

Dolly asked that I give you a brief introduction to ClubRunner. Some of you may be very familiar with ClubRunner but I tried to base my introduction on a basic level to ensure everyone had the basic skills so please bear with me. For those of you with advanced training in ClubRunner, if you know a better way to do some of these things, please feel free to share any pointers or tips with the rest of us. I only started using ClubRunner in October so I am just learning myself.

Accessing Club Runner



<http://portal.clubrunner.ca/372>

Home | Stories | News | Calendar

Rotary Links

- Rotary International
- RI President Home
- About Rotary
- Joining Rotary
- Rotary History
- Rotary Foundation
- For New Members

Links

Links



- Operation Red Nose
- District 5040
- Rotary International
- Prince George Downtown Club

Club Information

Welcome to our Club!



Service Above Self

Every Wednesday, breakfast at 7:00 am, meeting starts at 7:35 am
Coast Inn of the North
770 Brunswick Street
Winston's
Prince George, BC V2L 2C2
Canada

[District Site](#) [Venue Map](#)

NATIONAL AWARDS
CLUB & DISTRICT
TRADING BANNERS

RSS

New online process makes it easy to follow up on prospective members

Tracking your membership leads is easier than ever. District leaders and club officers can now review inquiries from prospective, referred, and relocating or returning members -- all in one place. Sign in to My Rotary and visit the Club and District Administration pages to discover how easy it is to manage your online membership leads and review reports. You'll also find guides to help walk you through the new process. To refer a member or begin the process of changing clubs, visit the Member Center. If you're not a Rotary member but are interested in joining us, you can learn more about club...

New Rotary flag and banner materials available in Brand Center

Give your Rotary flag or banner a new and professional look with our outdoor materials, available in the

