 **Communication Quick Reference Guide**

How to stay informed and connected!

**Email** – Email is the primary and easiest way for the Club to communicate information to all members. Make sure to keep your email address updated on your profile. The emails will come from mailservice@clubrunner.ca. So, also be sure these emails are not being classified as “junk” or “spam.”

**Club Website** – [www.lakelandrotary.org](http://www.lakelandrotary.org)

 ***What’s here?***

* Club & Rotary information
* Speaker schedule
* Latest club news stories
* Event calendar
* Club photo albums

**ClubRunner**

***What’s here?***

* Your Personal Profile / Update your profile
* Club Directory
* Your Attendance Roster

***How do I log in?***

* Go to the club website ([www.lakelandrotary.org](http://www.lakelandrotary.org))
* For first time users:
	+ Click on “Member Login” (at the top right corner of the screen)
	+ Click on “New and existing users – retrieve login and/or reset password”
	+ Enter your last name & email address (Be sure this is the one you used when you applied to be a Club member.)
	+ Once you enter this information, you will receive an email to retrieve your login credentials.
* For established users, simply enter your “Login Name” and “Password”

**Mobile App for Smart Phones (ClubRunner)**

 ***What’s here?***

* Club Directory (with member photos)
* Ability to add members & their information to your contacts list
* Club Locator – If you are traveling and want to find a Rotary Club meeting.

 ***How do I log in?***

* First download the “ClubRunner” app from the Apple App Store or the Android Market.
* Log in with the same information for the ClubRunner website.

**Club Facebook Page** – [www.facebook.com/lakelandrotaryclub](http://www.facebook.com/lakelandrotaryclub)

 ***What’s here?***

* Coverage of meetings, activities, & fellowship events
* Connection with other Rotarians

 ***How do I log in?***

* You must have an established Facebook account.
* Search for “The Lakeland Rotary Club” when logged in to Facebook.
	+ OR Visit [www.facebook.com/lakelandrotaryclub](http://www.facebook.com/lakelandrotaryclub)
* “Like” the page to see postings from the Club on your newsfeed.
* Tag yourself in posts with the Lakeland Rotary Club

**MyRotary.org**

 ***What’s here?***

* Information, information, information
* Rotary International News & Resources
* Rotary Foundation Information & Giving
* Club Leadership Resources

 ***How do I log in?***

* Go to [www.myrotary.org](http://www.myrotary.org)
* For first time users:
	+ Click on “Sign In / Register” & Click “Create Account”
	+ Enter the requested information & click “Continue” (Be sure the information matches your ClubRunner profile information.)
	+ Follow the prompts to set up an account
* For established users, simply click “Sign In / Register” and enter your email address and password.

1-4-16