



# Staying Connected through ClubRunner

# KEY FEATURES THAT MATTER (TO YOU)

## Club Database

- Don't have someone's contact info? Actually, you do! Assuming your fellow LFLB Rotarians keep their contact info update to date in CR, you've got the ability to reach them!

## Communication Hub

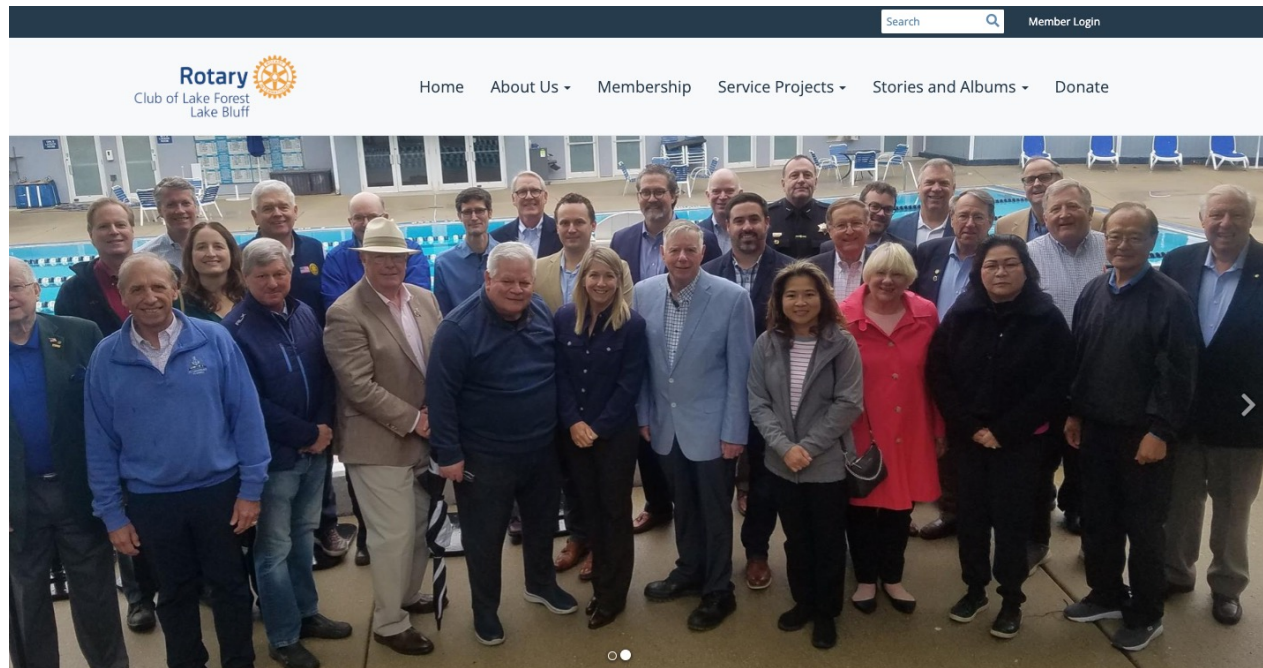
- Your source for all things communication. Staying up to date through the bulletin, events and email is all possible through CR!

## Powering our Website

- CR is the backend to our website. Content, events, programs, speakers and member info for our website all flows through CR!



# LOGGING INTO CLUBRUNNER



Join us for a speaker and breakfast!

