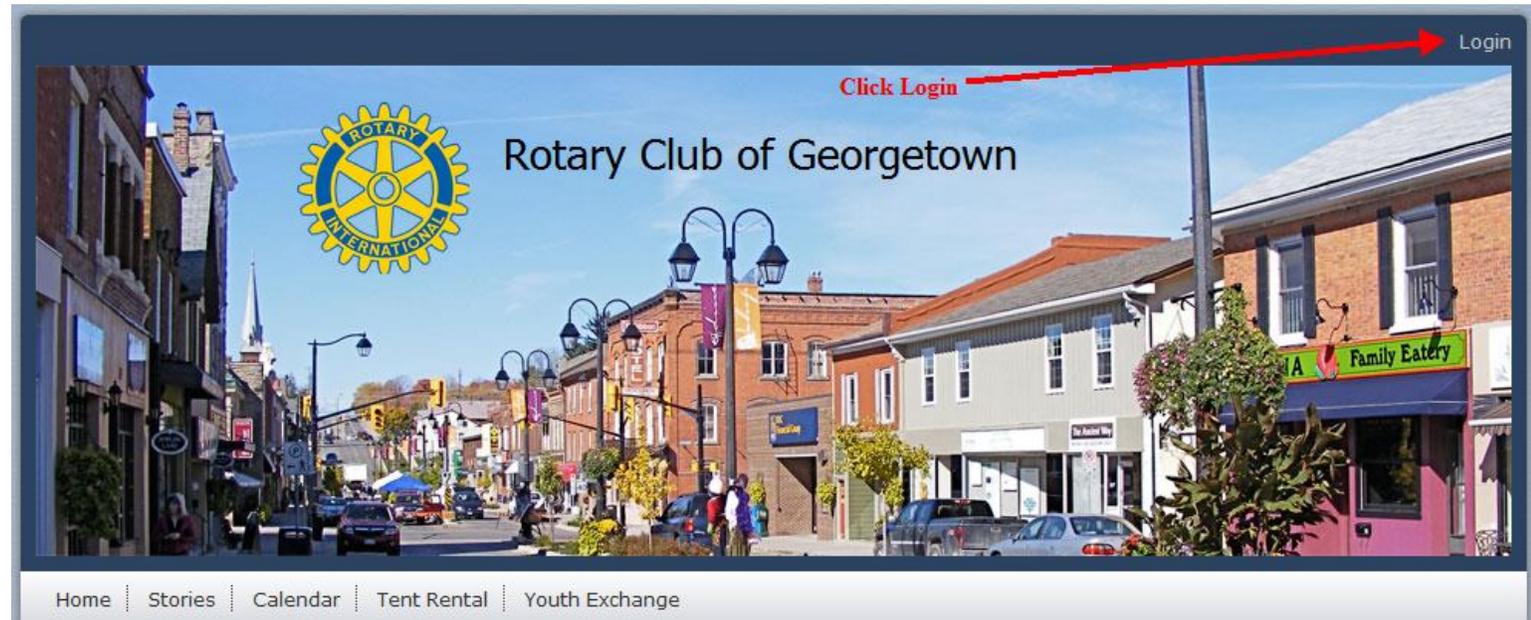
- Do not use people's full names or publish anyone's telephone number or address (use email)
- Do not publish photos of people without their permission
- Do not sell any items or post personal stories, without permission from the club
- Do not post giant photos (see instructions below on sizing)

# Do's

- Do contribute anything relevant to Rotary and our club
- Do feel free to write articles yourself on your Rotary experiences
- Do add your business as a sponsor (need a photo)
- Do have patience as the website can be slow
- Do have fun!
- Do call me (289-891-6467) if you have any trouble 😊

# ClubRunner Login

- Go to <http://www.rotarygeorgetown-on.ca>
- Click 'Login'



# Login Screen

ClubRunner Azure Login Page

https://portal.clubrunner.ca/150/User/Login?ReturnController=Page8

cross country ski ontario

ClubRunner™ Connect. Collaborate. Communicate. Home

Georgetown

ClubRunner Login

Enter your login information below:

Login Name  
lindaz

Password  
●●●●●●

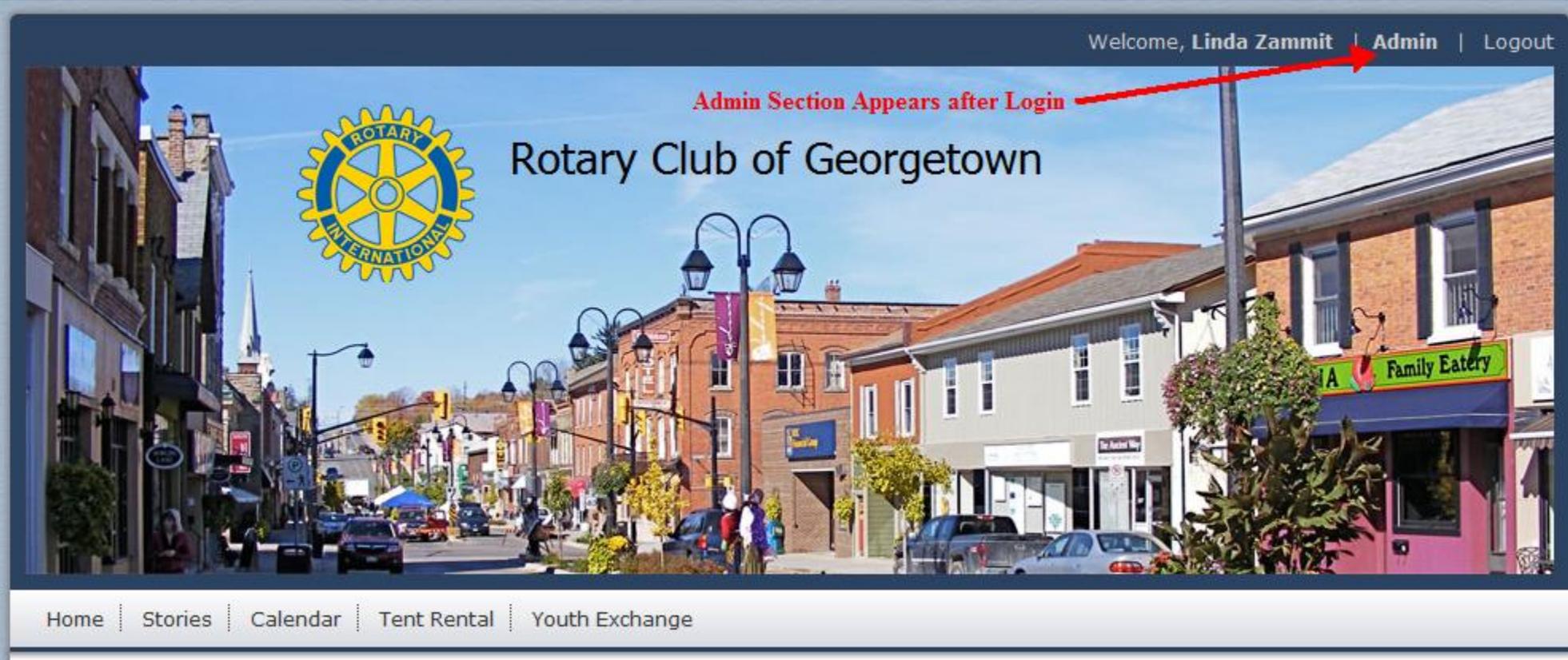
Remember me

Login >

[Forgot User name or Password - click here](#)