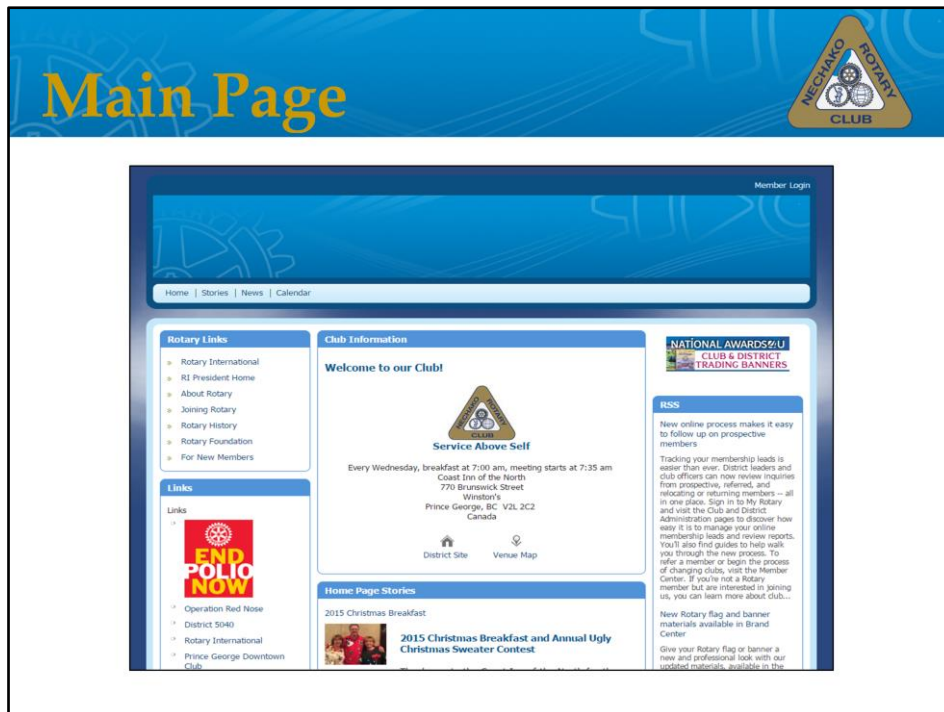
Home Page Stories

2015 Christmas Breakfast

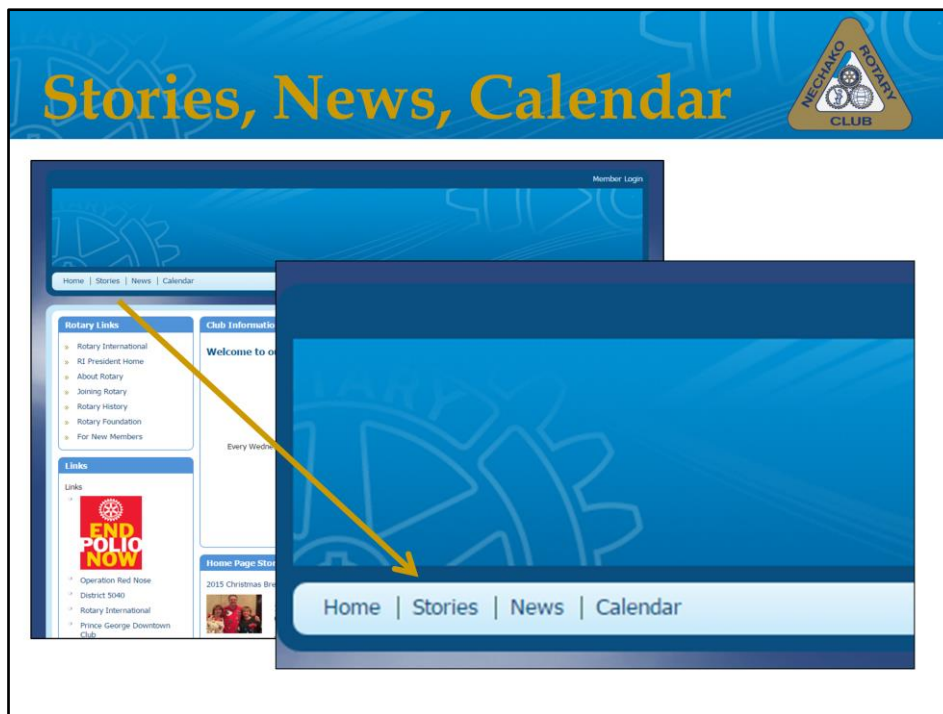


2015 Christmas Breakfast and Annual Ugly Christmas Sweater Contest

How to find Club Runner ... the URL is on the page. I had wanted to print off copies of these slides for everyone but worried about the waste of paper – therefore I will post them on Club Runner today for you to access and for anyone who wishes I can email a copy to you.



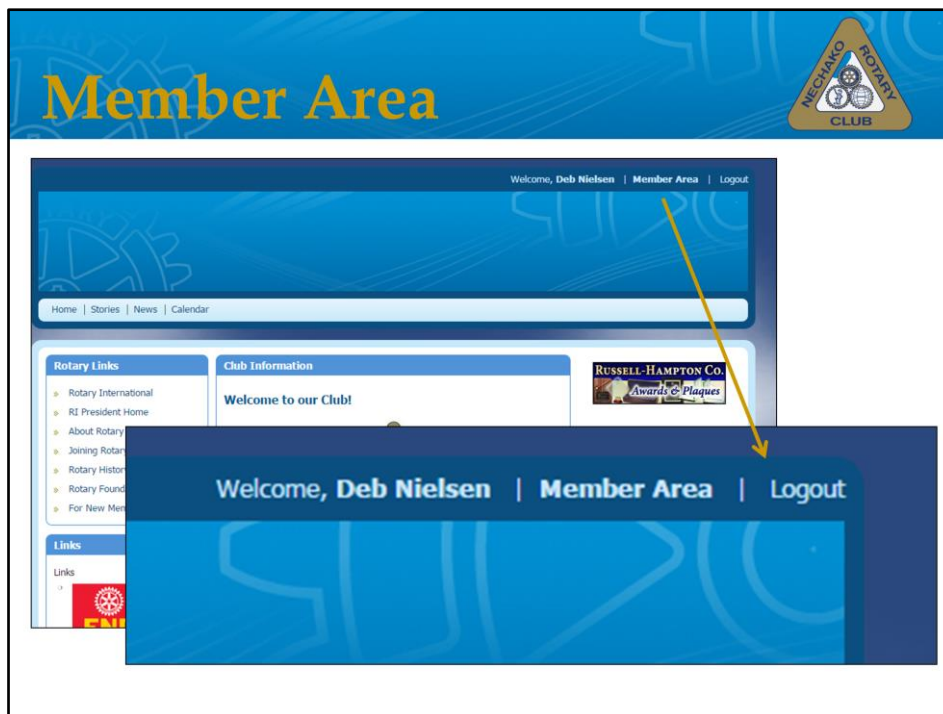
This main page contains club information, links to Rotary specific sites, home page stories, club executives and directors, the list of upcoming speakers – it really is the public face to our Rotary club.



