Elkhart Rotary Club
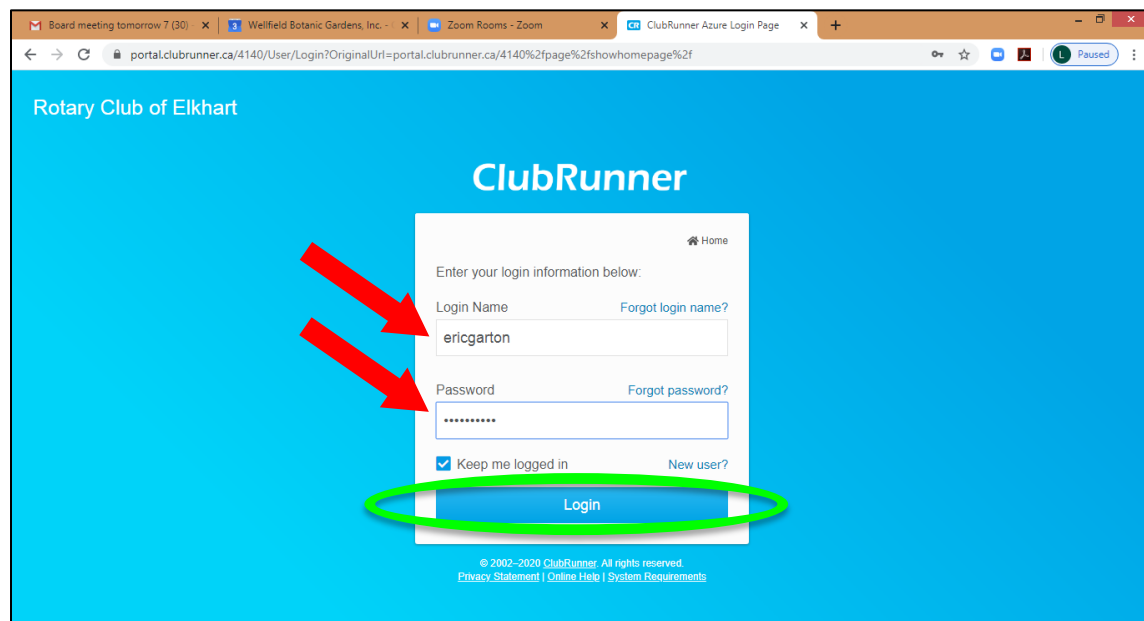## *Making a Real Impact in a Virtual World*