[New and existing users: retrieve login and/or reset password](#)

# Admin Screen



# Admin Sections

The screenshot shows a web browser window with the URL [www.crsadmin.com/Gen/Admin.aspx?aid=150](http://www.crsadmin.com/Gen/Admin.aspx?aid=150). The page header includes the ClubRunner logo and the tagline "Connect. Collaborate. Communicate." Below this, the site name "Rotary Club of Georgetown" is displayed, along with a user greeting "Welcome, Linda" and links for "[Logout]", "Admin", and "Home Page". A navigation menu contains tabs for "Admin", "My ClubRunner", "Communication", "Membership", "Organization", "Events 2.0", "Website", and "Help". The "Admin" tab is currently selected, and the page title is "Administration".

The main content area is divided into two columns of administrative links:

- My ClubRunner**
  - [Edit My Profile](#)
  - [Change My Password](#)
  - [Upload My Photo](#)
  - [My Friends](#)
  - [View Club Directory](#)
  - [View Club Photo Directory](#)
  - [Email Message Center](#)
- Membership Manager**
  - [Active Member List](#)
  - [Inactive Members List](#)
  - [Request Member Updates](#)
  - [Member Designations](#)
  - [Friends of the Club](#)
  - [Online Newsletter Subscribers](#)
  - [Edit Executives and Directors](#)

# Edit Stories

The screenshot shows a web browser window with the URL `www.crsadmin.com/Gen/Admin.aspx?aid=150`. The page is titled "Administration" and contains several sections of administrative tools:

- My ClubRunner**
  - [Edit My Profile](#)
  - [Change My Password](#)
  - [Upload My Photo](#)
  - [My Friends](#)
  - [View Club Directory](#)
  - [View Club Photo Directory](#)
  - [Email Message Center](#)
- Website Manager**
  - [Website Designer 3.0](#)
  - [Edit Home Page Links](#)
  - [Edit Stories](#) (highlighted with a red arrow)
  - [Edit Events](#) | [Events 2.0](#) **NEW!**
  - [Edit Speakers](#)
  - [Edit Download Files](#)
  - [Edit Site Pages](#)
- Membership Manager**
  - [Active Member List](#)
  - [Inactive Members List](#)
  - [Request Member Updates](#)
  - [Member Designations](#)
  - [Friends of the Club](#)
  - [Online Newsletter Subscribers](#)
  - [Edit Executives and Directors](#)
  - [Download Member Data](#) **NEW!**
  - [Birthday & Anniversary Report](#)
- Administrator**
  - [Edit Club Info & Settings](#)
  - [Edit Meta Tags](#) **NEW!**
  - [Upload/Remove Meeting Venue Map](#)
  - [Edit Club Logo](#) **NEW!**
  - [Website Sponsorship Area](#)

# Create a New Story

The screenshot shows the ClubRunner website interface. The browser address bar displays `content.clubrunner.ca/150/Story/List`. The page header includes the ClubRunner logo and the text "Connect. Collaborate. Communicate." along with a user greeting "Welcome, Linda Zammit" and a "Logout" link. The main navigation bar features tabs for Admin, My Clubrunner, Bulletin, Membership, Organization, RI Integration, Website (selected), Reports, Events, and Help. Below this, there are sub-tabs for Website Designer and Website Content. The main content area is titled "Website Libraries" and contains three icons: Home Page Content, Libraries, and Pages. A sidebar on the left lists various libraries, with "Story Library" highlighted. The "Story Library" section is active, showing a "Published" tab selected. Below the tabs is a search bar with a "Go" button, a "Show 25 entries" dropdown, and radio buttons for "All stories" (selected) and "My stories". A prominent orange "Create New Story" button is located to the right of the search options, with a red arrow pointing to it. Below the search and filter options is a table listing stories.

Title	Author	Date	Show On Story Page	Status	Actions
Club Schedule for Updating the Website and Bulletin	Linda Zammit	Dec 17, 2013	✓		Preview   Edit   more...
Another Great Party	Linda Zammit	Dec 08, 2013	✓		Preview   Edit   more...
Thank you Tom!	Linda Zammit	Dec 08, 2013	✓		Preview   Edit   more...
New Bulletin!	Linda Zammit	Dec 08, 2013			Preview   Edit   more...

# Creating a Story

## Add a New Story

Autosaved on January-01-14 10:48:44 AM

### Story Settings

→ **Title:** Brent's Update from Venezuela \*

**Permalink:** brent-s-update-from-venezuela \*

→ **Author:** Linda Zammit

**Date:** Jan 01, 2014

Thumbnail Image:

Display author

[Load from Image Library](#)

Display date

### Story Brief

Our "outbound" exchange student, Brent, updates us on how his exchange is going in Venezuela.

**The brief intro that will show on the first page of the website (a short summary)**

**The main story**

body div

Total characters: 115/20000

### Story Content

*Todo es Possible*

It looks like that time of the year, my first Beaver Tale. I'm not really sure how to express my feelings about my first two months of my exchange in three pages. I have barely completed a quarter of my exchange and I know I don't want to leave. So many new Friends and Family. If you're not meeting someone new you're hanging out with the person you met yesterday! Being one of the last to leave meant I had three more weeks of summer vacation while my friends were in school, but during that time I barely thought of the exchange and the overwhelming feelings had not hit me until the night I had to leave.

When I did arrive I was the last inbound along with the other Canadian (the joke was that we held the door open for everyone else). Arriving on September 21 I only had three days before I started school, which was a blessing and a curse at the same time because I didn't have to wait long without any friends but I also had less time to see the country.

On the first day of school I was overwhelmed with people asking me questions in Spanish. Luckily I have four people in my

# Save and Publish

...not meeting someone new you're hanging out with the person you met yesterday!  
...ere in school, but during that time I barely thought of the exchange and the  
  
the door open for everyone else). Arriving on September 21 I only had three days before  
ing without any friends but I also had less time to see the country.

Cancel

Save Changes as Draft

Save and Publish

## Publish Story ✕

Please select where you want this story to appear once published.

Display on Home Page Stories widget

Display on Story List Page

Display in Bulletins:

Bulletin December 8 2013 (Dec 08, 2013)

Rotary Club of Georgetown (Oct 23, 2013)

Confirm

Cancel

# Adding Photos to Stories

1) Thumbnail Image:

Edit Brent's Update from Venezuela

[Preview](#)

Story Settings

**Title:**  \*

**Permalink:**  \*

**Author:**

**Date:**

Display author

Display date

Thumbnail Image: [Create a New Story](#)

[Load from Image Library](#)

2) Story Content Image

Story Content

The toolbar contains various icons for editing text and content. A red arrow points to the 'Image' icon, which is represented by a small picture of a landscape.

