

Rotary Club of Logan – Website “How To...”

TO PAY YOUR BILL

1. Go to www.loganrotary.org
2. Click **Member Login** in the top right corner.
3. Enter your login name and password.
4. On the homepage, click **Members** (highlighted in yellow) in the dark blue bar at the top.
5. Scroll down to **Pay Dues** on the left side and click the logo immediately below (both highlighted in yellow).

Rotary Club of Logan Utah

Home Calendar **Members** What We Do Centennial Commemoration Contact Us

Members

Club Directors

President
[Lisa Thompson](#)

President Elect
[Brent Sandberg](#)

Secretary
[Gary Garnand](#)

Treasurer
[Kelli Kaufman](#)

Board Member
[Jim Benedict](#)

Club Manager
[Wendy Monson](#)

Board Member
[Adrienne Akers](#)

Past President
[Jay Black](#)

Downloads

[New Member Proposal](#)

[Event Registration Instructions](#)

[Website How To...](#)

[Rotary Reimbursement Form](#)

[New Member Welcome Doc](#)

[Service Trip Tax Info](#)

President's Message

Lisa Thompson

Imagine Rotary

Club Manager
Wendy Monson
435-757-9550
wendymonson@comcast.net

Pay Dues

WE ACCEPT

6. A new webpage will open, tabbed **Checkout**, with **Logan Rotary Club** in the top.
7. Please complete all fields highlighted in yellow and input any Comments, then click **Submit Payment**.

Checkout

https://web.na.bambora.com/scripts/payment/payment.asp?merchant_id=3690400 60% ☆ Search

Logan Rotary Club

SERVICE Above Self

PAYMENT INFORMATION

0.00

VISA

Name on card

Card number

01 2022 Card cvd

ADDRESS INFORMATION

Name

Email Phone number

Address line 1 Address line 2

City Postal/zip code

Utah United States

COMMENTS

Submit Payment

Visa, Mastercard and Discover are accepted.

8. After you click **Submit Payment**, a new tab will open showing **Transaction Approved**.

Transaction Approved

Transaction Id: 10000000
Authorization Code: 771137
Message Id: 1
Message Text: Approved
Transaction Date: 11/14/2022 11:48:52 AM

9. Assuming you input your email address in step 7 above, you will also receive an email receipt.

Purchase Receipt



Logan Rotary Club <no-reply@bambora.com>

To ronmonson@comcast.net

Bank Auth Number: 14823Z

Order Total: 15.00 USD

Name on Card: Ronald L Monson

Card Type: MC

Email Address: ronmonson@comcast.net

BILL TO:

Name: Ron Monson

Address Line 1: 75 Ptarmigan Loop

Address Line 2:

City: Logan

State/Province: UT

Zip/Postal Code: 84321

Country: US

Phone Number: 4357578434

SHIP TO:

Name:

Address Line 1:

Address Line 2:

City:

State/Province:

Zip/Postal Code:

Country:

Phone Number:

Shipping Method:

MERCHANT INFO:

Online Address: <http://www.loganrotary.org>

Merchant Name: Logan Rotary Club

Address: P.O. Box 9

City: Logan

Province: UT

Postal Code: 84323

Country: US

Phone Number: 435-757-9550

PRODUCT INFO:

To send an email to all members or specific members

1. Go to www.loganrotary.org
2. Click **Member Login** in the top right corner
3. Enter your login name and password.
4. On the homepage, click **Member Area** tab in the blue bar at the top right
5. Under the dark blue banner **My ClubRunner**, click **Email Message Centre**
6. Click the orange **Compose A New Message** on the right
7. Go to **Step 1** in orange. Click on **Active and Honorary Members**.
 - a. To email all members, click the box left of **Active**.
 - b. To email specific members click the blue **Expand**; select the specific members; hit **Done**.
8. Go to **Step 2** and fill in the **Subject** line.
9. Scroll down to "Dear \$NICK_NAME\$ \$LAST_NAME\$". Ignore it and continue to scroll down below it to compose your email.
10. **Step 3:** If you have any documents you want to include, click the blue **Select Files For Upload**
11. **Step 4:** Check the desired options.
12. **Step 5:** Check the desired options.
13. If you want to save the email in draft form, or if you want to send a test copy to yourself to check its appearance, click one of the blue buttons at the bottom right.
14. When you are ready to send the email, click the orange **Send**.

To access the Club Directory

1. Go to www.loganrotary.org
2. Click **Member Login** in the top right corner
3. Enter your login name and password.
4. On the homepage, click **Members** in the dark blue bar at the top right
5. Scroll down to **Links** and click **Club Directory**
 - a. If you click on the member's name, you will link to that person's Member Profile;
 - b. If you click on the member's email address, an email window will open;
 - c. If you click on your own profile, you can edit any information by clicking the **Edit** button at the bottom. You can also insert another picture of yourself by clicking the **Update** button at the bottom of your picture.

NOTES