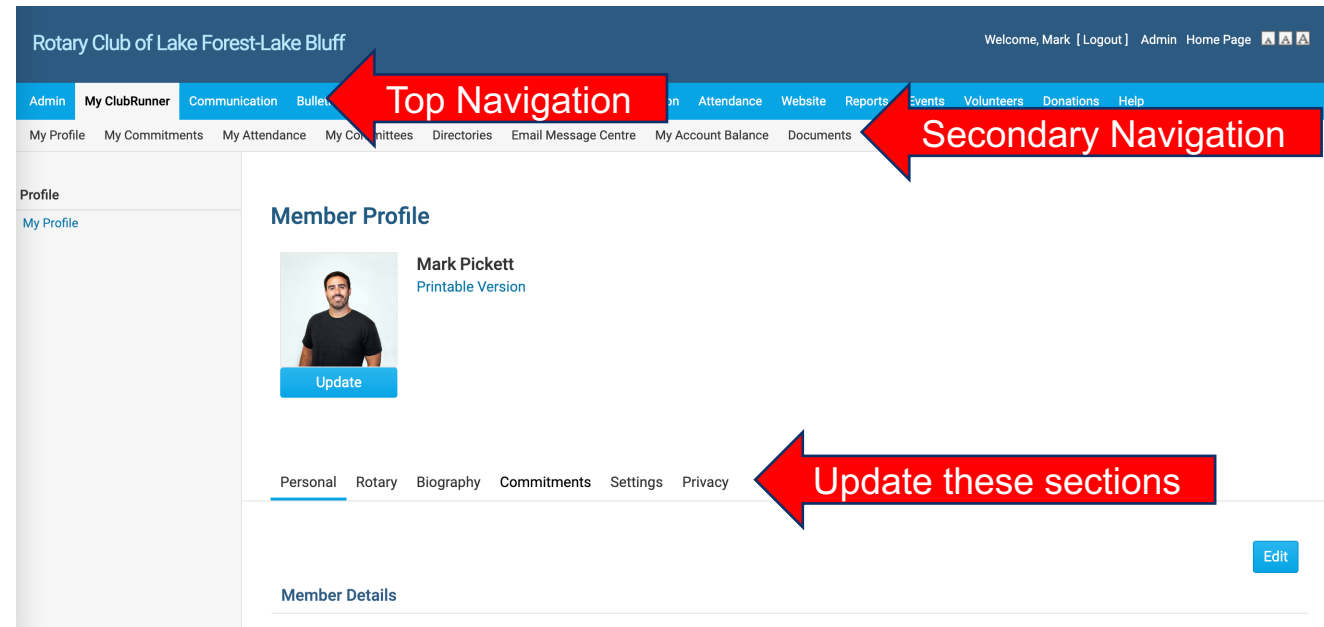
Go to our website and click the **Member Login** button at the top right. Once on the login page, enter your username and password and you're in!

Not sure your username or password? Click the "**Forgot Username**" or "**Forgot Password**" links and follow the prompts.

<https://lflbrotary.org/>

# HOW-TO UPDATE YOUR PERSONAL INFO

- Log into ClubRunner
- In the top navigation, click **My ClubRunner** and then click **My Profile** in the secondary navigation
- Once you're on the profile page, select the section you'd like to edit (ex. Personal) and click the blue **Edit** button along the right side of the screen.
- Make the desired changes - **Date of Birth, Email, Home Address**. Make sure you click **Save**, or your changes will not be made
- Note: You need to save each section before moving to another one (ex **Personal** >> **Biography**)
- Note: Updating your **Biography** is a good exercise to test your CR skills, and it could be featured in upcoming Member Profiles!



# HOW-TO ADD AN EVENT

- Log into ClubRunner
- In the top navigation, click **Events** and then click **Event Planner** in the secondary navigation. You'll now see your events.
- To create your event, click **Create A New Event** button
- On the **Create Event** page, you'll need to enter an **Event Name** and that **Start and End Date/Time**. That is the required set of information.
- You can also enter in the **Event Location** and a **Description** (both recommended).
- How does your event show up? You can determine how that happens. Make sure you leave all of the options as **Yes** and you can select **District Calendar** as well.
- Note: If your event is not open to the public, do not include an address or location. Remember these will appear on our public website. Instead, you can leave a phone number or email for them to contact you for questions.

## Create New Event

### Create Event

Event Name:

Event Code:

Status: ☒ Active ☐ Draft

Event Type:

Start Date & Time:   Tip: Type 'A' or 'P' to switch AM/PM.

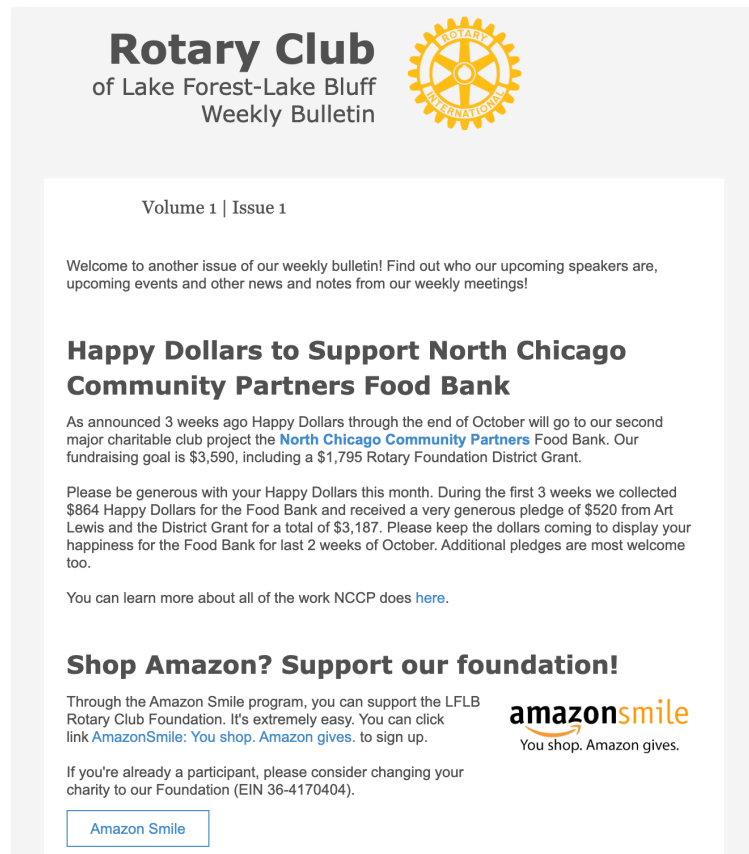
End Date & Time:   Tip: Type 'A' or 'P' to switch AM/PM. Leave blank if not applicable