***Todo es Possible***

It looks like that time of the year, my first Beaver Tale. I'm not really sure how to express my feelings about my first two months of my exchange in the quarter of my exchange and I know I don't want to leave. So many new Friends and Family. If you're not meeting someone new you're hanging out. Being one of the last to leave meant I had three more weeks of summer vacation while my friends were in school, but during that time I barely thought about the overwhelming feelings had not hit me until the night I had to leave.

When I did arrive I was the last inbound along with the other Canadian (the joke was that we held the door open for everyone else). Arriving on So

# Upload to Image Library

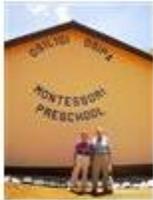
CKFinder 2 - Mozilla Firefox

content.clubrunner.ca/150/Story/Edit?StoryId=e771a952-bf2b-4ca4-bdab-0a53a8c62fd0&ActiveTab=Active&Choice=All#

**Upload** Refresh Settings Maximize

**Folders**

- ClubRunner Images (locked)
- Rotary Images (locked)
- My Images

 1395416_1015202287; 11/15/2013 5:10 PM 94 KB	 1426480_1015202287. 11/15/2013 5:10 PM 87 KB	 1472769_1015202287. 11/15/2013 5:10 PM 57 KB	 2013-09-05-19.31.29.jr 11/4/2013 1:17 AM 325 KB	 2013-10-11-Tanzania-C 12/7/2013 8:45 PM 108 KB	 2013-10-11-Tanzania-C 12/7/2013 8:45 PM 44 KB
 2013-10-12-187.jpg 12/7/2013 8:45 PM 79 KB	 2013-10-12-233.jpg 12/7/2013 8:45 PM 96 KB	 2013-10-26-10.44.06.jr 11/4/2013 1:26 AM 312 KB	 480998_10152022873; 11/15/2013 5:10 PM 70 KB	 998581_10152022873; 11/15/2013 5:10 PM 108 KB	 BrentJensen1.jpg 12/8/2013 0:47 PM 530 KB

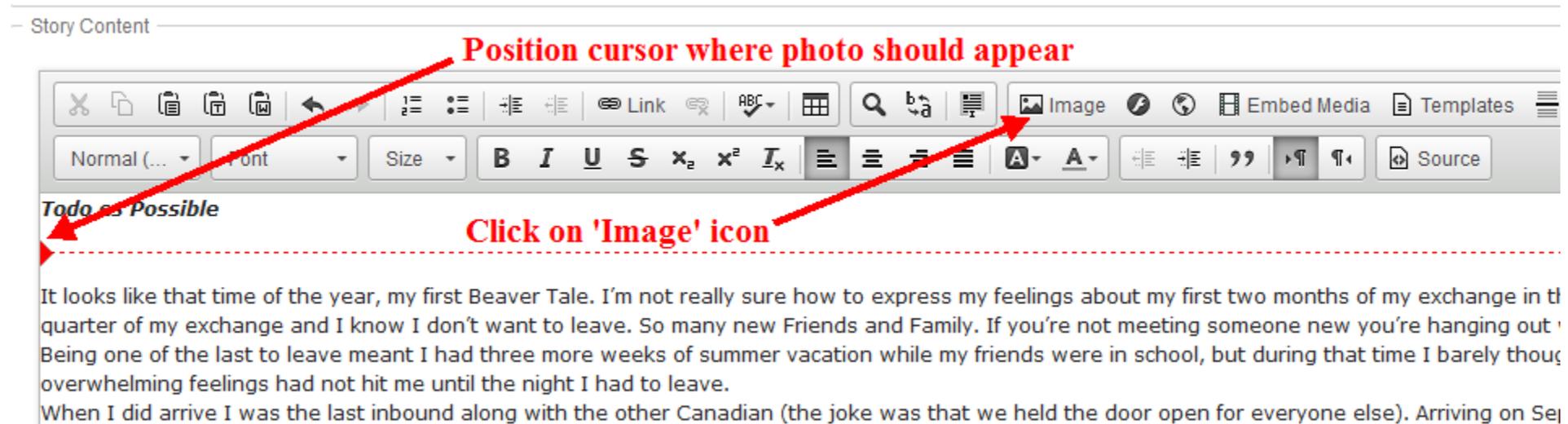
# Locate and Open Picture File (on your computer)

The screenshot shows the CKFinder 2 interface in a Mozilla Firefox browser window. The address bar shows the URL: `content.clubrunner.ca/150/Story/Edit?StoryId=e771a952-bf2b-4ca4-bdab-0a53a8c62fd0&ActiveTab=Active&Choice=All#`. The interface includes a left sidebar with a 'Folders' list containing 'ClubRunner Images (locked)', 'Rotary Images (locked)', and 'My Images'. The main area displays a grid of image thumbnails, each with a filename, date, and size. A red arrow points to the file 'BrentJensen2.JPG' in the second row, seventh column. Below the grid, the text 'Double Click to Add to Story' is displayed in red.

Thumbnail	Filename	Date	Size
	1395416_1015202287	11/15/2013 5:10 PM	94 KB
	1426480_1015202287	11/15/2013 5:10 PM	87 KB
	1472769_1015202287	11/15/2013 5:10 PM	57 KB
	2013-09-05-19.31.29.jr	11/4/2013 1:17 AM	325 KB
	2013-10-11-Tanzania-C	12/7/2013 8:45 PM	108 KB
	2013-10-11-Tanzania-C	12/7/2013 8:45 PM	44 KB
	2013-10-12-065.jpg	12/7/2013 8:45 PM	127 KB
	2013-10-12-073.jpg	12/7/2013 8:45 PM	178 KB
	2013-10-12-187.jpg	12/7/2013 8:45 PM	79 KB
	2013-10-12-233.jpg	12/7/2013 8:45 PM	96 KB
	2013-10-26-10.44.06.jr	11/4/2013 1:26 AM	312 KB
	480998_10152022873i	11/15/2013 5:10 PM	70 KB
	998581_10152022873i	11/15/2013 5:10 PM	108 KB
	BrentJensen1.jpg	12/8/2013 0:47 PM	530 KB
	BrentJensen2.JPG	12/8/2013 0:47 PM	353 KB
	ham.jpg	11/15/2013 5:24 PM	93 KB
	harry.jpg	12/7/2013 8:46 PM	10 KB
	Lauren1.jpeg	12/1/2013 8:42 PM	81 KB
	Lauren2.jpeg	12/1/2013 8:42 PM	62 KB
	photo.JPG	11/15/2013 3:39 PM	135 KB
	rbc2013.jpg	11/18/2013 2:08 AM	76 KB
	sgi.jpg	11/15/2013 5:10 PM	66 KB
	tomBentley.jpg	12/8/2013 2:28 PM	11 KB
	vets.jpg	11/13/2013 7:35 PM	35 KB

