



## ***South Everett/Mukilteo Rotary*** **New Member Club Website Profile Page**

Welcome New Member!

Our club website, [www.semr.org](http://www.semr.org), is a vital tool for club communications and organization. You should have already received an email message giving you a temporary login and password which will allow you to log on to the site as a member. If you do not have your login and password, click on "Forgot Your Password?" and you will be able to have them emailed to you.

Your first task as a new member is to complete the requested information on your personal profile page, which will enable other members to learn about you and communicate with you. The following steps will guide you through that process...

1. Go to [www.semr.org](http://www.semr.org)
2. Login with your login and password. This will take you to the "Admin" page.
3. Click on "Edit my Profile" in the "My ClubRunner" box on that page
4. When your profile appears, click on the "Personal" tab and then click on the "Edit" button in the center of the page.
5. Fill out all of the information that applies, then click on the "Save" button in the center of the page.
6. Click on the "Rotary" tab and then click on the "Edit" button.
7. Fill out all of the information that applies, then click on the "Save" button in the center of the page.
8. Click on the "Biography" tab and then click on the "Edit" button.
9. Fill in as much biographical information as you like. This section is important because it helps us to get to know each other, so tell your story, sell your business! Then click on the "Save" button in the center of the page.
10. The "Commitments" tab will give you information on duties and responsibilities you might have signed up for and will also list all of the committees you have signed up for. Make sure this information is correct and let me know if it is not.
11. The "Settings" tab is where you can change your login and/or password
12. The "Privacy" tab is where you can opt out of District email and newsletters if you wish.

Again, we urge you to take the few minutes necessary to update this important information. If you need help or if any of the information which you cannot change is missing or in error, please contact the me and I will be happy to assist.

Sincerely,

Bill Murray,  
SEMR Website Administrator  
[bmurray@evergreensecurity.com](mailto:bmurray@evergreensecurity.com)