

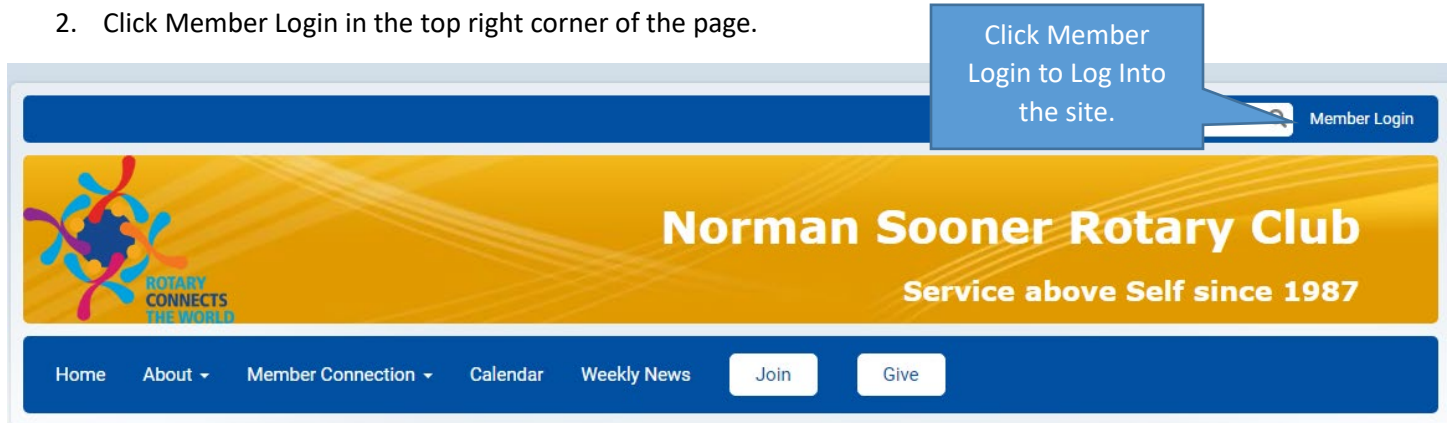
# Add Events to the Sooner Rotary Online Calendar

## Contents

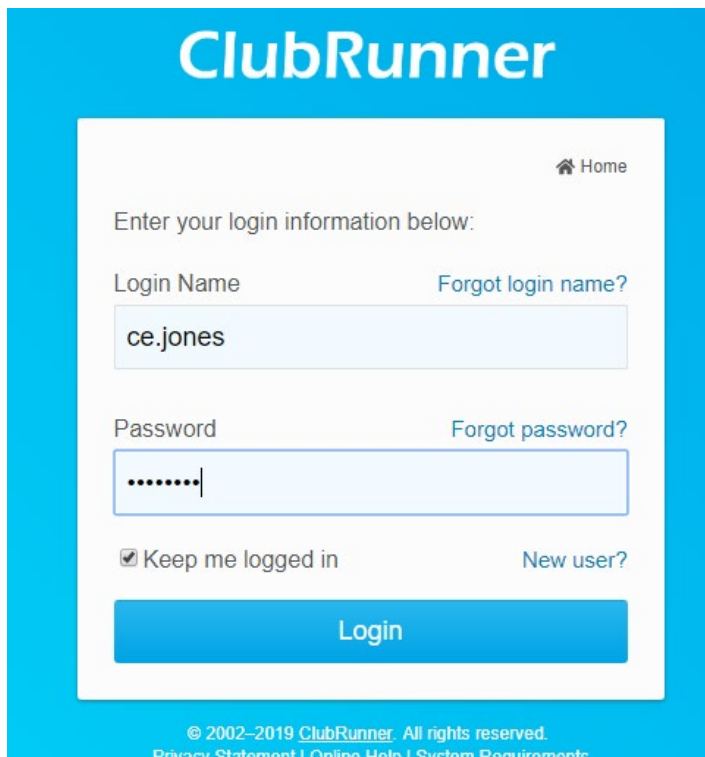
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## Add Events to the club calendar