# Add Photo to Story (not Thumbnail)

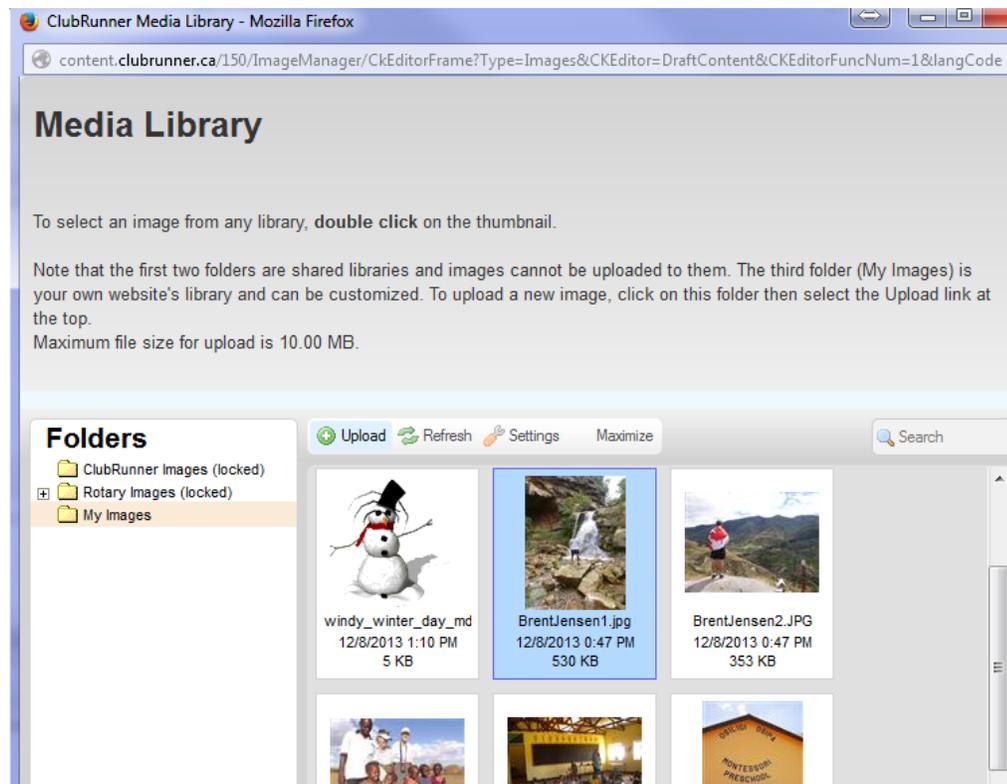
- Position cursor in Story Content where photo(s) should appear. Click on 'Image' toolbar icon.



The screenshot shows a rich text editor interface. At the top, there is a toolbar with various icons. The 'Image' icon, which depicts a picture, is highlighted with a red arrow. Below the toolbar, the text 'Todo as Possible' is visible. A red arrow points to the cursor position at the beginning of this text. A red dashed line is drawn below the text. The text below the dashed line reads: 'It looks like that time of the year, my first Beaver Tale. I'm not really sure how to express my feelings about my first two months of my exchange in the quarter of my exchange and I know I don't want to leave. So many new Friends and Family. If you're not meeting someone new you're hanging out ' Being one of the last to leave meant I had three more weeks of summer vacation while my friends were in school, but during that time I barely thought overwhelming feelings had not hit me until the night I had to leave. When I did arrive I was the last inbound along with the other Canadian (the joke was that we held the door open for everyone else). Arriving on Sep

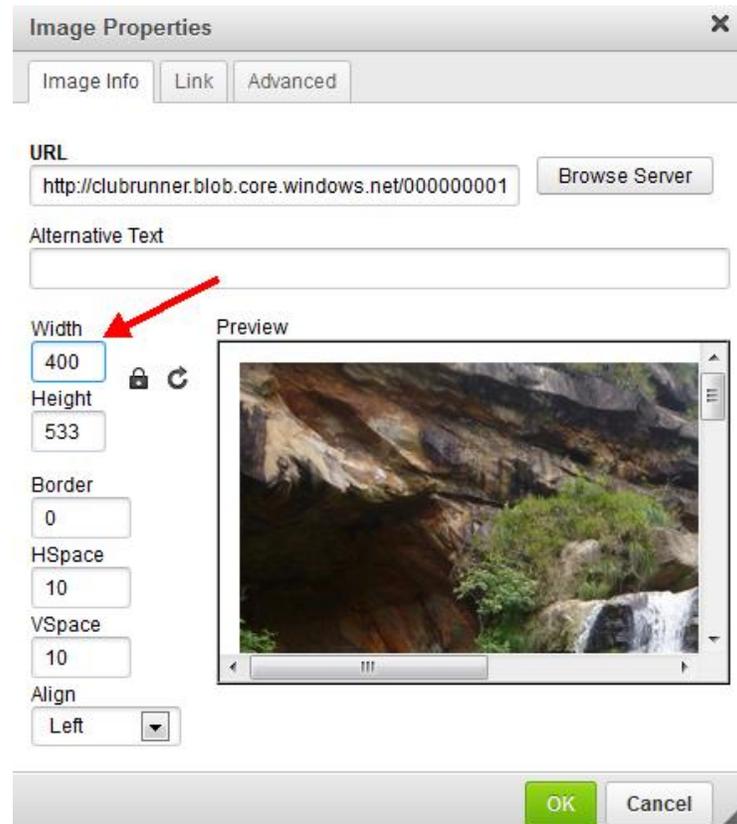
# Click Browse Server

- Follow same steps for thumbnail to add photo(s) from your computer, or select existing photo.



