



ROTARY CLUB OF FLORENCE, AZ

P.O Box 2190 ♦ Florence, AZ 85232 ♦ www.florencerotaryaz.org

ClubRunner Basics for Florence Rotarians

1. Today's discussion is for basic familiarization only. Members should be able to open www.florencerotaryaz.org, browse information, login to individual member accounts, edit and enter personal information, and have a basic knowledge of ClubRunner capabilities.
2. Every member currently has an account. Your "assignment" for next week is to browse the site, login to your account and change your default password, update all your personal information, and come back with questions!!! If you don't like your photo or don't have one added yet, feel free to ask me to retake the photo or just add your own!
3. Most browsers work well with ClubRunner. I have used Explorer and Firefox without problems. To go to the site, enter the following address in your browser:

www.florencerotaryaz.org

4. Look for the "Login" tab at the top of the page and click it. Enter your default user name and password. (First and last name without spaces for both. For Art Celaya, enter artcelaya in all lower case and no spaces for both).
5. Once logged in, you will automatically be directed to the Administration page. Click on any highlighted category to see what you can do. Please click on "Change My Password" to select a permanent, more secure password and/or user name. Also click on "Edit my Profile" to enter current address, phone, birthday, etc. I've already added email addresses (to send messages and newsletters), birthdays, and anniversaries.
6. Most members have "70" level access. This gives access only to personal information (My ClubRunner) and club data. Members who want to add content, are responsible for managing events (your chance Larry Cline!), are officers, etc., please let me know and I will increase your access level and provide additional one-on-one training.
7. We are now using ClubRunner exclusively for In Touch, email lists, tracking attendance (can't use reporting as District is not on ClubRunner), event and speaker scheduling, and I've added one photo catalog. I'd love to add more photos (give me digitals from any event), community events (I add basic info about events I hear about, but with logos, photos, links, etc. we can do more very easily). All our club documents, constitution, etc. are already posted thanks to Barbara. With a little effort, we can do a lot, including collecting credit card payments for dues and events, using a combination of ClubRunner and our web host site. We can even offer any member a free email address for club business (example: golftourney@florencerotaryaz.org). Show some interest and I'll work with you.