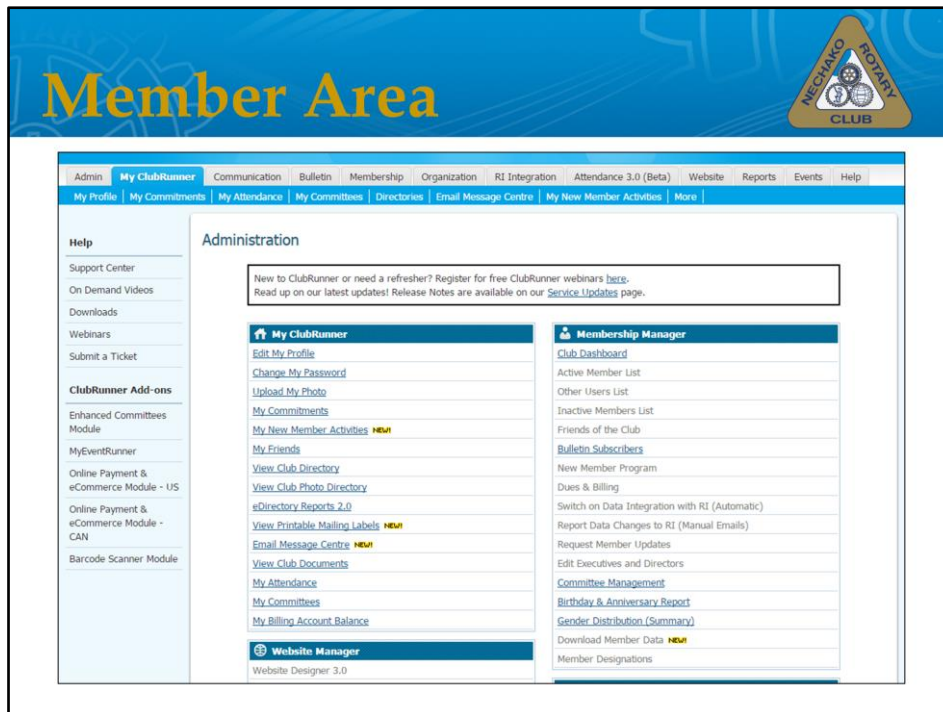
It also has links to Stories, News, and the Calendar.



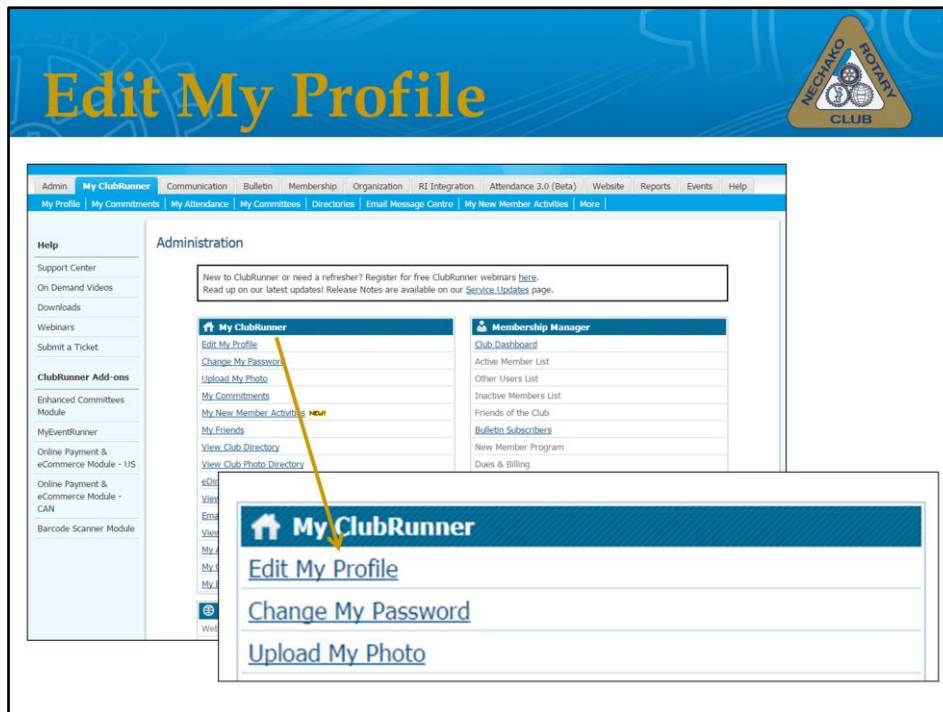
As Rotary members, when you login you will have access to a number of functions. If you haven't logged in or if you have forgotten your password, click the link and you can reset it.