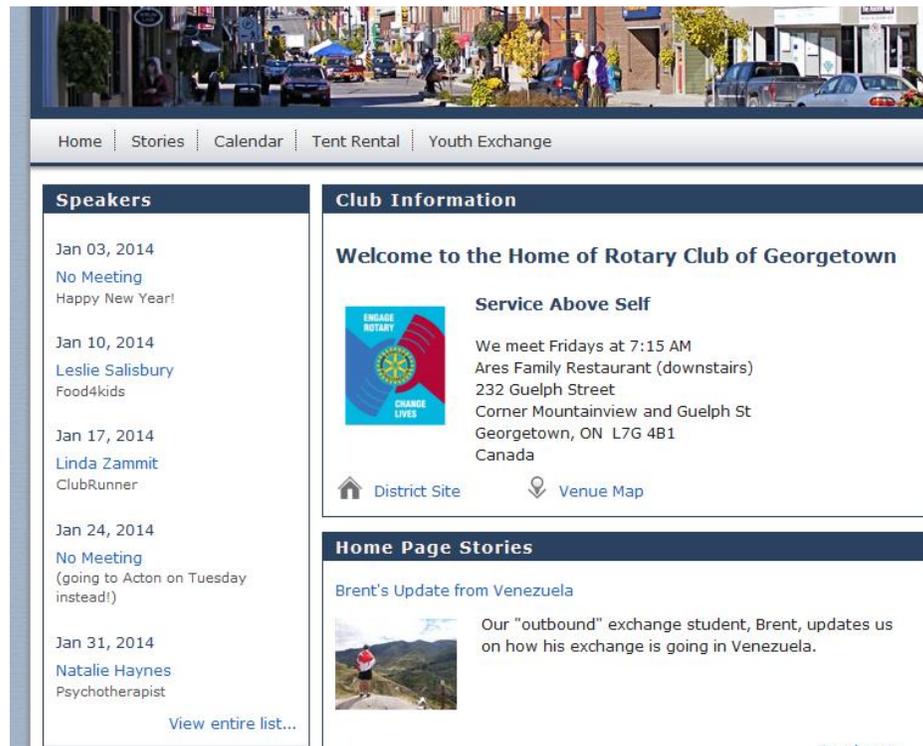
# Adjust Size

- Important: Large photos are not 'friendly' to readers. Adjust photo size to no larger than 400 width.



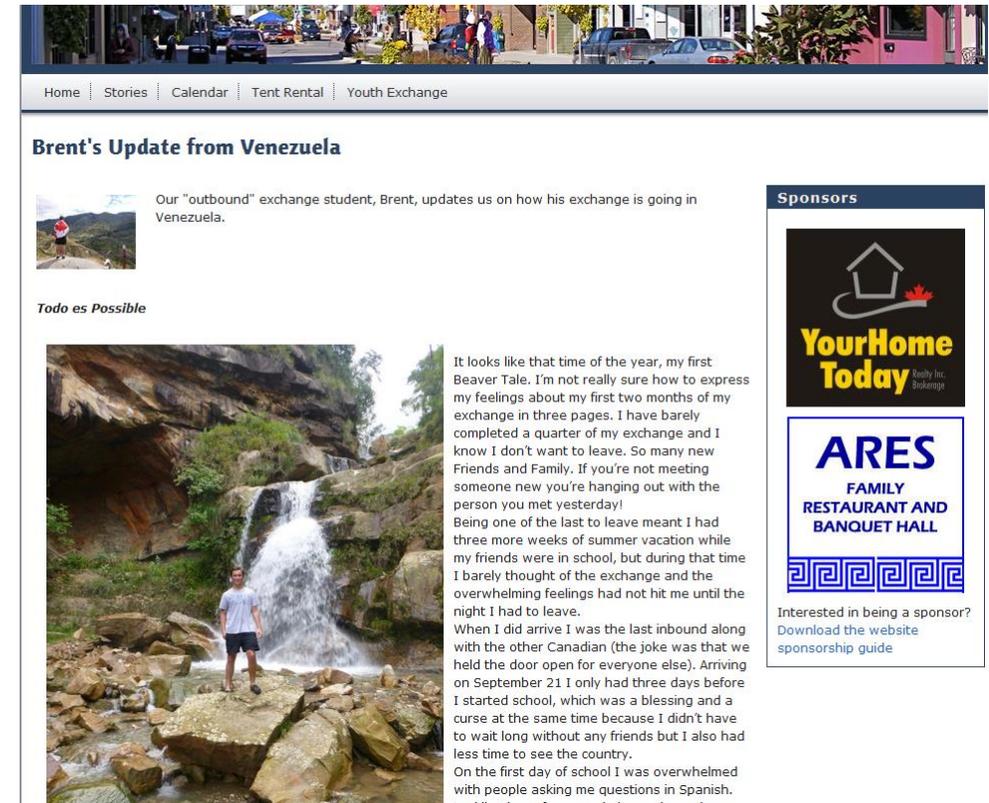
# Review on Website

- Open a new browser window and visit <http://www.rotarygeorgetown-on.ca> to review your work and adjust if necessary



The screenshot shows the website's navigation menu with links for Home, Stories, Calendar, Tent Rental, and Youth Exchange. The main content area is divided into three columns:

- Speakers:** A list of upcoming meetings for January 2014, including dates, meeting titles (e.g., "No Meeting", "Happy New Year!"), and speaker names (e.g., Leslie Salisbury, Linda Zammit, Natalie Haynes).
- Club Information:** A section titled "Welcome to the Home of Rotary Club of Georgetown" featuring the Rotary logo, the motto "Service Above Self", meeting details (Fridays at 7:15 AM at Ares Family Restaurant), and contact information. It also includes links for "District Site" and "Venue Map".
- Home Page Stories:** A preview of a story titled "Brent's Update from Venezuela" with a small thumbnail image and a "Read more" link.



This view shows the full article content. The navigation menu is at the top. The article title is "Brent's Update from Venezuela". It includes a small thumbnail image of Brent and a "Read more" link. The main text of the article is visible, starting with "Our 'outbound' exchange student, Brent, updates us on how his exchange is going in Venezuela." Below the text is a large image of a waterfall with a person standing in front of it, and the caption "Todo es Possible". To the right of the article is a "Sponsors" section featuring logos for "YourHome Today" and "ARES FAMILY RESTAURANT AND BANQUET HALL", along with a link to download a sponsorship guide.

# Deleting Stories

Success

Story "Brent's Update from Venezuela" updated and published successfully.

## Story Library

Published

Drafts

Deleted

Search:



Go

Show 25



entries



All stories



My stories



Create New Story

<u>Title</u>	<u>Author</u>	<u>Date</u> ▼	<u>Show On Story Page</u>	<u>Status</u>	<u>Actions</u>
<a href="#">Brent's Update from Venezuela</a>	Linda Zammit	Jan 01, 2014			<a href="#">Preview</a>   <a href="#">Edit</a>   <a href="#">more...</a>
<a href="#">Club Schedule for Updating the Website and Bulletin</a>	Linda Zammit	Dec 17, 2013	✓		<a href="#">Preview</a>   <a href="#">Delete Story</a>
<a href="#">Another Great Party</a>	Linda Zammit	Dec 08, 2013	✓		<a href="#">Preview</a>   <a href="#">Delete Story</a>
<a href="#">Thank you Tom!</a>	Linda Zammit	Dec 08, 2013	✓		<a href="#">Preview</a>   <a href="#">Delete Story</a>
<a href="#">New Bulletin!</a>	Linda Zammit	Dec 08, 2013			<a href="#">Preview</a>   <a href="#">Delete Story</a>
<a href="#">Building a Pre-school Kindergarten in Oltpesi, N. Tanzania</a>	Harry Hope	Dec 07, 2013	✓		<a href="#">Preview</a>   <a href="#">Delete Story</a>
<a href="#">Youth Exchange Student Lauren!</a>	Linda Zammit	Dec 01, 2013	✓		<a href="#">Preview</a>   <a href="#">Delete Story</a>
<a href="#">Barb Fisk on Vocational Service</a>	Linda Zammit	Nov 15, 2013	✓		<a href="#">Preview</a>   <a href="#">Delete Story</a>

Click 'more'

Click 'Delete Story'

Related Content:

[Links](#)  
[Files](#)

Other:

[Move to Draft](#)  
[Display Options](#)  
[Delete Story](#)

# Generating the Bulletin

ClubRunner™ Connect. Collaborate. Communicate.

