

[Weekly Tips...](http://portal.clubrunner.ca/399/Stories/weekly-tips---)

Nov 26, 2014   by Hans Granholm

When we upgraded our ClubRunner website to version 3.0, a whole new number of features were made available to us.

Unless you explore and navigate around on a regular basis you may not be aware of some of these new features and resources available to you.

Consequently, a two minute weekly feature at our meeting, in coordination with the program chair, will start immediately. I will focus on one or two features that should make life easier for you as a member, committee chair, director or executive.

Following the meeting, this weekly topic will be summarized in this spot so you can refresh your memory.

My goal is to make this website, [www.EdmontonStrathcona.Rotary5370.org](http://www.edmontonstrathcona.rotary5370.org/) , your principal resource on Rotary with easy links to Rotary International, The Rotary Foundation the District and our many community partners.

If you have any questions or comments, please contact me any time.

Hans Granholm

p: 780-466-5566

e: [hgradane@telusplanet.net](mailto:hgradane@telusplanet.net?subject=Rotary%2C%20Tips%3B)

See archived Tips on the following pages…

*Coming Up …*

How do you find out where other clubs meet in the city, the district and around the world?

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Tip #9  
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How to look up club documents, board minutes, financial statements, club by-laws and constitution…

* On the home page [www.EdmontonStrathcona.Rotary5370.org](http://www.EdmontonStrathcona.Rotary5370.org) , log in from the Member Login link upper right corner.
* Proceed to **Member Area**.
* In **My ClubRunner** box click on View Club Documents.
* To expand the private (protected) documents, click on ► by the ‘Private Documents’ folder.
* Now you can expand the appropriate folder to open the required document.

Tip #8  
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How do you communicate with other club members using the ClubRunner email service…

* On the home page [www.EdmontonStrathcona.Rotary5370.org](http://www.EdmontonStrathcona.Rotary5370.org) , log in from the Member Login link upper right corner.
* Proceed to **Member Area**.
* In’ My ClubRunner’ box, click on Email Message Centre.
* Click orange [Compose new message] button.
* **Step 1:** Select recipient(s) by clicking ‘Active and Honorary Members’.  
  Click on **Expand List** on the ‘Active’ line.  
  If you are addressing all members, put a check mark in [Select All], otherwise check individual names.
* **Step 2:** Type the **Subject** line.  
  Compose your message in the editor.  
  Ignore the other fields in Step 2.
* **Step 3 (Optional):** Click blue [Select Files For Upload]  
  A box will open displaying the file folders on your computer. Select the file and click the [Open] box.  
  Maximum bytes to upload is 6 MB.
* **Step 4:** Two boxes. Select ‘Send a list of recipients as an attachment’ will generate a small text file showing the recipients. Chose to avoid unnecessary forwarding.  
  Always select the ‘Copy me this email’ so you have a copy of the note on your personal email server.
* **Step 5:** You can send right away, schedule the send or Save as Draft.

Tip #7

Where do you find out what your attendance record is…

* On the home page [www.EdmontonStrathcona.Rotary5370.org](http://www.EdmontonStrathcona.Rotary5370.org) , log in from the Login link upper right corner.
* Proceed to **Member Area**.
* In the **My ClubRunner** box click on My Attendance.
* Current year show as default. You can also see the previous year.

Tip #6:

Search for a member with only partial name or classification known...

* On the home page [www.EdmontonStrathcona.Rotary5370.org](http://www.EdmontonStrathcona.Rotary5370.org) , log in from the Login link upper right corner.
* Proceed to **Member Area**.
* In the menu bar, click on [Membership] tab.
* In the submenu, click on [Search Member eDirectory]
* You can search any of the fields with partial information.

Tip #5:

How to find current and historical club information...

*Note: There are several links to the* Club Information *none requiring login. One is:*

* On the home page [www.EdmontonStrathcona.Rotary5370.org](http://www.EdmontonStrathcona.Rotary5370.org) , hover the cursor over ‘About Us’ in the menu bar.
* Click on ‘Club & Contact Information.
* Main page displays pertinent club information, online payment policy, etc.
* Left column displays subpages with additional policy information, and in the ‘Files’ section, current and historical information in a downloadable format (DOC or DOCX), which can be hardcopied.

Tip #4:

How to find speakers and speaker topics at previous meetings…

* On the home page [www.EdmontonStrathcona.Rotary5370.org](http://www.EdmontonStrathcona.Rotary5370.org) , hover your cursor over ‘News, Stories, Speakers, Calendar’ in the menu bar
* Click on ‘Club Event Calendar’
* Click on List of All Upcoming Events
* Click on + Show Event Types
* Uncheck all the boxes except ‘Speaker’
* Select the desired date to search ‘From’
* Be sure to click on the date in the calendar.
* Leave the ‘To’ date as the posted date.
* Press [Go]
* The list appears in the main window.

Tip #3:

How to find a club member directory, with or without pictures...

* After you log in: Home Page > Login > **Member Area** > [My ClubRunner] > (View Club Directory or View Club Photo Directory)
* Preferred phone and email contact information is displayed.
* Click on member’s name and their member profile will open.

Tip #2:

How to find out what your commitments are, what events you have signed up for and what committees you are part of…

* After you log in: Home Page > Login > **Member Area** > [My ClubRunner] > My Commitments.  
  Hint: The same advice can also be found in the footer of your weekly *e-Strathconian*.

Tip #1: 2014/12/16

Open RI website and Presidential theme site page from images in our home page banner.

* In the banner of the home page, hover the cursor over the Rotary logo. Clicking as the cursor changes to a hand will open rotary.org, the RI site. Doing the same on the ‘Light up Rotary’ theme in the right side of the banner will open the Presidential Theme site page.