Once you have logged in, click the Member Area ...



... to access and edit your personal information, change your password, upload your photo, access the email message centre, and view your attendance,. In this presentation, I will briefly outline the steps to do those very things. I think that Club Runner has a lot of potential for us, particularly for committees but my hope for today was to ensure a level of familiarity for everyone and then we can address ways to make club runner work for us.



Editing your profile is quite straightforward, from the Administration page, click edit my profile.



This will take you to your Member Profile page, where you will be asked to Edit once more. Click Edit. One of the tips that I give my e-learning students and instructors, is if you aren't happy with the changes, simply click Cancel instead of Save and start again.

Edit My Profile



Personal Rotary Biography Commitments Settings Privacy

Save Cancel

Fields marked in red are required.

Member Details


| | | | |
|--------------------------|---|--|--|
| Title | Ms | Gender | <input type="radio"/> Male <input checked="" type="radio"/> Female |
| First Name | Deb | Date of Birth | Oct 31 1964 |
| Middle Name | | Anniversary | Sep 05 1992 |
| Last Name | Nielsen | Spouse/Partner First Name | Dave |
| Nickname | | Spouse/Partner Last Name | Nielsen |
| Suffix | | Spouse/Partner Nick Name | |
| Preferred Address | <input checked="" type="radio"/> Home <input type="radio"/> Work | Spouse/Partner Date of Birth | |
| Preferred Phone | <input type="radio"/> Business <input checked="" type="radio"/> Home <input type="radio"/> Cell | Alternate E-mail | |
| E-mail | deb.nielsen@unbc.ca | <i>*All emails will only be sent to the primary email address</i> <i>Birthday and anniversary years can only be viewed by Club Executive level or higher.</i> | |

Home

| | | | | |
|-----------------------|------------------|-------------------|---|--------------|
| Address Line 1 | 3789 James Drive | Home Phone | 1 | 250-562-7890 |
| Address Line 2 | | Cell | | |

... items in Red are required. When you have made the required changes, click Save.

Change My Password



Admin

My ClubRunner

Communication

Bulletin

Membership

Organization

RI Integration

Attendance 3.0 (Beta)

Website

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[My Profile](#) | [My Commitments](#) | [My Attendance](#) | [My Committees](#) | [Directories](#) | [Email Message Centre](#) | [My New Member Activities](#) | [More](#)

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Webinars

Submit a Ticket


ClubRunner Add-ons

Enhanced Committees Module

MyEventRunner

Administration

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](#)

 **Membership Manager**

[Club Dashboard](#)

[Active Member List](#)

[Other Users List](#)

[Inactive Members List](#)

[Friends of the Club](#)

[Bulletin Subscribers](#)

[New Member Program](#)

[Dues & Billing](#)

[Switch on Data Integration with RI \(Automatic\)](#)

[Report Data Changes to RI \(Manual Emails\)](#)

[Request Member Updates](#)

[Edit Executives and Directors](#)


[Committee Management](#)

[Birthday & Anniversary Report](#)

[Gender Distribution \(Summary\)](#)

[Download Member Data](#) **NEW**

[Member Designations](#)

 **My ClubRunner**

[Edit My Profile](#)

[Change My Password](#)

[Upload My Photo](#)

To change your password, click Change My Password



This will open your Settings tab where you will see your username and a link to Change Password