Georgetown

Admin | My Clubrunner | Bulletin | Membership | Organization | RI Integration | Website | Reports | Events | Help

Website Designer | Website Content

Website Libraries

- Home Page Content
- Libraries
- Pages

**Libraries**

- ▶ Getting Started
- ▶ Story Library
- ▶ Photo Album Library
- ▶ Global Custom Widgets
- ▶ Links Widget Library
- ▶ Image Library

Story Library

Published | Drafts | Deleted

Search:  Go

<u>Title</u>	<u>Author</u>
Brent's Update from Venezuela	Linda Zammit
Club Schedule for Updating the Website and Bulletin	Linda Zammit
Another Great Party	Linda Zammit
Thank you Tom!	Linda Zammit

# Create New Bulletin

www.crsadmin.com/Gen/Admin.aspx?aid=150

ClubRunner™ Connect. Collaborate. Communicate.

Rotary Club of Georgetown

Admin My ClubRunner **Communication** Membership Organization Events 2.0 Website Help

Email Services | Email Bulletin | **Dynamic Bulletin**

**Click 'Communication'**

**Click 'Dynamic Bulletin'**

Administration

**My ClubRunner**

- [Edit My Profile](#)
- [Change My Password](#)
- [Upload My Photo](#)
- [My Friends](#)
- [View Club Directory](#)
- [View Club Photo Directory](#)
- [Email Message Center](#)

**Membership**

- [Active Member Lis](#)
- [Inactive Members](#)
- [Request Member L](#)
- [Member Designati](#)
- [Friends of the Club](#)
- [Online Newsletter](#)
- [Edit Executives and](#)
- [Download Member](#)
- [Birthday & Anniver](#)

**Website Manager**

- [Website Designer 3.0](#)
- [Edit Home Page Links](#)
- [Edit Stories](#)

**Administrato**

- [Edit Club Info & Se](#)

# Create New Bulletin

The screenshot displays the ClubRunner eBulletin 3.0 interface. At the top, the 'Georgetown' logo and name are visible. A navigation menu includes 'Admin', 'My Clubrunner', 'Bulletin', 'Membership', 'Organization', 'RI Integration', 'Website', 'Reports', 'Events', and 'Help'. Below this, a sub-menu shows 'Manage Bulletins' and 'Bulletin Subscribers'. The main content area is titled 'eBulletin 3.0' and features a 'Welcome to eBulletin 3.0' banner with the tagline 'ClubRunner on the Cloud'. A sidebar on the left contains a 'Getting Started' section with links for 'Welcome', 'Create New Bulletin', and 'Help'. The main content area includes a 'What are bulletins?' section with a link for more info, and a 'Bulletin options:' section explaining that users can create separate editions. Two callout boxes at the bottom provide instructions: one for 'Create New Bulletin' (designing from scratch or copying) and another for 'Edit Bulletins' (editing recent bulletins or managing groups).

Georgetown

Admin My Clubrunner Bulletin Membership Organization RI Integration Website Reports Events Help

Manage Bulletins Bulletin Subscribers

eBulletin 3.0

Getting Started Edit Bulletins Send Bulletins Archived Bulletins

Getting Started

- Welcome
- Create New Bulletin
- Help

Welcome to eBulletin 3.0  
ClubRunner on the Cloud

What are bulletins?

Bulletins are newsletters that can be sent to your members, other users, friends and subscribers. [Click here for more info.](#)

Bulletin options:

You can have multiple streams of bulletins (called Groups), each with a different layout and design. Rather than continue to modify one bulletin template over time, you can now create separate editions and control the design and content of each.

Design and build a new bulletin either from scratch or by copying an existing one.

Create New Bulletin

Edit and send your recent bulletins, or manage your groups.

Edit Bulletins

# Copy From Previous Bulletin

ClubRunner™ Connect. Collaborate. Communicate.

Georgetown

Admin My Clubrunner Bulletin Membership Organization RI Integration Website Reports Events Help

Manage Bulletins Bulletin Subscribers

eBulletin 3.0

Getting Started Edit Bulletins Send Bulletins Archived Bulletins

Getting Started

- ▶ Welcome
- ▶ Create New Bulletin
- ▶ Help

### Create New Bulletin

Bulletin Settings

Name:  \*

Date: Jan 01, 2014  \*

Copy Bulletin From:  Select a previous bulletin if required. ▼

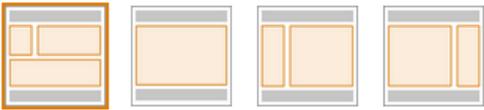
Bulletin Group: General ▼

Visible on Website:

Access Level:  Public  Requires Login

Editor Name:  Type at least 3 letters of first or last name

Editor Email:

Content Template: 

*You can change this later by clicking the change template button in the Bulletin Designer.*

# Fill in Fields

## Create New Bulletin

### Bulletin Settings

**Name:**  \*

**Date:**  \*

Copy Bulletin From:  ▼

Bulletin Group:  ▼

Visible on Website:

Access Level:  Public  Requires Login

Editor Name:

Editor Email:

Content Template: 

*You can change this later by clicking the change template button in the Bulletin Designer.*

Cancel

Next

# Main – Update Stories

ClubRunner™ Connect. Collaborate. Communicate. Welcome, Linda Zammit | English Small

Georgetown

Admin My Clubrunner Bulletin Membership Organization RI Integration Website Reports Events Help

Manage Bulletins Bulletin Subscribers

eBulletin 3.0 Go back Properties Preview Bulletin Change Template Publish

Success 'Bulletin January 3 2014' saved successfully

Bulletin Designer: Bulletin January 3 2014

Choose Bulletin Banner

Top Left Top Right

Speakers Club Information

Update Stories Only Main

Drag & Drop to Rearrange Widgets

Upcoming Events

Getting Started Edit Bulletins Send Bulletins Archived Bulletins

Select from the categories below to add new widgets to your bulletin. Be sure to click the Publish Bulletin button to save your changes.

Essentials Links Events

Bulletin & PR Custom Widgets (Global)

Custom Widgets (Bulletin Specific)

Meeting Information

Executives & Directors

Bulletin Stories

Bulletin News

Bulletin Download Files

# Add Story to Bulletin

ClubRunner™ Connect. Collaborate. Communicate. Welcome, Linda Zammit | [Logout](#)

Georgetown English ▾ Small ▾ Home

Admin My Clubrunner **Bulletin** Membership Organization RI Integration Website Reports Events Help

Manage Bulletins Bulletin Subscribers

Website 3.0 ← Go back

Getting Started Edit Bulletins Send Bulletins Archived Bulletins

**Getting Started**

- ▶ Welcome
- ▶ Create New Bulletin
- ▶ Help

**Information** Please note that this widget has only been added to the Draft version of Bulletin January 3 2014. To go live, click here to publish Bulletin January 3 2014.

