Elkhart Rotary Club

**Making a Real Impact in a Virtual World**

As we continue our virtual club meetings in these unprecedented times, Rotarians have expressed concern that we’re not collecting our weekly Sergeant’s Fines budgeted in order to fund not-for-profit organization grant requests in the spring through our Grants Committee. In lieu of throwing your cash or Rotary Bucks in the basket at lunchtime, consider an online alternative, payable directly to our club through Clubrunner! Here’s how it’s done – every step detailed as if you were looking on your own computer at home. If you need help accessing Clubrunner (forgot your username or password?) we’re here to help! Call Eric Garton at 602-284-5567 or email e.garton@wellfieldgardens.org.

**Step 1:** Go to [elkhartrotary.org](http://elkhartrotary.org) – our club’s website!

**Step 2:** Click the **Member Login** button in the upper, right-hand corner.

**Step 3:** Enter your **Login Name** and **Password** and click the **Login** button.
Step 4: Click on the **Member Area** button now visible in the upper, right-hand corner of the homepage.

Step 5: *(Note that your page may look a little different from the page pictured below)* Look in the column of options under “**My Clubrunner**” and click the **My Billing Account Balance** button.
Step 6: Enter the amount you’d like to donate. Note that if you currently have a balance due, it will show up in this box automatically when you reach this page; Simply ADD the amount you’d like to donate!

**PRO TIP:** Remember you can donate any amount - - save time online - - donate for the entire month! Be generous; these are unprecedented times, they call for an unprecedented response - - these funds make our community a better place through the not-for-profit organizations that do so much good in our area!

Click the **Make a Payment** button.

Step 7: Billing Payment page (Image 1 of 2)
Confirm the **amount you should pay**, select your payment type, enter expiration date, first and last names, confirm your billing address city, country…. **SCROLL DOWN if needed**...
**Step 7 (continued):** Billing Payment page (Image 2 of 2)
Confirm State, zip, phone, email, and type “Sergeant Fines” in the box provided. Click **Submit** button.

![Billing Payment page](image)

**Step 8: Confirmation Page.** If your transaction completes successfully, you’ll see this page that includes a shaded box thanking you for your payment. And you’ll see your transaction appear immediately beneath (along with your note for its purpose!) You’ll receive a receipt in your email inbox momentarily.

![Confirmation page](image)

**Step 9:** Accept the gratitude of our club’s leadership and our community for ALL you do to make Elkhart a better place in which to live, work, play, and SERVE. **Thank You!**