

HOW TO USE THE CLUB RUNNER COMMITTEE MODULE

After you sign in...

The screenshot shows the ClubRunner administrative interface. The top navigation bar includes the following items: Admin, My ClubRunner, Communication, Membership, **Organization** (circled in red), RI Integration, Website, Reports (New!), Events 2.0, and Help. The main content area is titled "Administration" and contains three notice boxes:

- Update Notice:** Please note that we will be installing updates for ClubRunner on Thursday, February 20th 2014. This will occur between 9:00AM to 12:00 Noon Eastern Standard Time. Thank you for your patience and continued support for ClubRunner as we improve our service!
- Important Notice:** We have discontinued support for Version 1 of the eBulletin as of December 12, 2013. Version 2 has been available since May 2010. For those customers who are still using Version 1, please [click here](#) to learn more about upgrading.
- Need some training? Register for ClubRunner webinars [here](#). Latest Updates - Release Notes Available on [Service Updates](#) page.

Below the notices are two main menu sections:

- My ClubRunner**
 - [Edit My Profile](#)
 - [Change My Password](#)
 - [Upload My Photo](#)
 - [My Commitments](#)
 - [My New Member Activities](#) **NEW!**
 - [My Friends](#)
 - [View My Bulletin](#) **NEW!**
 - [View Club Directory](#)
 - [View Club Photo Directory](#)
 - [eDirectory Reports 2.0](#)
 - [View Printable Mailing Labels](#) **NEW!**
 - [Email Message Center](#)
 - [View Club Documents](#)
 - [My Attendance](#)
- Membership Manager**
 - [Club Dashboard](#)
 - [Active Member List](#)
 - [Other Users List](#)
 - [Inactive Members List](#)
 - [Friends of the Club](#)
 - [Online Newsletter 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](#) (circled in red)
 - [Birthday & Anniversary Report](#)
 - [Codes Distribution \(Summary\)](#)

The Windows taskbar at the bottom shows the Start button, Internet Explorer, File Explorer, and other applications. The system tray on the right indicates the time is 11:48 AM on 2/20/2014.

These are the current committees, with name of chair. If not correct, please fix on your own.

Chairs for these groups should add their group: Philanthropy, Pancake Breakfast, Occom Pond, July 4th, PR, Good Works, International, ???.

If you get stuck, contact Mary White: mary.h.white@thehowe.org

Rotary Club of Hanover Welcome, Mary [Logout] | Admin | Home Page | A A A

Admin | My ClubRunner | **Communication** | Bulletin | Membership | **Organization** | RI Integration | Attendance 3.0 (Beta) | Website | Reports | Events | Help

Executives and Directors | **Committees** | Dues & Billing | Documents | Venue Map | Manage Barcodes (Add-on) | Manage Meetings (Add-on) | Meeting Responsibilities (Duty Roster)

Committees

View Yearly Committee
View Standing Committees
Committee Listing
Member Committees
Members Not In Committees

Help

Support Center
On Demand Videos
Downloads
Webinars
Submit a Ticket

Help Articles

How to create a committee
How to add a new member
How to send committee email (ECM add-on required)

Committees

<< **Current: 2015 - 16** >> [Add New Committee](#)

Name	Chair	Type	Actions
Foundation (Director: KevinWenger) Kevin Wenger	Kevin Wenger		
Membership Chair (Director: RichardPodolec) Dick Podolec	Richard Podolec		
Administration (Director: Rod Thomas) Administration	Rod Thomas		
Auction Chair (Director: StevenBurnett) Auction	Steven Burnett		
Program (Director: Jed Williamson) Program Committee	Jed Williamson		
RYLA (Director: SueShaw) Youth Services	Wayne Gersen		

Total: 6 committee(s)

Windows taskbar: Start | Internet Explorer | File Explorer | Chrome | 9:20 AM 12/3/2015

Click on your committee to see committee members. (Auction Committee is shown here). Please update on your own.
YOU CAN EMAIL THE GROUP OR ADD DOCUMENTS HERE.

ClubRunner: Committee List - Internet Explorer
http://www.crsadmin.com/gen/committee/CommitteeDetails.aspx?id=107367

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Welcome, Mary [Logout] | Admin | Home Page

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Committee List

Home > Auction

Responsible for Club's annual auction fundraiser

Current: 2015 - 16

[Carry this committee over to next year](#)

Members | Subcommittees | Documents | Email

Sort using first name

Name	Club	Position	Access Level	Preferred Phone	Home Phone	Work Phone	Actions
Allen, Todd	Hanover	Member	Member	802-281-5850	802-281-5850	603-443-8701	
Bard, Shawn	Hanover	Member	Member	603-640-2670		603-640-2670	
Blanc, Deb	Hanover	Member	Member	603-443-8788	603-826-4556	603-443-8788	
Boon, Robert	Hanover	Member	Member	603-443-8704	603-277-9671	603-443-8704	
Brown, Carol	Hanover	Member	Member	802-497-2282	802-497-2282	802-497-2282	
Burnett, Steven	Hanover	Member	Chair	860-993-2963		802-251-3818	
Carroll, Nan	Hanover	Member	Member	802-356-3560	802-649-1988	603-643-9494	
Fox, Jon	Hanover	Member	Member	603-277-2136	603-277-2136		
Gardiner, Arthur	Hanover	Member	Member	6036431990	6036438342	6036431990	
Griffin, Julia	Hanover	Member	Member	603-643-6491	603-643-6491	603-643-0701	
Podolec, Richard	Hanover	Member	Member	603-643-2449	603-643-2449		
Postupack, Heidi	Hanover	Member	Member	603-643-5148	603-643-5148	603-448-0126	

Total: 12 member(s)

Address

9:26 AM
12/3/2015