1. Go to [www.soonerrotary.org](http://www.soonerrotary.org)
2. Click Member Login in the top right corner of the page.

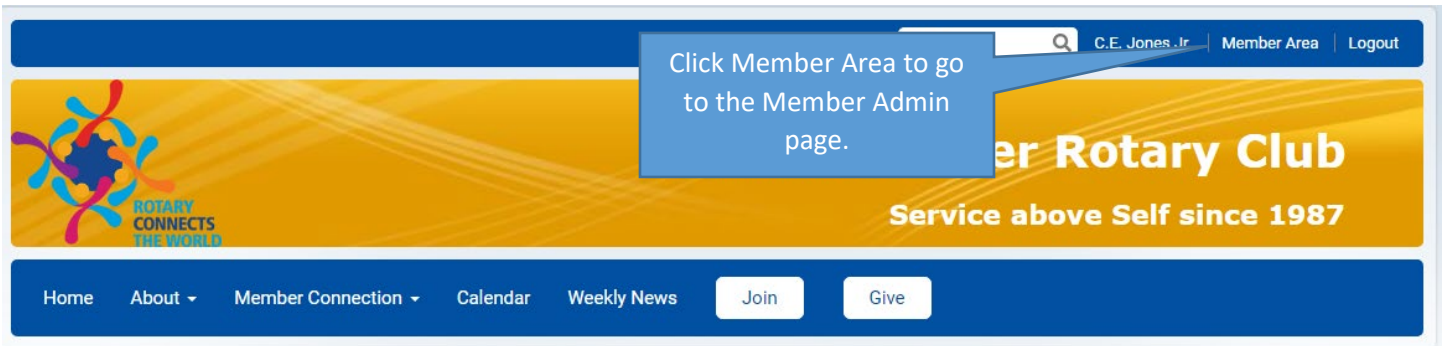


3. Enter your login name and password.
4. Click Login.



# Add Events to the Sooner Rotary Online Calendar

5. Click Member Area in the top right corner of the website.



6. Click Edit Events 2.0 in the left column beneath the Website Manager Heading.  
Or, click [HERE](#) to go to the Events Page.

<p> My ClubRunner</p> <hr/> <ul style="list-style-type: none"><li>Edit My Profile</li><li>Change My Password</li><li>Upload My Photo</li><li>My Commitments</li><li>My New Member Activities <b>NEW!</b></li><li>My Friends</li><li>View Club Directory</li><li>View Club Photo Directory</li><li>eDirectory Reports 2.0</li><li>View Printable Mailing Labels <b>NEW!</b></li><li>Email Message Centre <b>NEW!</b></li><li>View Club Documents</li><li>My Attendance</li><li>My Committees</li><li>My Billing Account Balance</li></ul>	<p> Membership Manager</p> <hr/> <ul style="list-style-type: none"><li>Club Dashboard</li><li>Active Member List</li><li>Other Users List</li><li>Inactive Members List</li><li>Friends of the Club</li><li>Bulletin Subscribers</li><li>New Member Program</li><li>Dues &amp; Billing</li><li>RI Integration</li><li>Request Member Updates</li><li>Edit Executives and Directors</li><li>Committee Management</li><li>Birthday &amp; Anniversary Report</li><li>Gender Distribution (Summary)</li><li>Download Member Data <b>NEW!</b></li><li>Member Designations</li></ul>
<p> Website Manager</p> <hr/> <ul style="list-style-type: none"><li>Website Designer 3.0</li><li>Edit Home Page Links</li><li>Edit Stories</li><li>Edit Events 2.0</li><li>Edit Speakers</li><li>Edit Download Files</li><li><b>Edit Site Pages</b></li><li><b>Edit Photo Albums</b></li><li>Edit Club Documents</li><li>MyEventRunner Registration (new window)</li></ul>	<p> Meeting Services</p> <hr/> <ul style="list-style-type: none"><li>Input Attendance</li><li>Report Make-ups</li><li>Print Member List/Attendance Sheet</li><li>Print Member List (Simple Version)</li><li>Attendance Report</li><li>Monthly Club Report</li><li>Customized Attendance Report</li><li>Edit Duty Roster - Who Does What</li><li>Member Leaves of Absence</li><li>Member Attendance Exemption</li></ul>
<p> Club eBulletin</p>	

7. Click Create A New Event in the top right corner of the page.

# Add Events to the Sooner Rotary Online Calendar

## Events

All Upcoming Events [View All Events](#)

[Create A New Event](#)

Click Create A New Event

Event Date ▲	Event Name	Active	Location	Event Chair	Actions
Sep 27, 2019	Trivia Night!	✔	Black Mesa Brewery	Taylor Wagner	<a href="#">Open</a>   <a href="#">Delete</a>   <a href="#">Copy</a>

## Create New Event

Create Event

1 Event Name:

2 Event Code:

Status:  Active  Draft

Event Type:

3 & 4 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

5 Description: To add a single line break, hold down Shift and press Enter.

6

7

Would you like to enable registration now?  Yes  No

8 Image:  No file chosen

Event Chair:  ▼

1. Enter the Event Name
2. Click the down arrow to the right of Event Type and choose the type of event.
3. Enter the Event Start Date. Or, use the calendar icon to the right of the date field to choose the date.
4. Enter the Event Start time or use the Time icon to the right of the time field to choose the time. Be sure to designate AM or PM
5. Enter the Event End date and time.
6. Enter a description.
7. Click Yes to enable registration of the event.
8. If the event chair is a club member other than yourself, click the down arrow to choose the name of the event chair person.