Change My Password



My Commitments Settings Privacy

Level 60 - Editor

Login Name Debbie.Nielsen.372

Password

Old Password

Enter New Password

Confirm New Password

Begin Typing

Password should contain at least 8 characters and 1 number

Save

Cancel

You will need to type into your old password, enter a new password that contains at least 8 characters and 1 number and then confirm your new password. Click Save



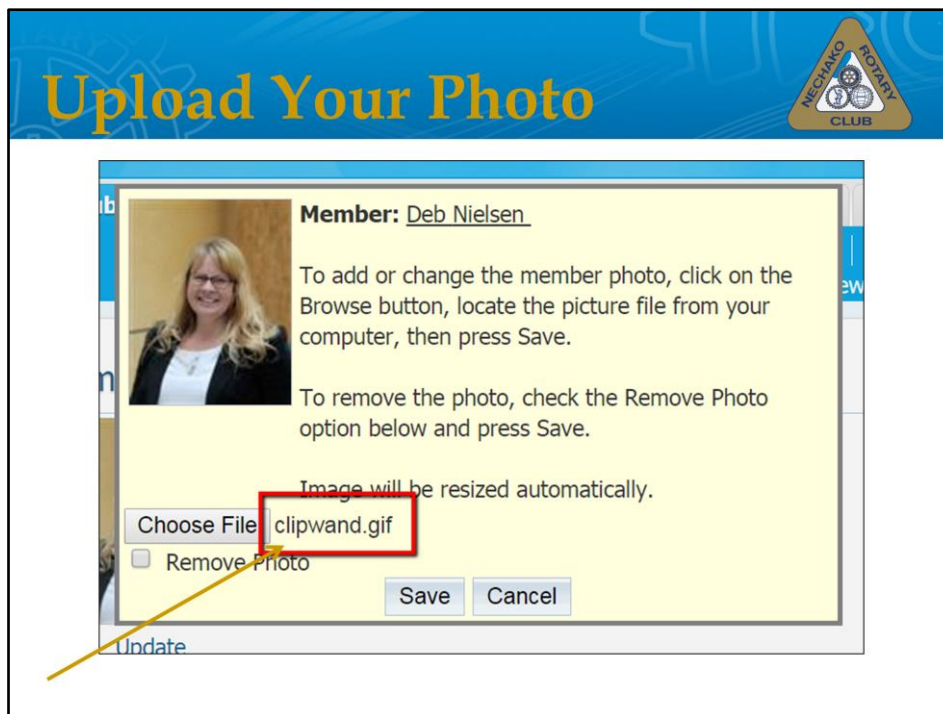
It's a nice touch to have a photo attached to your profile. To upload your photo, click Upload My Photo



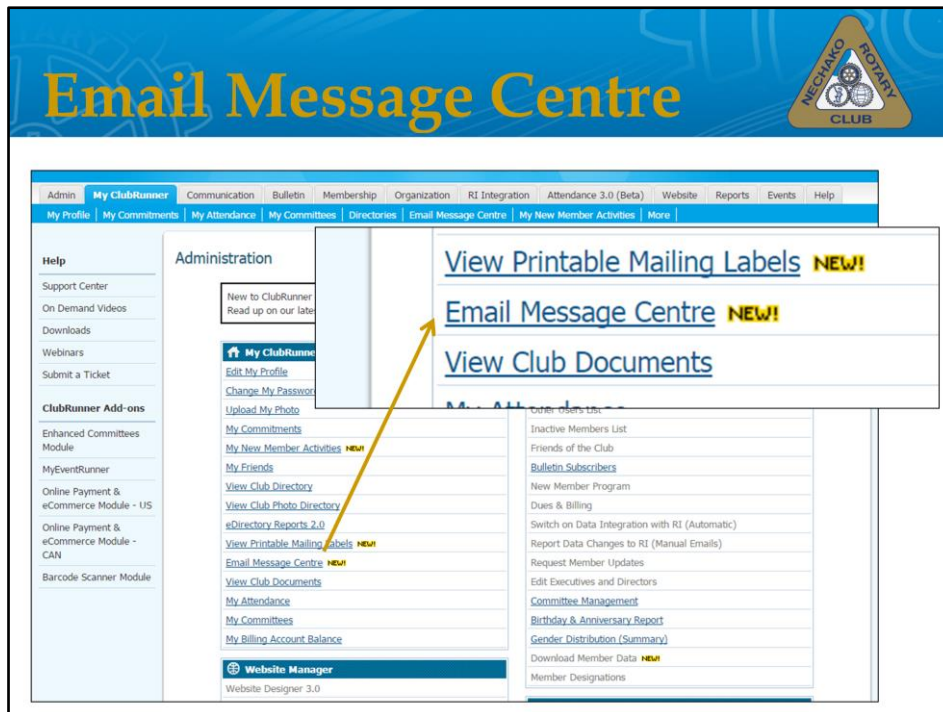
Click upload under your current photo or where the photo should sit