Description: 

Format
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Source

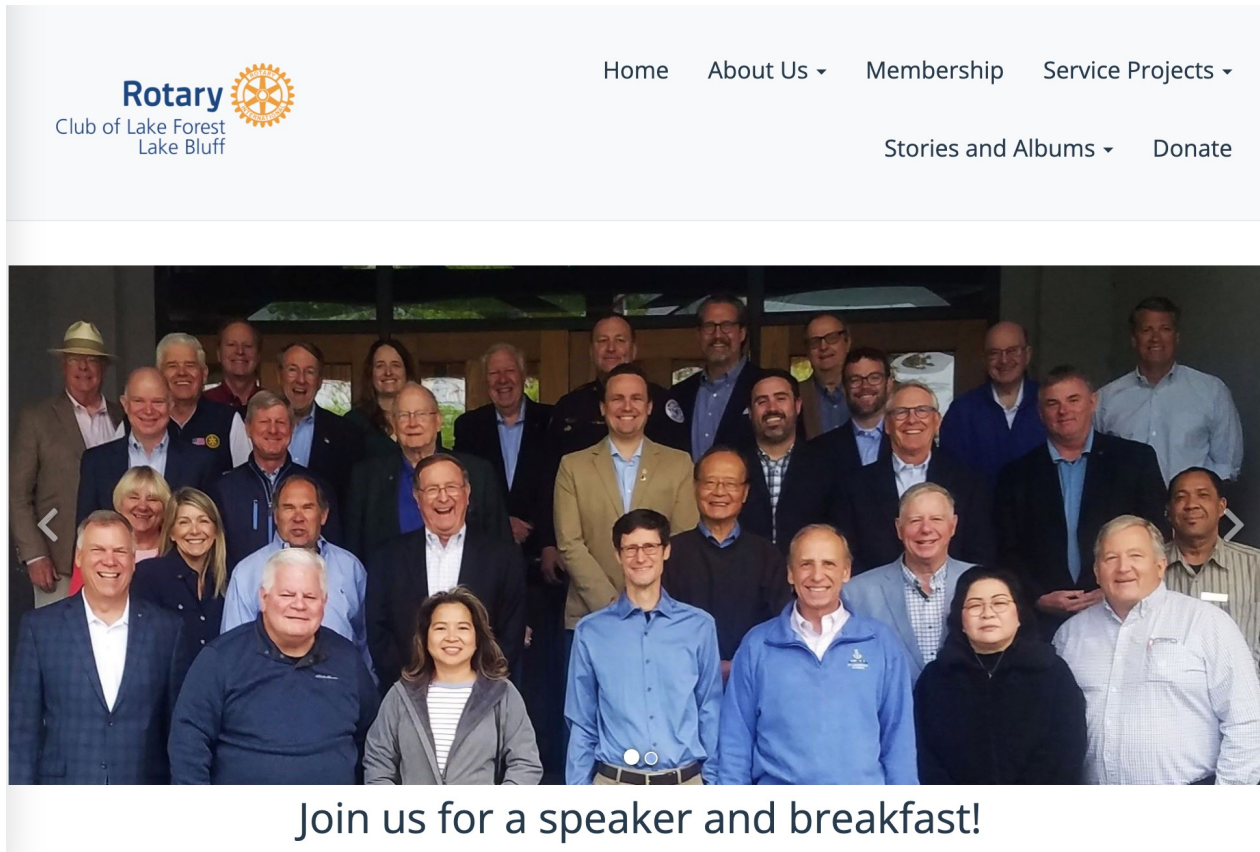
# HOW-TO GET IN THE BULLETIN



- Speaker/Program information is pulled in automatically. If you update in ClubRunner, it will show up in the weekly bulletin.
- Want to get another update out to the club, but don't want to send from your email – send your update to the Comms Team!



