# ClubRunner
Club communication made easy

# Getting Started

## 1   Finding Out Your Username and Password

There is an easy automatic way to get your login name and password if you are a new user, or have forgotten your password.
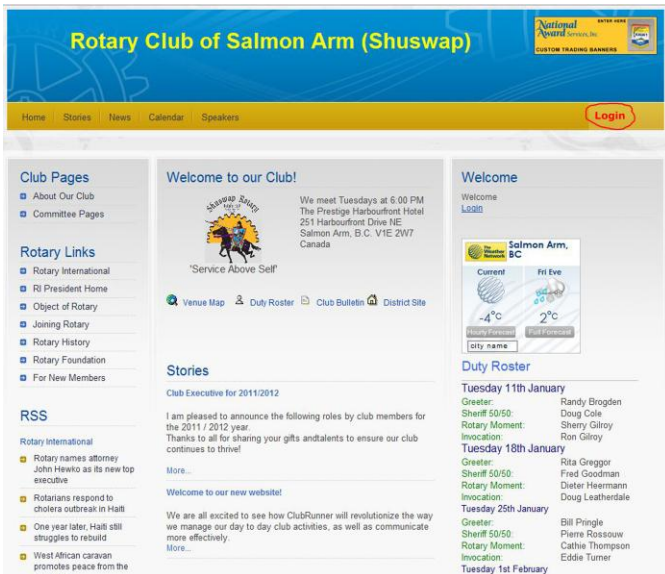
- Click on the **"Login"** tab
- On the **Members Login** page, click on the link **"Forgot your password?"**
- On the Get Password page, type in your last name and **email address**.
- Click on **"Get Login Info"**
- Check your email for your default username password.

or simply send an email to the Webmaster at email shuswaprotary@gmail.com

**Note:** *Be sure to change your password when you login to keep your account secure!*

## 2   Login to your Club Website

Start at your club home page.  To login, click on the Login tab located at the top of page, or click on the Login link at the top right of the Home page.



🖳 Home Page

This will take you to the **Member Login** page.  Enter your login name and password in the appropriate fields and click on the **Login** button. If your login has been successful, you will be directed to the **Admin** page. You should see your name at the top right.

The Admin tab is a members only page where you will go to contribute to the site, email your members, change your profile, and much more.

---

*If you have trouble logging in*
This may be due to an invalid password or login name.  Try to copy and paste your login name from the email you receive to ensure accuracy.  If you still cannot get into the system, email **shuswaprotary@gmail.com** with your login name and password and you will get a new password assigned.

---

## 3   Editing Your Profile

Next you will check your member profile.  This step is vital if you want to receive all email correspondence.

1. Click on the **Admin** tab.
2. Click on **Edit My Profile**, where you will see all your information.
Fill in as many details as you need.  The **email address** is the most important piece of information to include.
3. Click on **Save**, located at the bottom of the page.

---

This guide is an excerpt of the extensive online help available on your website.  To access the online help, click on the Help tab at the top of your homepage.

---

For future reference, record your login information below.

| Login name: | |
|-------------|---|
| Password: | |

Your club website is located at:

http://www.shuswaprotary.org/

## 4   Help Resources

On the Homepage click on "Help Resources" which will give you access to clubrunner knowledgebase resources, vidioes and webinar schedules.

You can also access these resources by following this link:

http://clubrunner.helpserve.com/