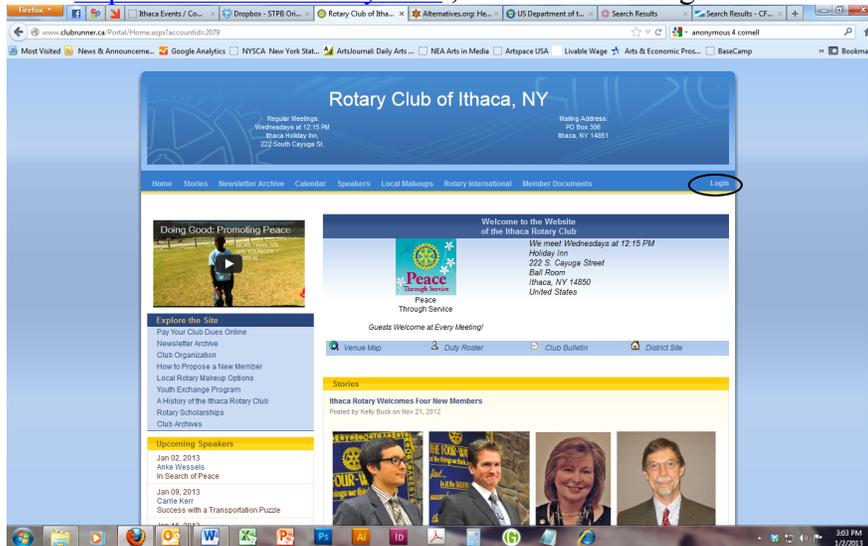


Getting Started with ClubRunner

The Ithaca Rotary Club uses ClubRunner, a web-based program that will provide ways to get information about club activities, to receive and report club news, and to communicate with fellow members. ClubRunner is easy. You do not need any specialized knowledge or skills. ClubRunner is secure. Your membership information can only be modified by you, the club secretary, or selected club officers. Non-members cannot see your information.

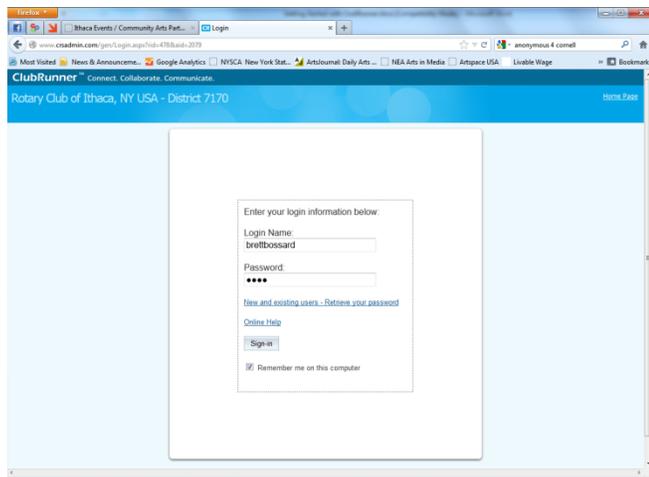
To get to our home page:

1. Go to <http://www.ithacarotary.com>, and click on “Login” in the menu bar.



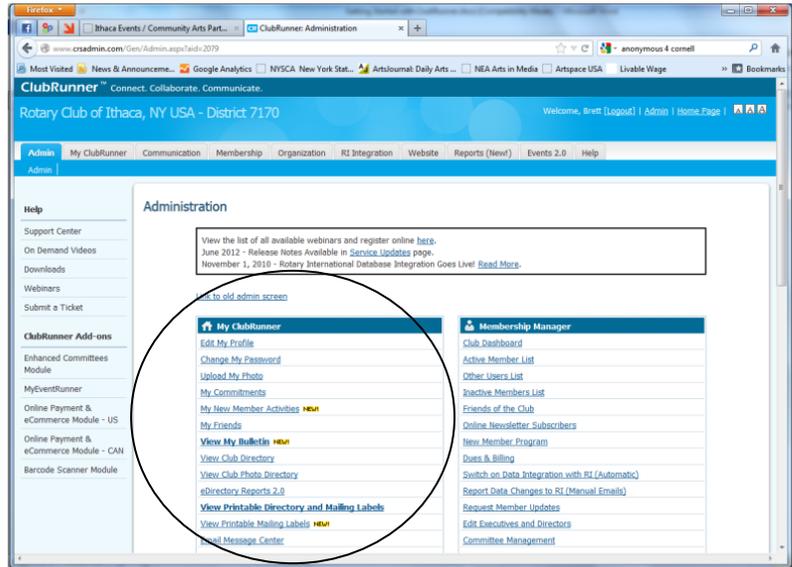
2. This will take you to the “Member Login” screen pictured here.

- a. Your Login Name is your first and last names, with no space between (e.g. Jane Doe’s login name would be: janedoe)
- b. Enter your password and click the “Sign-in” button.
- c. If you don’t remember your login name or password, click on the “Retrieve your password” link. You will be asked for your last name and e-mail address. (Use the address at which you receive the Rotary e-Bulletin.) You will be sent a message with your login name and password.



3. Once you've successfully logged in, you will arrive at the administration page, where you'll be able to do some of the following:

- a. Update your profile (e.g. personal information, e-mail address, etc.)
- b. Upload your photo
- c. See and print the club member photo directory
- d. Send Rotary related e-mails to club members *(Please remember that our club roster is to be used to share information among fellow Rotarians only and should not be used for commercial mailing purposes.)*



If you have any problems logging into or using the site, contact webmaster, Ted Schiele:
hschiele3@gmail.com.