# HOW TO USE OUR WEBSITE



Our site is the home for lots of great information:

- Full speaker/program schedule
- Schedule of upcoming events
- Club stories and photo albums
- Links to our social pages

<https://lflbrotary.org/>

# HOW TO USE THE CR MOBILE APP

The ClubRunner Mobile App is your key to connect to your club and district on the go!

## Member Directory

Immediately view the most up to date member directory, upon login. Make a call or text, email them directly from your device, or even add them to your contacts list.

## View Posts on Your Website

View the latest feed of home page stories that are on your own website and your district's site, directly on your phone, so you never miss any information!

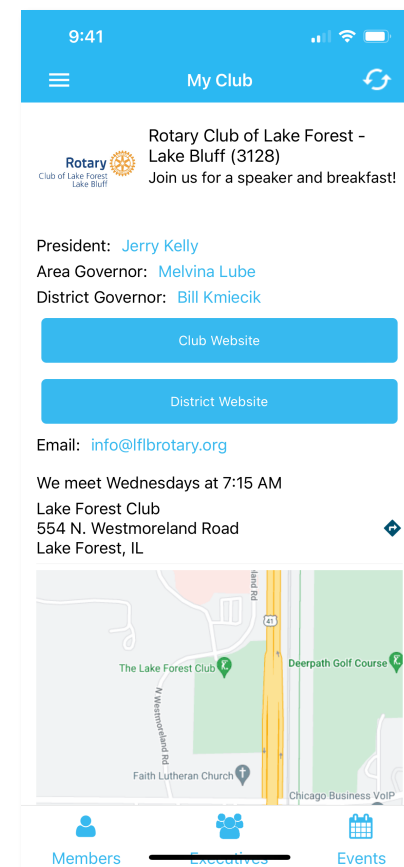
## Explore upcoming events and speakers

Access all your upcoming events and calendar items, and view event details, including associated links, download files and venue map. View who the latest speakers are and learn more about their presentation topic - both for your club and district.

## Club Details

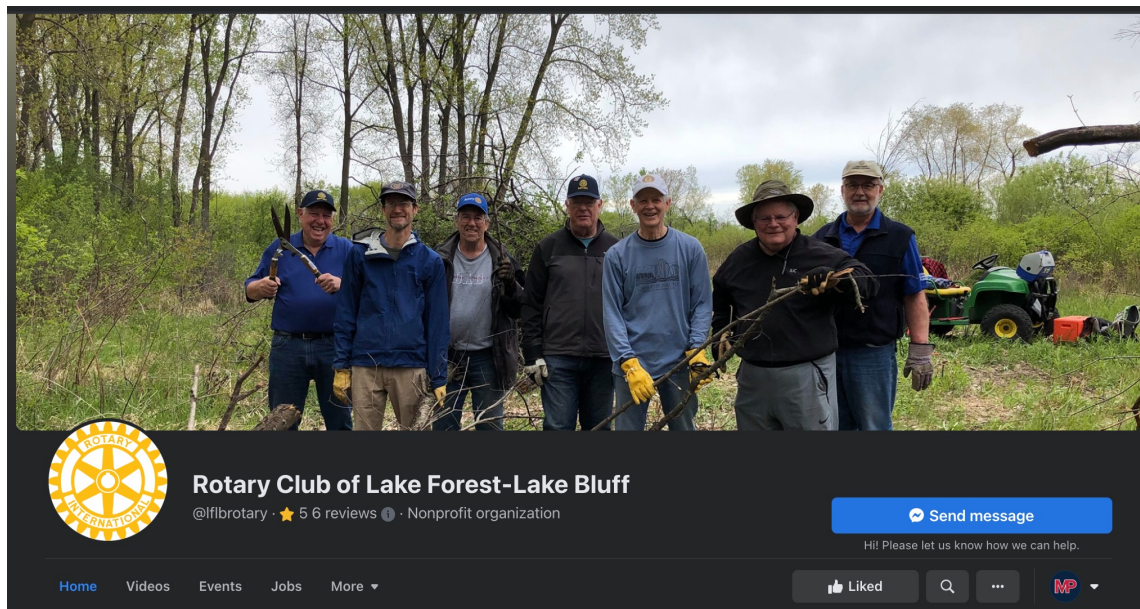
View your meeting day, time and venue, complete with a Google map for directions through the new Club Info page right from your phone. Even get quick access to contact your club President, Area Governor and District Governor.