Stories for Bulletin January 3 2014 **Add the story you created to the bulletin here**

Drag and drop story titles to change their sequence.

[Preview](#) [Create New Story](#) [Add Stories from the Story Library](#)

Title	Author	Date	Status	Actions
<input type="checkbox"/> New Bulletin!	Linda Zammit	Dec 08, 2013		<a href="#">Edit</a>   <a href="#">Links</a>   <a href="#">Files</a>   <a href="#">Remove</a>
<input type="checkbox"/> Youth Exchange Student Lauren!	Linda Zammit	Dec 01, 2013		<a href="#">Edit</a>   <a href="#">Links</a>   <a href="#">Files</a>   <a href="#">Remove</a>
<input type="checkbox"/> Barb Fisk on Vocational Service	Linda Zammit	Nov 15, 2013		<a href="#">Edit</a>   <a href="#">Links</a>   <a href="#">Files</a>   <a href="#">Remove</a>

[Check All](#) [Remove Selected](#)

# Add Selected Stories

**ClubRunner™** Connect. Collaborate. Communicate. Welcome, Linda Zammit | [Logout](#)

 Georgetown English ▾  Small ▾ Home

Admin My Clubrunner **Bulletin** Membership Organization RI Integration Website Reports Events Help

Manage Bulletins Bulletin Subscribers

Website Libraries ← Go back

 Getting Started  Edit Bulletins  Send Bulletins  Archived Bulletins

**Add Stories to Bulletin January 3 2014 Bulletin**

Search:

**Check the story you want to add**

**Click 'Add Selected Stories'**

Show  entries 

Select from the list of stories below then Click on Add Selected Stories

<input type="checkbox"/>	Title	Author ▾	Published On ▾	Status ▾
<input checked="" type="checkbox"/>	Brent's Update from Venezuela	Linda Zammit	Jan 01, 2014	
<input type="checkbox"/>	Club Schedule for Updating the Website and Bulletin	Linda Zammit	Dec 17, 2013	
<input type="checkbox"/>	Thank you Tom!	Linda Zammit	Dec 08, 2013	

**Getting Started**

- ▶ Welcome
- ▶ Create New Bulletin
- ▶ Help

# Publish Bulletin and Send Bulletin

The screenshot shows the ClubRunner Bulletin Designer interface. At the top, the ClubRunner logo and tagline 'Connect. Collaborate. Communicate.' are visible, along with the user name 'Welcome, Linda Zammit' and a 'Logout' link. The site name 'Georgetown' is displayed in the header. A navigation menu includes 'Admin', 'My Clubrunner', 'Bulletin', 'Membership', 'Organization', 'RI Integration', 'Website', 'Reports', 'Events', and 'Help'. Below the navigation, there are tabs for 'Manage Bulletins' and 'Bulletin Subscribers'. The main content area is titled 'eBulletin 3.0' and shows the publication date 'Published on Wed Jan 01 2014 12:01:59 GMT-0500 (Eastern Standard Time)'. Action buttons include 'Go back', 'Properties', 'Preview Bulletin', 'Change Template', and 'Publish Bulletin'. The interface is divided into a left sidebar and a main design area. The sidebar contains navigation icons for 'Getting Started', 'Edit Bulletins', 'Send Bulletins', and 'Archived Bulletins', along with instructions to select categories for adding widgets. The main design area is titled 'Bulletin Designer: Bulletin January 3 2014' and features a 'Choose Bulletin Banner' section. Below this, there are two columns: 'Top Left' containing a 'Speakers' widget and 'Top Right' containing a 'Club Information' widget. Both widgets have a move handle icon.

ClubRunner™ Connect. Collaborate. Communicate. Welcome, Linda Zammit | Logout

Georgetown English Small Home

Admin My Clubrunner Bulletin Membership Organization RI Integration Website Reports Events Help

Manage Bulletins Bulletin Subscribers

eBulletin 3.0 Published on Wed Jan 01 2014 12:01:59 GMT-0500 (Eastern Standard Time) Go back Properties Preview Bulletin Change Template Publish Bulletin

Getting Started Edit Bulletins Send Bulletins Archived Bulletins

Select from the categories below to add new widgets to your bulletin. Be sure to click the Publish Bulletin button to save your changes.

Essentials Links Events Bulletin & PR Custom Widgets (Global) Custom Widgets (Bulletin Specific)

Meeting Information

Bulletin Designer: Bulletin January 3 2014

Choose Bulletin Banner

Top Left Top Right

Speakers Club Information

# Recipients & Send Bulletin to Yourself

Send a Bulletin

**1 Choose your bulletin.**  
Select the bulletin from the dropdown list and create your email subject line. Please note: only published bulletins are available to be sent.

Select Bulletin:  \*

Email Subject:  \*

**2 Select the recipients.**  
Click the check box to send to everyone in that category. You can also click on the category name to expand recipients. Please note: you will not be able to select recipients that have not supplied an email address.

- Members (56/59)
  - Active [Expand List](#) (21/22)
  - Honorary [Expand List](#) (0/2)
  - Ex Member [Expand List](#) (35/35)
- Other Users (7/7)
  - Exchange Student [Expand List](#) (6/6)
  - Prospective Member [Expand List](#) (1/1)
- Friends (0/1)
- Bulletin Subscribers (0/0)

**3 Send your bulletin.**  
Click on Send to Myself to email the bulletin to yourself and preview what it looks like in email format. Click on Send to email bulletin to the recipients you have selected.

**Other Users → Exchange Student. Please select recipients.**

Select All 6 out of 6 recipients selected

Show  entries Search:

- Jensen, Brent
- Johanson, Anna-Liisa
- Mouri, Yuichi
- Rock, Lauren
- Zammit, Karlee
- Zammit, Kendra

Showing 1 to 6 of 6 entries

Done

**Send to yourself** →

Cancel Send to Myself Send

# Review the Bulletin

- Review the bulletin you have emailed yourself for review (you may need to wait an hour or more to receive it)
- Alternatively, you can also find it on the website

## [Building a Pre-school Kindergarten in Oltpesi, N. Tanzania](#)

Posted by Harry Hope



Several years ago, the Rotary of Georgetown (a major contributor to this effort) and another club in this district decided to take on the task of raising the funds to build a pre-school kindergarten in the area of Oltpesi, N. Tanzania after personally seeing the condition of the old school while on another project.

[Read more...](#)

Thank you Tom!



Tom was presented with a small gift for hosting the Grab Bag for 15 years including 10,000 pics & newsy bites of interest, entertaining Rotarians and friends in several countries and provinces.

