

HOW TO USE OUR WEBSITE ROTARY CLUB OF UNIVERSITY AREA HOUSTON

1. In your web browser put www.rcuah.org or www.universityarearotary.org
2. Click on **LOGIN**, then on the LOGIN SCREEN do the following:
3. Enter your **first name then a period (.) then your last name** NOTE-**NO SPACES BETWEEN THE LETTERS & USUALLY LOWER CASE** or if you already changed your login from a previous visit, use that.
4. Enter your password-that was emailed to you when the website was set up. If you forgot it, the website will email it to the last email address that was in your record. If you have changed your email address and not updated your record, than call Jerry Harris 713/783-7820 and a new password will be assigned to you.
5. This will open up on the **ADMIN** page. There under **MY CLUBRUNNER** you can do the following:

A screenshot of a web application interface. At the top left is a small circular logo with a yellow background and a blue border. To its right, the text "My ClubRunner" is displayed in white on a blue background. Below this header is a yellow rectangular area containing a list of blue hyperlinks: "Edit My Profile", "Change My Password", "Upload My Photo", "My Commitments", "My Friends", "Club New Member Activities", "View My Bulletin", "View Club Directory", "View Club Photo Directory", "View Printable Directory and Mailing Labels", "Email Message Center NEW! | [Old Version]", "View Club Documents", and "My Attendance NEW!".

 **My ClubRunner**

[Edit My Profile](#)
[Change My Password](#)
[Upload My Photo](#)
[My Commitments](#)
[My Friends](#)
[Club New Member Activities](#)
[View My Bulletin](#)
[View Club Directory](#)
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[View Printable Directory and Mailing Labels](#)
[Email Message Center](#) **NEW!** | [[Old Version](#)]
[View Club Documents](#)
[My Attendance](#) **NEW!**

6. Go to the **HOME** page. You can **click** on anything that lights up in **RED**. Along the top of each page there is HOME, FORUMS, STORIES, NEWS, EVENTS, SPEAKERS, ADMIN, LOGOUT, ABOUT, HELP. When all else fails read information under HELP. On the right side of the **HOME** page check out the **PHOTO JOURNALS** and **DOWNLOADS**. There are interesting things there.
7. If you wish to send an email to the officers shown on the left side of the home page, just **click** on their name and an email page will appear (**magic**). Put your two cents worth in and **then click send** like you always do on your regular email.
8. If you wish to send an email to the whole club **click** on the **ADMIN** page and under **My ClubRunner** **click** on the **Email Message Center**. When that page comes up **click** on **COMPOSE A NEW MESSAGE**. On the left side is a list of possible receivers. **Click** on the appropriate group, usually **RCUAH MEMBERS**. That brings up the whole list of members. If you want to send the message to the **whole club** **click** on **RCUAH members (Custom List)**. That will select everyone. On the Subject line put your message subject, then type in your whole message. **Under step 4** at the bottom of the page **click the checked box to NOT Send** a list of recipients as an attachment. At the bottom of the page **click** on **Send**
9. Under **EVENTS** is the club calendar. It opens in the current month. You can move to the next months or the previous months.

10. When you [click](#) on a specific event it brings up that event with info as to location and what it is about and when you [click](#) on [Map](#), a map of how to get to the event comes up. You can print this out.
11. One of the most helpful things you can do after you keep your own info up to date is to add a prospective person to the MY Friends List particularly if they have visited our club. On the [ADMIN](#) page under My ClubRunner click on [My Friends](#), then on the right top click on [Add New Friend](#). Put in the First Name and Last Name and their email address. On the bottom of that page [click Save](#). This will allow them to receive our weekly bulletin. It is a regular reminder that we are meeting and for them to come, particularly if they see a speaker they may be interested in.

Our website is really easy to use and with some practice you will get good at it. It is the best and most cost effective way for the club and its' members to communicate and it is a good advertising tool. Most of the Rotary Districts and Rotary Clubs around the world are using ClubRunner. If you have suggestions on anything we can add to improve our site, please contact Jerry Harris.