# Add Events to the Sooner Rotary Online Calendar

**9** Phone:

**10** Location:

Address 1:

Address 2:

City:

Zip/Postal Code:

Country:

State:

Map Override:  Inputting Latitude & Longitude will override the address on the map.

Latitude:

Longitude:

Show Event in home page?  Yes  No

Show Event in Calendar?  Yes  No

Show In Events List?  Yes  No

Show Event in Bulletin?  Yes  No

Display Social Media Share Bar?  Yes  No

Show Event in District Calendar?  Yes  No

Show Map?  Yes  No

**11**

[← Go Back](#)

9. Enter the name of the location where the event is to take place.
10. Enter the address, city, state and zip code of the event location.
11. Click Save to save the event.

# Add Events to the Sooner Rotary Online Calendar

Turn on Registration and send invitations to the club

1. Return to the Edit Events page.
2. Click the event name.

## Events

[Create A New Event](#)

All Upcoming Events [View All Events](#)

Event Date ▲	Event Name	Active	Location	Event Chair	Actions
Sep 27, 2019	<a href="#">Trivia Night!</a>	✔	Black Mesa Brewery	Taylor Wagner	<a href="#">Open</a>   <a href="#">Delete</a>   <a href="#">Copy</a>

3. Click Edit Registration Options beneath the Registration title.

## Trivia Night!

[Back to Events List](#)



Sep 27, 2019 at 07:00 PM - 10:00 PM

Event Type: Fundraiser

Event Code: [blank]

Event Chair: Taylor Wagner

Location: Black Mesa Brewery  
3901 N Flood Avenue  
Norman, OK 73069  
United States of America

[View Map](#)

[Edit Details](#) [Edit Links](#) [Edit Download Files](#)

Event Description: Come one, come all...it's a battle of the brains!

This year, in lieu of a golf tournament, Sooner Rotary will be hosting "Trivia Night!" Proceeds will benefit the Transition House in addition to the many other projects that our club supports including—but certainly not limited to—Secret Santa and Bridges. We hope that you will consider becoming a sponsor or forming/joining a team in an effort to make this a fun and successful event for Sooner Rotary!

- WHEN: Friday, September 27, 2019 at 6:30 p.m.
- WHERE: Black Mesa Brewing Co. (3901 N. Flood Ave., Norman)
- HOW DOES IT WORK? Teams (of six people max) will compete against each other through several rounds of general knowledge trivia. Prizes will be awarded to the 1st and 2nd place

[Show More](#)

## Registration

You do not have registration enabled for this event.  
If you would like enable event registration go to [Edit Registration Options](#)

# Add Events to the Sooner Rotary Online Calendar

4. Click Open this event for registration.
5. Verify the Start and End dates and times.
6. Check any other options needed for the event.
7. Click Save

## Event Registration Options

Open this event for registration:  **4**

Date range to accept registrations:

Start Date & Time: Sep 27, 2019 06:30 PM **5** Tip: Type 'A' or 'P' to switch AM/PM.

End Date & Time: Sep 27, 2019 10:00 PM **5** Tip: Type 'A' or 'P' to switch AM/PM.

Is there a fee to attend this event? No, it is free. To change the fee or currency, please go to Payment Settings.

Allow public registration?

Allow members to register guests?  **6**

Copy event chair on new registration emails?

Enable comments on registration page?

**7**

[Cancel](#) [Save](#)

## E-Mail event details and signup information to club members.

After you have the event details set up, scroll down to the Email section of the event details.

1. Click New Invitation.

Emails **1**

[New Invitation](#) [New Email](#)

Please note that you will need to use the New Invitation feature to specify the invitees, so that the Undecided reports will be functional.

Date Last Sent	Subject	Owner	Actions
Draft	Event for \$EVENT_NAMES	C.E. Jones Jr.	<a href="#">Open</a>   <a href="#">Delete</a>
Draft	Event Invitation for \$EVENT_NAMES	C.E. Jones Jr.	<a href="#">Open</a>   <a href="#">Delete</a>
Draft	Event Invitation for \$EVENT_NAMES	C.E. Jones Jr.	<a href="#">Open</a>   <a href="#">Delete</a>

A new Clubrunner e-mail window will open.

1. Click the check box to the left of Active and Honorary.
2. Click Send to Myself to check the contents of the message. When you are sure everything is written as you want, click Send.

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