A new window will open, here you can remove your photo or to upload a photo click Choose File. This will open a Browse window, where you will be able to access the files on your computer and access the correct image. Click the appropriate photo and then click Open.




You won't see the photo right away but you should be able to see the file name next to the Choose File button. Click Save and the new photo will appear. Click Save and the system will automatically resize your photo.



To access the email message centre or in other words to send an email either to the entire Rotary membership or select individuals, click on Email Message Centre.

Email Message Centre



Club Communication

To modify or resend a message to the same recipients, click the Resend option. Use the Copy option to copy the email without recipients.

Filter records:

| Status | Subject | Owner | Actions |
|----------------------------------|---|-------------|--|
| Draft | Test | Deb Nielsen | Open Delete |
| Sent on Dec 22, 2015 at 11:28 AM | PG Cougars Game January 22nd - YEX Mid-Winter Meeting | Deb Nielsen | View Stats Resend Make a Copy Delete |
| Sent on Jul 31, 2015 at 3:14 PM | Linked In | Deb Nielsen | View Stats Resend Make a Copy Delete |
| Sent on Jun 19, 2015 at 1:59 PM | Billet Families | Deb Nielsen | View Stats Resend Make a Copy Delete |
| Sent on Jun 19, 2015 at 1:59 PM | Billet Families | Deb Nielsen | View Stats Resend Make a Copy Delete |
| Sent on Jun 19, 2015 at 1:59 PM | Billet Families | Deb Nielsen | View Stats Resend Make a Copy Delete |


Showing all 6 records

[+ Compose new message](#)

[+ Compose new message](#)

This will take you to the Club Communication page, where you will see a list of all of the emails you have sent. In addition to sending a new email, you can resend a previous email, make a copy of an email, or delete – just remember that deleting an email doesn't magically make it disappear from the universe only from your list. To send a new email, click Compose New Message.

Email Message Centre



Create Email

Last saved on Jan 05, 2016 at 7:00 PM

← Hide Recipients

Step 1:

Select the recipients of this message by expanding each category, then clicking the "Expand List" link. Please note you will not be able to select recipients that have not supplied an email address.

- ☐ Active and Honorary Members (245)
- ☐ Other Users (3)
- ☐ Inactive Members (100)
- ☐ Friends (2)
- ☐ Custom Distribution Lists (12)

Step 2:

Enter your email subject and message.

Select Template: — Select Group —

Subject:

Insert Mail Merge Fields

| | | |
|-----------|-------------------|-----|
| Recipient | Recipient Title | Add |
| Sender | Sender First Name | Add |
| Account | Account Full Name | Add |

The Nick Name merge field will be replaced by First Name if it is empty.

Message:

Click on the Templates button for commonly used layout options, including centered images.

Format: Font Size


B I U S **X** **X'** **I** **L** **U** **U'** **A**

11 **12** **14** **16** **18** **20** **24** **36** **Source**

Dear \$NICK_NAMES \$LAST_NAMES.

This next page can look a bit intimidating upon first glance but like most of Club Runner it's quite straightforward and essentially walks you through the steps needed. Step 1: choose the Recipients. Click the + signs to expand the groups. Step 2: Type your subject and message. You can get fancy with the auto fields but basically I leave it as it is and just type my message.

Email Message Centre



Total characters: 111/100000

Step 3 (Optional):
Upload attachments to your email.
Total attachment size: 0 B/6.00 MB
[Select Files For Upload](#)


Step 4:
Choose your email options and send.
☐ Send a list of recipients as an attachment.
☐ Copy me on this email.

