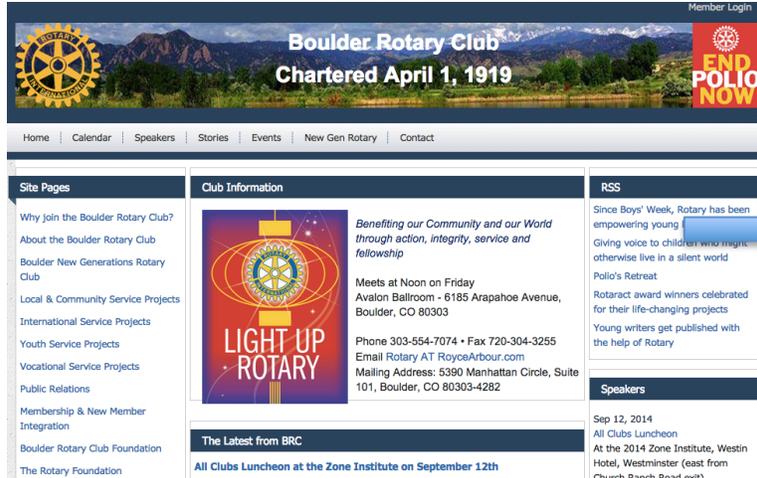# Logging into the Boulder Rotary Club website

1) Logging In

In order to receive your password for your website, click on "Member Login" in the upper right hand corner of the website and click on "New and existing users - Retrieve login and/or reset password". This will direct you to the "Retrieve Login Information" screen.

You will be asked to enter your last name and your email address on file with the Boulder Rotary Club. Once you click on "Submit", you will receive an email. Follow the instructions on the email to recover your login and/or reset your password. Please note, that the last name and email address you provide must match what is on the record for security purposes. If you are unable to get your password, please call the Club office (303-554-7074) or email support@clubrunner.ca with your name and club and it will be emailed to you.

With your login credentials, you can now access your website and will be directed to the Admin page. Click on "Members Area" in the upper right hand side of the screen to access the Admin page. This is a member's only page where you will be able to edit your profile, email other members and contribute content to your site. You should see your name at the top right hand corner of the webpage. If you have trouble logging in, please email support@clubrunner.ca.

For future reference, record your login information below.

Login: _____   Password: _____

2) Editing Your Profile

Once you are logged in to your website, you have the opportunity to edit and manage your profile. This is important as you will need to edit your profile in order to help us maintain accurate records. If you make any changes, please also email the BRC office

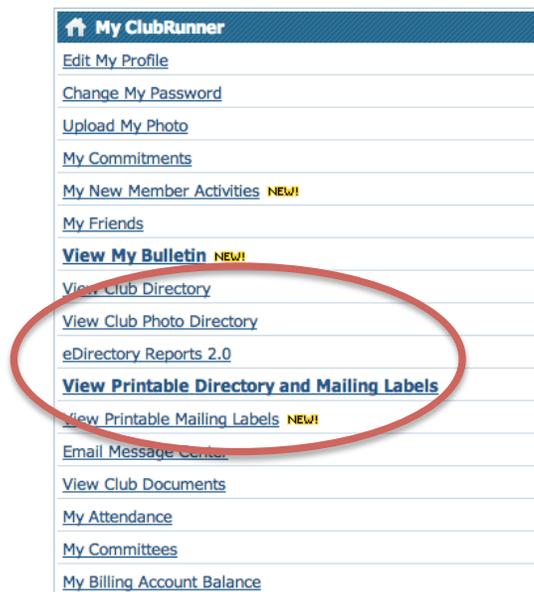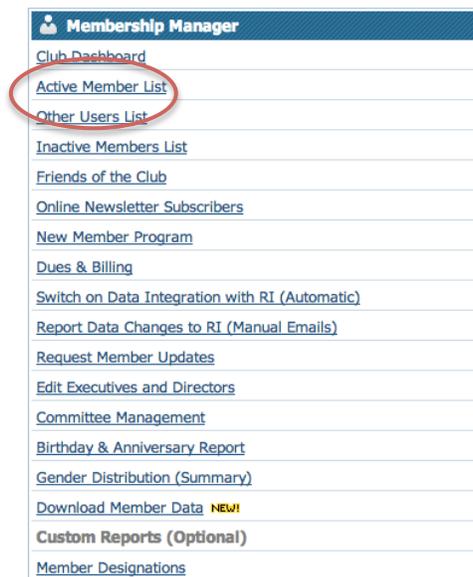# Logging into the Boulder Rotary Club website

at Rotary@RoyceArbour.com to alert them of your profile updates.

