

How to Create a Calendar Event in Club Runner

- View a short video tutorial on the process here (sorry no sound): <http://screencast.com/t/gS19od3d>
- **Log in to Club Runner** with your credentials (username and password).
- Choose **Admin**, which will open the page shown below:

ClubRunner™ Connect. Collaborate. Communicate.

Rotary Club of Prince George Nechako

Welcome, Deb [Logout] | Admin | Home Page | A A A

Admin | My ClubRunner | Communication | Bulletin | Membership | Organization | RI Integration | Attendance 3.0 (Beta) | Website | Reports | Events | Help

Admin |

Help

- Support Center
- On Demand Videos
- Downloads
- Webinars
- Submit a Ticket

ClubRunner Add-ons

- Enhanced Committees Module
- MyEventRunner
- Online Payment & eCommerce Module - US
- Online Payment & eCommerce Module - CAN
- Barcode Scanner Module

Administration

Important Notice: Please note that we will be performing our monthly server maintenance to ClubRunner on **Sunday, January 17, 2016** between **12:00 AM and 6:00 AM Eastern Time**. The downtime will be about 45 minutes to 1 hour during which users will not be able to log in however the website will continue to be available.

Thank you for your patience as we continue to improve ClubRunner.

New to ClubRunner or need a refresher? Register for free ClubRunner webinars [here](#). Read up on our latest updates! Release Notes are available on our [Service Updates](#) page.

My ClubRunner

- [Edit My Profile](#)
- [Change My Password](#)
- [Upload My Photo](#)
- [My Commitments](#)
- [My New Member Activities](#) **NEW!**
- [My Friends](#)
- [View Club Directory](#)
- [View Club Photo Directory](#)
- [eDirectory Reports 2.0](#)
- [View Printable Mailing Labels](#) **NEW!**
- [Email Message Centre](#) **NEW!**
- [View Club Documents](#)
- [My Attendance](#)

Membership Manager

- [Club Dashboard](#)
- [Active Member List](#)
- [Other Users List](#)

View Printable Mailing Labels **NEW!**

Email Message Centre **NEW!**

[View Club Documents](#)

[My Attendance](#)

[My Committees](#)

[My Billing Account Balance](#)

Website Manager

- Website Designer 3.0
- [Edit Home Page Links](#)
- [Edit Stories](#)
- [Edit Events 2.0](#)
- [Edit Speakers](#)
- [Edit Download Files](#)
- [Edit Site Pages](#)
- [Edit Photo Albums](#)
- [Edit Club Documents](#)
- MyEventRunner Registration (new window)

- Locate the **Edit Events 2.0** and click to open the Event page.

- Click **Create a New Event** from the top right hand corner of the page.

The screenshot shows the 'Events' page with a table of 'All Upcoming Events'. A red arrow points to the 'Create A New Event' button in the top right corner. The table lists four events with their dates, names, active status, locations, chairs, and actions.

| Event Date ▲ | Event Name | Active | Location | Event Chair | Actions |
|--------------|---|--------|--|--------------|--|
| Jan 12, 2016 | Test Event | ✗ | UNBC | Deb Nielsen | Open Delete Copy |
| Jan 22, 2016 | Youth Exchange Winter Orientation | ✓ | | Gina Rawson | Open Delete Copy |
| Jan 22, 2016 | Pub Night | ✗ | Royal Canadian Legion Branch #43 | Dolly Hilton | Open Delete Copy |
| Jan 22, 2016 | PG Cougars Game with YEX | ✓ | CN Centre | Deb Nielsen | Open Delete Copy |

- This will open the **template** for creating an Event.
- Complete the following information:
 - **Event Name**
 - **Event Code** – we aren't currently using any codes.
 - **Status** – Active means it will show up in the calendar
 - **Start Date and Time** – you can use the calendar or simply type in the date and time
 - **End Date and Time** – you can use the calendar or simply type in the date and time
 - **Description**

The 'Create New Event' form includes the following fields and options:

- Event Name:** Text input field.
- Event Code:** Text input field.
- Status:** Radio buttons for Active and Draft.
- Event Type:** Dropdown menu set to 'General'.
- Start Date & Time:** Two input fields with a calendar icon and a tip: 'Tip: Type 'A' or 'P' to switch AM/PM.'
- End Date & Time:** Two input fields with a calendar icon and a tip: 'Tip: Type 'A' or 'P' to switch AM/PM. Leave blank if not applicable'.
- Description:** Text area with a rich text editor toolbar. The toolbar includes icons for undo, redo, bold, italic, underline, strikethrough, text color, background color, link, unlink, search, and help. Below the toolbar are dropdown menus for 'Format', 'Font', and 'Size', and a 'Source' button.

- **Would you like to enable registration now?**
- **Image** – add an image if you like, for example, the event poster.
- **Event Chair** – choose from the dropdown menu
- **Email** – will use the primary email address of the Event Chair but can be edited.
- **Phone** - will use the primary phone number of the Event Chair but can be edited.
- **Location** (of the event)
- **Options:**
 - Show event in home page?
 - Show event in calendar?
 - Show in events list?
 - Show event in bulletin?
 - Display Social Media share bar?
 - Show event in district calendar? – I usually choose no
 - Show map?
- Click **Save**

Would you like to enable registration now? Yes No

Image: No file chosen

Event Chair: Nielsen, Deb ▾

Email: deb.nielsen@unbc.ca

Phone: 250-562-7890

Location:

Address 1:

Address 2:

City:

Zip/Postal Code:

Country: Canada ▾

Province: British Columbia ▾

Show Event in home page? Yes No

Show Event in Calendar? Yes No

Show In Events List? Yes No

Show Event in Bulletin? Yes No

Display Social Media Share Bar? Yes No

Show Event in District Calendar? Yes No

Show Map? Yes No

How to Delete an Event

- Currently, we don't seem to have permissions to delete events therefore simply go into the Event by choosing **Open** and change the **Status** to **Draft**.

Events [Create A New Event](#)

[View All Events](#)

All Upcoming Events

| Event Date ▲ | Event Name | Active | Location | Event Chair | Actions |
|------------------------------|---|--------|--|--------------|--|
| Jan 12, 2016 | Test Event | ✗ | UNBC | Deb Nielsen | Open Delete Copy |
| Jan 22, 2016 | Youth Exchange Winter Orientation | ✓ | | Gina Rawson | Open Delete Copy |
| Jan 22, 2016 | Pub Night | ✗ | Royal Canadian Legion Branch #43 | Dolly Hilton | Open Delete Copy |
| Jan 22, 2016 | PG Cougars Game with YEX | ✓ | CN Centre | Deb Nielsen | Open Delete Copy |
| | Nechako Rotary Pub Night | | Royal Canadian Legion | Dolly | Open Delete Copy |

