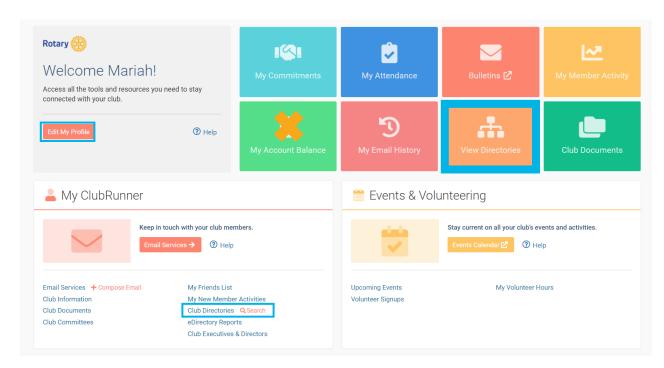


# **Using the Online Membership Directory**

To log in to the membership directory, go to **seattlerotary.org** and click **Member Login** on the top right.





Once you log in, you'll see the screen above in the Member Area. A few of the most frequently used features are highlighted:

#### 1. Edit My Profile

Use this to update your photo, contact information, and password. If you have new billing contact information, please contact Mariah directly to let her know.

## 2. View Directories

View a list of all members sorted by last name. After clicking, a menu will appear on the left with an option to view the photo directory.

#### 3. Search the Membership Directory

Access this by clicking on "Search" next to Club Directories. You can search the member directory by name, classification, join date, etc.

### 4. My Billing Account Balance

We do not use ClubRunner for our billing. Please disregard this option.



#### Other features the club uses include:

- Attendance tracking
- Club Documents, where members can access board minutes, club bylaws, etc.
- Club Committees, where chairs can keep their committee's roster and documents, and send emails to the members

# Access the membership directory on the go!

Our membership directory is now available through the ClubRunner mobile app! The ClubRunner app is free and available for iPhone and Android users. Here's how:

- 1. Go to your app store, search for the ClubRunner app, and install for free.
- 2. Login using the same information you use to login via the website.
- 3. Easily search or browse the directory and access a list of upcoming events from anywhere.



