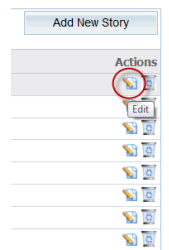
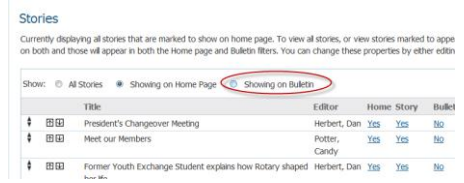
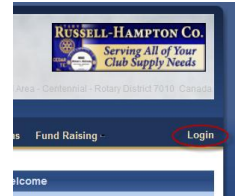


To create The Current in ClubRunner:

A few things to remember:

- When typing a club members' name, use their full (First and Last) name. This is a historical document.
- Proof-read for typos and grammar

1. Go to the club website at [www.washagorotary.ca](http://www.washagorotary.ca) (you will be automatically redirected to the ClubRunner site)
2. Click the LOGIN link (top-right corner).
3. At the ClubRunner login page, type your USER NAME and PASSWORD – then click the SIGN-IN button.
4. When the ClubRunner ADMINISTRATION page appears, scroll down to the WEBSITE MANAGER section (middle-left) and click the EDIT STORIES link.
5. The STORIES page will appear – listing all the sections of The Current. Click the SHOWING ON BULLETIN option (shown here).
6. You need to EDIT each section (as it contains the text from the last meeting).



- For each section that you want to edit:
- a. WEEKLY BULLETIN - click the EDIT link (shown here) to the right of the section.
    - i. Increase the NUMBER to the right of VOLUME – by ONE (don't change the Volume – it's the year and is already set)
    - ii. Now, scroll down – and change the DATE CREATED box date. It must be in the format Aug 3 2011 (3 letters for the month and 4 numbers for the year) – and should be the date of the MEETING.
    - iii. If you are not listed as the Editor (in the EDITOR box), then click the ▼ beside the MEMBERS box (it reads "Select Member" by default) and SCROLL DOWN and select YOUR name. After a moment, your name will appear in the EDITOR box.
    - iv. Make no more changes to this screen.
    - v. Click the UPDATE button.
  - b. GUESTS, VISITING ROTARIANS & MAKEUPS – click the EDIT icon.
    - i. As much of this text, in the BRIEF area, is very similar from meeting to meeting – either edit the text that you see or delete all text and add your own.
    - ii. Add information about:
      1. The start of the meeting (O'Canada, etc)
      2. Attendance report – including members present, guests and makeups reported
    - iii. Use the LARGER scroll bar (at the very right of the screen...not the one down the right-side of the text you're created (if there is one)) to see the editor and date boxes.
    - iv. Never add anything to the CONTENT text window.
    - v. If necessary, click the ▼ beside the Created By (Editor) box and choosing your name from the drop-down list.
    - vi. In the DATE CREATED box – type the date of the meeting (in the proper format, mentioned above).
    - vii. Click the SAVE button.
  - c. SERGEANT AT ARMS – click EDIT.
    - i. Select all text – and press the [DELETE] key.
    - ii. Add your own text.
    - iii. Feel free to select and format text – using the formatting tools in the toolbar at the top of the editor – to accentuate any points.
    - iv. Use the LARGER scroll bar to see the editor and date boxes.
    - v. Don't forget to ensure that YOU are the Editor and update the date.
  - d. GOOD NEWS ANNOUNCEMENTS – click EDIT.
    - i. Follow the directions above.
    - ii. Don't forget to ensure that YOU are the Editor and update the date.

- iii. Click the SAVE button.
  - e. CLUB BUSINESS – click EDIT.
    - i. Follow directions above.
    - ii. Don't forget to ensure that YOU are the Editor and update the date.
  - f. TODAY'S PROGRAM – click EDIT.
    - i. Follow directions above.
    - ii. Don't forget to ensure that YOU are the Editor and update the date.
  - g. 50/50 DRAW – click EDIT.
    - i. Follow directions above.
    - ii. Don't forget to ensure that YOU are the Editor and update the date.
  - h. THOUGHT FOR THE WEEK – click EDIT.
    - i. Start off with the text *President Darren's thought for the week...*
    - ii. Follow directions above.
    - iii. Don't forget to ensure that YOU are the Editor and update the date.
7. After you have completed all sections – click the GO BACK button at the bottom of the screen. This will return you to the ADMIN screen.
8. When ready to send out The Current:
  - a. Make sure you are at the ADMIN screen.
  - b. Down in the CLUB EBULLETIN section – click the DYNAMIC BULLETIN link.
  - c. At the BULLET DESIGNER screen, click the SEND BULLETIN link (on the left-hand side)
  - d. Select the intended recipients:
    - i. Active + Honorary Members
    - ii. Friends
    - iii. Online Newsletter Subscribers
    - iv. Other (under the ALL OTHER USERS category)
  - e. Ensure that the BULLETIN DATE is the date of the meeting (in case the bulletin was done on another day following the meeting).
  - f. Click SEND.
  - g. When asked "Are you sure you want to email the bulletin now?" – click OK.
  - h. You will now have an opportunity to review the bulletin.
    - i. You can CANCEL – to go back and further edit the contents; or
    - ii. Click CONFIRM to send it out; or
    - iii. Click SEND TEST EMAIL TO MYSELF ONLY to see what it will look like when it is sent out.
  - i. You will be told that "the bulletin email has been sent to selected recipients" – click the CONFIRM link.
9. Logout – by clicking the LOGOUT link at the top-right corner of the screen.