19	20	21	22	23	24	25
26	27	28	29	30	31	01

### Home Page Download Files

- » [Gala - Auction Item Sheet](#)
- » [Dictionary Delivery Script](#)
- » [New Member Application](#)
- » [Tent Rental Contract](#)
- » [Tent Rental Rates 2014](#)

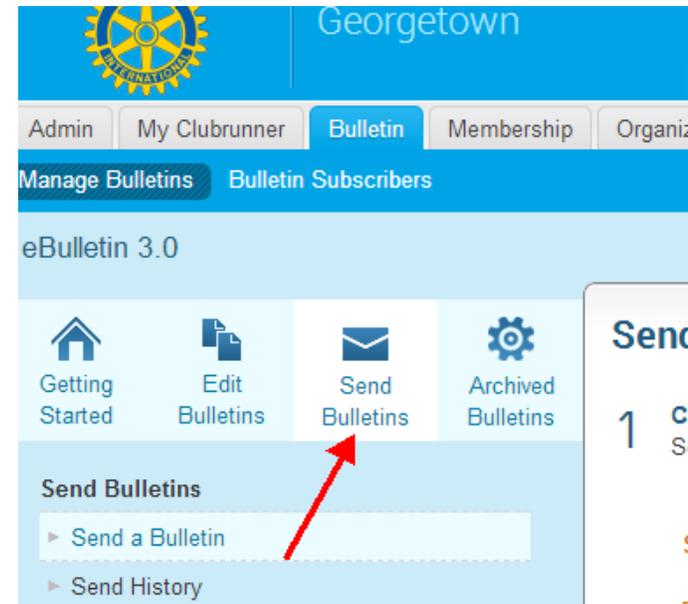
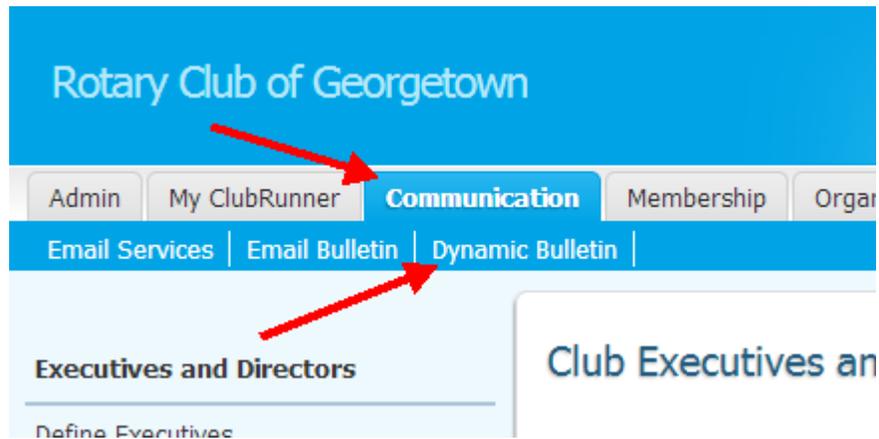
### Bulletins

- [Bulletin January 11 2014](#)  
Jan 11, 2014
- [Bulletin January 3 2014](#)  
Jan 03, 2014
- [Bulletin December 8 2013](#)  
Dec 08, 2013



# Send to Club Members and Others

- Click 'Communication', then 'Dynamic Bulletin'
- Then click 'Send Bulletin'



# Send the Bulletin

- Select the Bulletin to send
- Select the recipients (Active Members and Other Users → Exchange Students and Prospective Members)
- You can also see who is in the lists by selecting 'Expand List'

You can add new users by clicking on Membership, Member Lists, Other User List, Add New Member. DO NOT add new active members, you may only add 'Other User' members.

ClubRunner™ Connect. Collaborate. Communicate.

Rotary Club of Georgetown

Admin My ClubRunner Communication **Membership** Organization Events 2.0 Website

Member Lists Member Designations Friends Request Member Update Birthday and Anniversary Report

**Members**

Active Member List

Other User List ←

Inactive Members List

**Active Members List**

Members per Page: 25

All A B C D E F G H I J K L

Email  By First Name **Name ▲**

Bentley, Tom

Beckman, Matt

# Send the Bulletin

## Send a Bulletin

### 1 Choose your bulletin.

Select the bulletin from the dropdown list and create your email subject line. Please note: only published bulletins are available to be sent.

Select Bulletin:  \*

Email Subject:  \*

Select the current  
bulletin you have  
created and reviewed

### 2 Select the recipients.

Click the check box to send to everyone in that category. You can also click on the category name to expand and choose certain groups in the category, or click on the "Expand List" link to select individual recipients. Please note: you will not be able to select recipients that have not supplied an email address.

- ▼  Members (21/59)
  - Active [Expand List](#) (21/22)
  - Honorary [Expand List](#) (0/2)
  - Ex Member [Expand List](#) (0/35)
- ▼  Other Users (9/9)
  - Exchange Student [Expand List](#) (6/6)
  - Prospective Member [Expand List](#) (3/3)
- ▶  Friends (0/1)
- ▶  Bulletin Subscribers (0/0)

Active members only

Exchange Students & Prospective Members too!

Click 'Send' and you  
are done!

### 3 Send your bulletin.

Click on Send to Myself to email the bulletin to yourself and preview what it looks like in email format. Click on Send to email bulletin to the recipients you have selected.

Cancel

# You are Done!

- You have now successfully updated the website and sent out a bulletin.



# Club Runner Videos and Support

The screenshot displays the ClubRunner Knowledgebase interface. At the top, the ClubRunner logo is accompanied by the tagline "Connect. Collaborate. Communicate." Below this is a navigation bar with links for Home, Submit a Ticket, Knowledgebase, Downloads, On Demand Videos, Webinars, News, and Service Updates. A language dropdown menu is set to "English (U.S.)".

On the left side, a Knowledgebase sidebar lists categories: Support & Online Help (544), Downloads (55), On Demand Videos (60), and Getting Started (7). The main content area features a search bar with the placeholder text "Please type your search query here" and a "SEARCH" button. Below the search bar, the breadcrumb path reads "Knowledgebase : On Demand Videos > On Demand Videos - Club Version > Website Manager".

The primary content is a list of articles under the "Website Designer 2.0 (5)" category:

- How to add Photos and Videos to Stories or Site Pages**  
WEBSITE MANAGER: Learn how to add photos and videos to Stories or Site Pages
- Edit Photo Albums - How do I create and edit a Photo Album?**  
PHOTO ALBUMS: Learn how to create photo albums and add photos to each one.
- Edit Photo Albums - How do I upload multiple pictures to the website?**  
Upload Larger ">
- Edit Site Pages - How to Setup a Site page**  
Site Pages: Learn how to create a Site page and add items to a Site page.
- How do I post a video on my home page?**  
Login Request: Learn how to post a YouTube video to your homepage.
- How to Add and Edit links on the homepage**  
The following video demonstrates how to create and edit links on the home page. NOTE: THE LINKS WIDGET MUST BE ADDED TO YOUR HOMEPAGE.
- How to create a form using Google Docs**  
Learn how to create a form using Google Docs



Questions?