To do so, click on Member Area> Edit My Profile. Fill in the data fields and save your data when you are done.
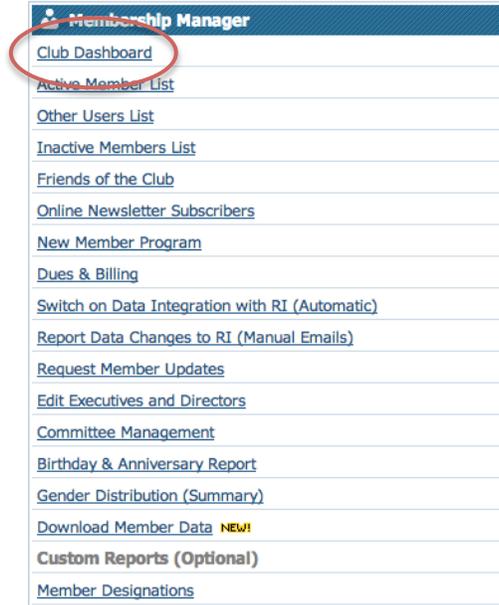
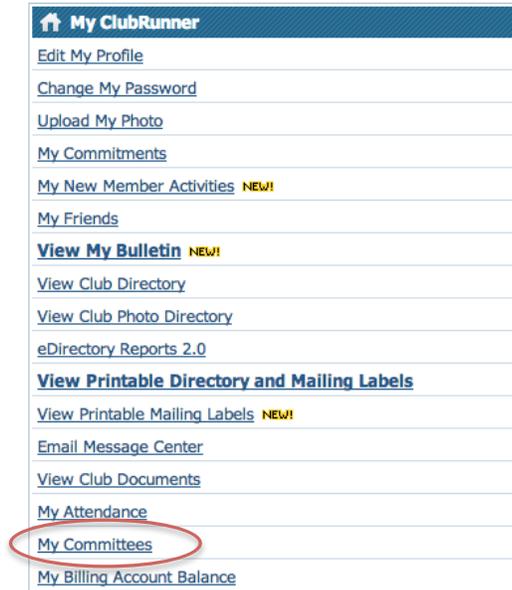## 3) Locating Other People's Contact Information

Once you are logged in to your website, you have the opportunity to view and contact other members. You may also choose to view, download and/or print the complete Club directory.
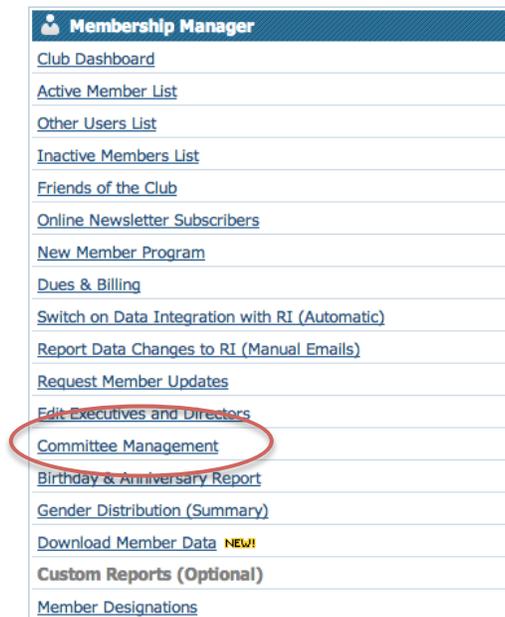
4) Viewing Your Committees

Once you are logged in to your website, you can view the committees, you have signed up for. Chairs should use this function to be in touch with committee members.

🏠 **My ClubRunner**
Edit My Profile
Change My Password
Upload My Photo
My Commitments
My New Member Activities NEW!
My Friends
View My Bulletin NEW!
View Club Directory
View Club Photo Directory
eDirectory Reports 2.0
View Printable Directory and Mailing Labels
View Printable Mailing Labels NEW!
Email Message Center
View Club Documents
My Attendance
My Committees
My Billing Account Balance

5) Managing Your Committees

Once you are logged in to your website, you can view all the committees, sign up for more committees, and contact other people on any committee.

👤 **Membership Manager**
Club Dashboard
Active Member List
Other Users List
Inactive Members List
Friends of the Club
Online Newsletter Subscribers
New Member Program
Dues & Billing
Switch on Data Integration with RI (Automatic)
Report Data Changes to RI (Manual Emails)
Request Member Updates
Edit Executives and Directors
Committee Management
Birthday & Anniversary Report
Gender Distribution (Summary)
Download Member Data NEW!
Custom Reports (Optional)
Member Designations

6) Adding Committee Meetings and Events

Once you are logged in to your website, committee chairs may add committee meetings or events. These will be available for other club members to view using Events 2.0. Please alert the Club office (Rotary@RoyceArbour.com) when you have added an event to the website.
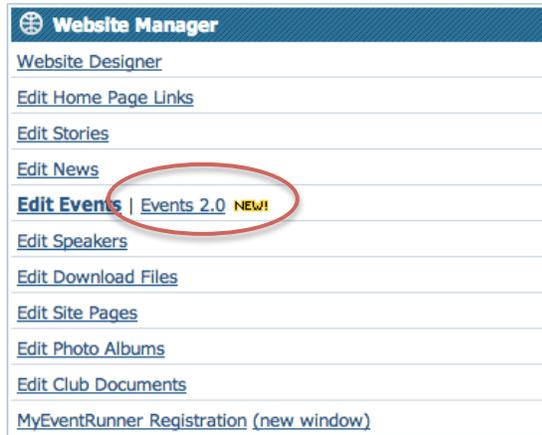
This guide is an excerpt of the extensive online help available on your website. To access the online help, visit http://clubrunner.helpserve.com.