**Guide for Using ClubRunner**

Speakers and Socials:

1. Go to Sunrise Rotary website (search Google).
2. Click on “Member Area” on top right side.
3. On first page (“Admin”) scroll down to “Events & Volunteering”.
4. Click on “Speakers”.
5. Click on “Add New Speaker”.
6. Date:
   1. If the calendar has already been added in (it will have “Business meeting” or “Guest speaker”), just go to that date and click on the ‘edit’ symbol (paper with pencil across it) on the right-hand side; then just add in the information and click on “Save” (it’s in orange.)
   2. OR use drop-down calendar to choose.
7. Don’t worry about time.
8. Speaker: name of person(s); OR “Business meeting”; OR “Social event”.
9. Topic: what they are speaking about; leave blank for Business, unless there is a speaker that week as well; for a social put in the place and time.
10. Click on box beside “I have received consent from this individual…”.
11. Click on orange “Save” button.
12. To edit a speaker (change date, name, etc.) start at #4 (click on “Speakers”) and then click on the ‘edit’ image on the right-hand side that looks like a pencil on top of a piece of paper; make changes and then click orange “Save”.
13. To remove a speaker or social click on the ‘delete’ image on the right-hand side that looks like a garbage can; it will ask you to confirm the deletion before it does.

Emails:

1. Go to Sunrise Rotary website (search Google).
2. Click on “Member Area” on top right side (if you haven’t used it before you will need to follow the instructions; once you have used it your info will be saved and you will go directly in).
3. From the top bar of lighter shaded blue click on “Communication” (third one in).
4. From the grey bar click on the first one “Email Services”.
5. Click on the orange “Compose new message” on the right-side top.
6. Follow “Step 1”: click on the box beside “Active and Honorary Members”.
7. If you only want to send to the Sunrise members chose the “Active” and if only the Ignite club members chose “Active – Satellite”. If the email is to go to members of both clubs, click on both boxes.
8. Follow Step 2: put in a subject line (something to get their attention).
9. Drop down to the big box that says “Dear $NICK\_NAMES$ $LAST\_NAMES$, and delete that line; then just type your message and proofread it.
10. If you want to attach a file, go to Step 3 (Optional) and click “Select Files for Upload” and follow the prompts.
11. Do Step 4 if you wish (not necessary).
12. Step 5: if you wish to see what it will look like in an in basket before you send it to everyone then just click on “Send to Myself” and then go to your email and in a couple of minutes it will come as a new message, just to you. If you are ready to send it out, click on the orange “Send” and a message box will pop up asking if you want to send it.

Events:

1. Go to Sunrise Rotary website (search Google).
2. Click on “Member Area” on top right side.
3. On the lighter blue banner go to the third from the right, “Events”.
4. Click on the first one on the grey banner, “Event Planner”.
5. Click on the orange “Create A New Event” on the right-side top.
6. Complete the orange boxes: Event Name; Start Date & Time; End Date & Time.
7. Description: can be brief, what the event is and where.
8. You will be listed as the Event Chair but you can change it by using the drop down arrows.
9. Leave the other boxes empty but change the blue radio buttons as appropriate (e.g. we don’t usually include ours in the District Bulletin so change that to “NO”, unless of course the club wants to promote it to the whole District, then click “YES”).
10. Click the orange “Save” at the bottom right. The event will now be listed on the first page “Event Planner” (you can edit or delete from here) and on the front page of the website under “Upcoming Events” on the top right side.
11. The next page allows you to edit if necessary and then to create email messages to the members and/or Create Signup List.
12. That’s it, unless you need to get members to sign up for volunteering, then go to the next section (“Sign up for Volunteering”):

Sign up for Volunteering:

1. Follow steps 1-11 as above, unless you’ve already created the event, then just follow these steps:
2. Click on “Create Signup List” to take you to the page where you will follow the boxes and orange sections.
3. If it’s a sign up for an event with no shifts (e.g. the Highway Cleanup) you will only want 1 Group and 1 Task Per Group and then use the dropdown box to change it to the number of people you want.
4. if you are doing something with different shifts and different days (e.g. the Salvation Army kettles) then you will need to change the number of tasks per group to make up the shifts; a drop-down box will guide you to the dates and times for each shift and then you click on the number of people needed per shift.
5. Then click the orange “Create Signup List”; the next page will allow you to edit if you need or delete and start again; it will also allow you to Manage Signups (so if someone just tells you they will do it, you can add them to the list); and you can add more groups and tasks if needed. You can also add in job titles (e.g. for a Casino).
6. If you have clicked on that you want to be notified when people sign up, you will get emails stating such; if you don’t then you can either check it from the front page of the website under “Events” or go to this page to Manage Setups.
7. This can be tricky but don’t be afraid to try as you can easily delete it before it gets posted!

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