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** – our club's website!
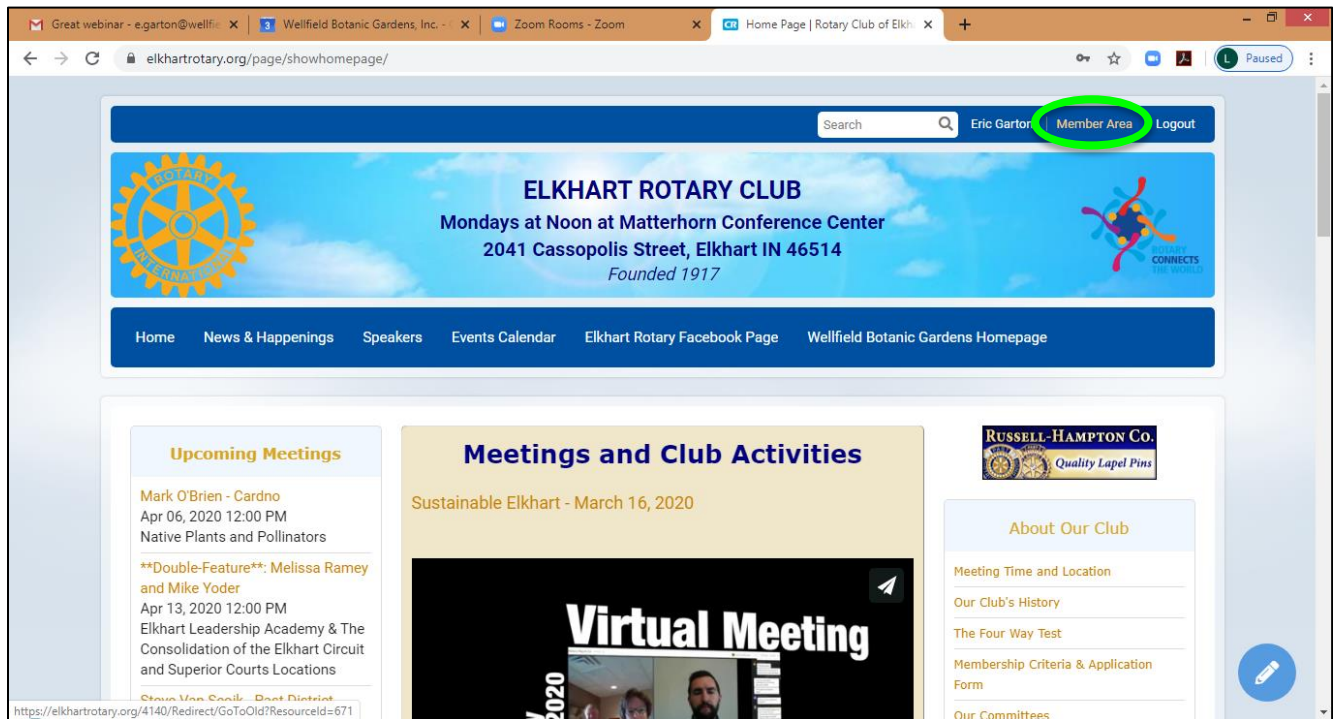
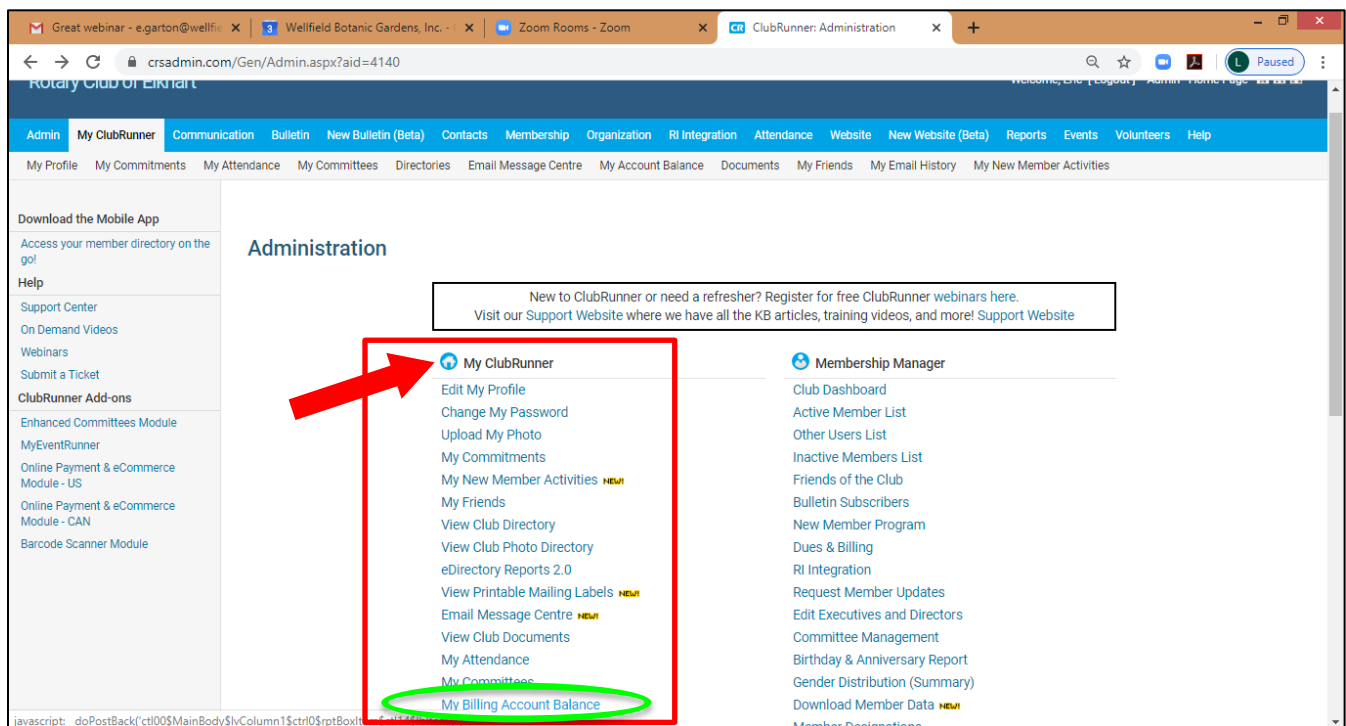**Step 2:** Click the ***Member Login*** button in the upper, right-hand corner.

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.

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.

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!**