Step 5:
You can send the email right now, or click on schedule to choose when you would like to send it.
☒ Send right now
☐ Schedule

[Save as Draft](#) [Send to Myself](#) [Send](#)

In Step 3, you can add an attachment. Step 4 allows you to send a list of recipients as an attachment and to send a copy to yourself. Step 5 allows you to send the email immediately or to schedule a date and time.

My Attendance



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My ClubRunner

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Attendance 3.0 (Beta)

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Submit a Ticket

ClubRunner Add-ons

Enhanced Committees Module

MyEventRunner

Online Payment & eCommerce Module - US

Online Payment & eCommerce Module - CAN

Barcode Scanner Module

Administration

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

My Committees

My Billing Account Balance

Membership Manager

Club Dashboard

Active Member List

Other Users List

Inactive Members List

Friends of the Club

Bulletin Subscribers

New Member Program

Dues & Billing

Website Manager

Website Designer 3.0

View Club Documents


My Attendance

My Committees

My Billing Account Balance

Club Runner also allows you to check your attendance. Choose My Attendance from the list.

My Attendance



My Attendance Report

Report Year: Current Year

<<
<
1
>
>>
Export to the selected format: Export

My Attendance

Deb Nielsen
July 1, 2015 To June 30, 2016

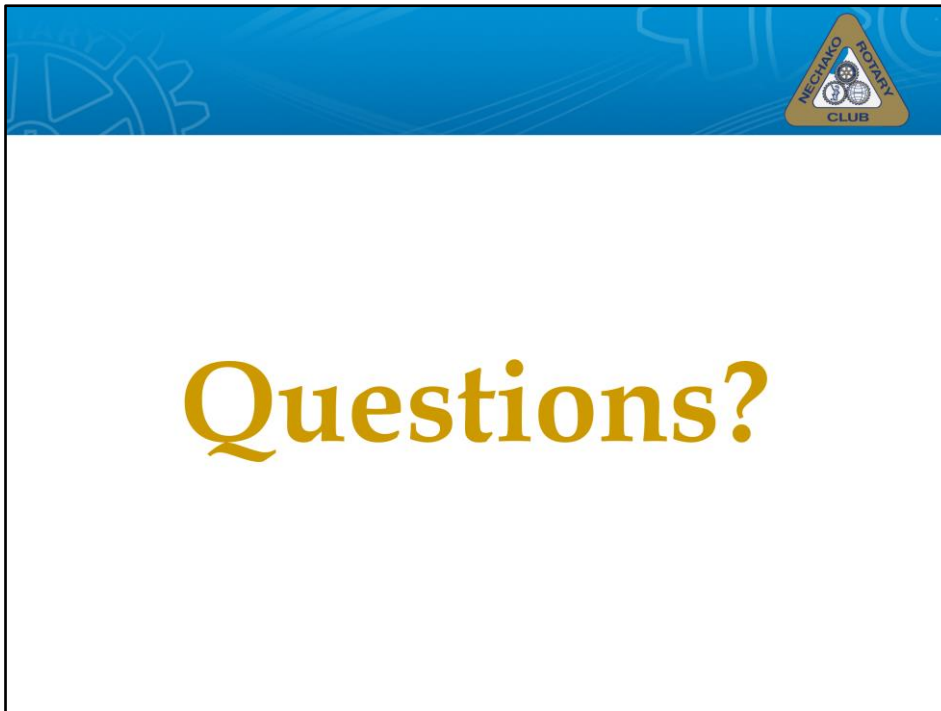
Report Date: January 5, 2016

| My Attendance | Attended | Makeup Notes |
|--------------------|----------|--------------|
| July 1, 2015 | X | |
| July 8, 2015 | X | |
| July 15, 2015 | | |
| July 22, 2015 | | |
| July 29, 2015 | X | |
| August 5, 2015 | | |
| August 12, 2015 | X | |
| August 19, 2015 | X | |
| August 26, 2015 | X | |
| September 2, 2015 | X | |
| September 9, 2015 | X | |
| September 16, 2015 | | |

Total: 20/27

Year to Date Percentage: 74 %

This brings you to a report of your current year's attendance. If you are looking for data from a previous year, simply select that year from the drop down menu next to Report Year. You can export this report to an excel document I believe. Note that this is based upon the Rotary year-end so the year begins on July 1st.



These are just the basics of what you can do in Club Runner – does anyone have any questions?