Just search ClubRunner in your phone's app store to get it!

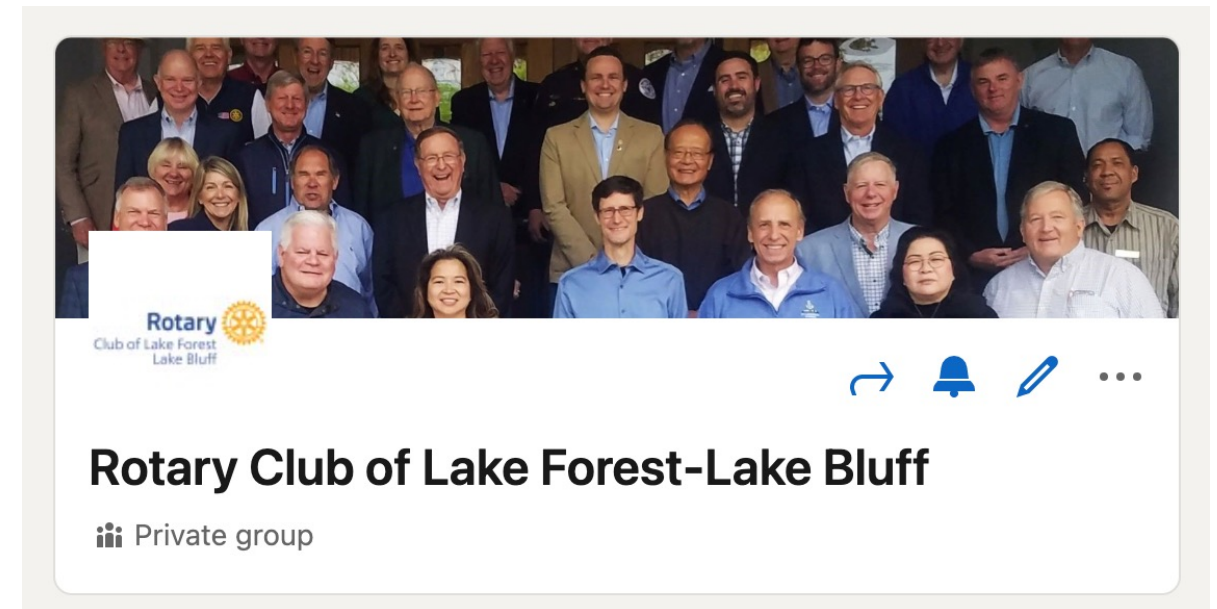




# CONNECTING VIA SOCIAL



<https://www.facebook.com/lflbrotary/>



<https://www.linkedin.com/groups/14108154/>

# TAPPING INTO THE DISTRICT & RI SITE

Rotary District 6440

Home Contact Us District Info Avenues of Service Foundation & Giving Stories

Calendar Donate

**Rotary**  **IMAGINE ROTARY**

**Speakers Bureau**  
Speaker Listing  
Add Speaker to the List

**Upcoming Events**

World Polio Day  
Oct 24, 2022

Canceled - Assistant Governors Meeting  
Virtual  
Oct 24, 2022 7:00 PM

Registration Deadline for District 6440 Rotary Foundation  
Celebration Dinner  
Oct 24, 2022 11:59 PM

District 6440 Foundation Celebration Dinner  
Nov 03, 2022

**Find Our Clubs**

<https://rotary6440.org/>

Rotary Club Central

Mark Pickett

**Dashboard**

Welcome to Rotary Club Central, the online tool for setting goals and tracking progress. Explore data and trends related to your club's goals on this page, and use the tabs to manage goals, project activities, and more.  
**Please note: data reported outside Rotary Club Central, including data reported in My Rotary, will be delayed for at least 24 hours.**

Global My Zone My District My Club Group My Club

**Rotary Club of Lake Forest-Lake Bluff**

**Membership Trends**

	2018-19	2019-20	2020-21	2021-22	2022-23
July 1	58	62	60	52	54

**Gender Trends**

	2018-19	2019-20	2020-21	2021-22	2022-23
Female	12	12	6	6	6
Male	50	48	46	48	48
Self-describe	0	0	0	0	0
Prefer not to identify	0	0	0	0	0
Unreported	0	0	0	0	0

as of: 24-Oct-2022

<https://my.rotary.org/>