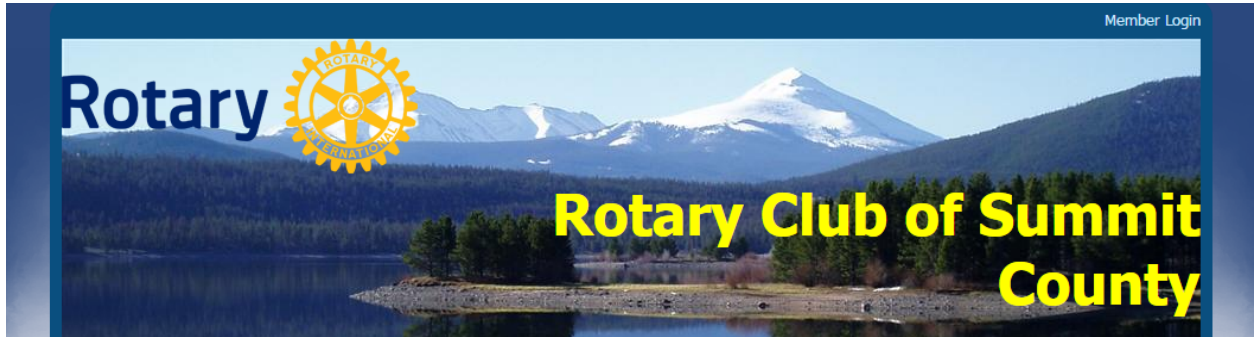


UPDATING YOUR USER PROFILE AT www.summitrotary.com

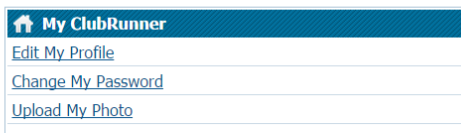
- 1) Go to the homepage, www.summitrotary.com. Click Member Login on the top menu.



- 2) Enter your Login Name and your Password. If you do not know your login and password, click the link at the bottom to retrieve login and/or reset password. Next, click the Login button at the bottom.

- 3) To update your profile, click Member Area on the top menu, select the Admin tab, then click on the Edit My Profile link under the My ClubRunner menu.

Latest Updates - Release Notes Available on [Service Updates](#) page.



- 4) Each club member is asked to update their directory information to keep it current. While most of the fields are self-explanatory, several have very specific purposes which are detailed below.

Please use the following guidelines when updating your profile:

a. First Name – This should be your nickname, or whatever name you prefer to be called.

b. Address Fields – For both your home & business, use Address 1 and all other fields for your mailing address. Use Address 2 for your physical address if it is different from your mailing address. The example shown below illustrates how to enter a mailing address of

PO Box 2948, Dillon, CO 80435 and a physical address of 100 Mule Deer Ct, also Dillon.

c. Membership ID – This number is assigned by the Summit Rotary Club. Please ask the club secretary if you do not have an entry in this space.

d. Rotary Membership – This should be a listing of previous clubs and dates you were a member of those clubs. This is important for club records, so please check for accuracy.

e. Rotary Office – This space should be used to enter past leadership positions you’ve held, and Paul Harris Fellow information.

f. Login name – You can choose whatever login name you’d like, just type it in this space.

NOTE: Once you have completed these fields, you must hit the Save button to save your work before moving on to the “Club Specific Information” section.

g. To access the Club Specific Information, click the Edit button.

h. Formal Name – In contrast to the nickname field above, this should be your full name, including your preferred Mr/Mrs/Miss/Ms and any Jr/Sr/etc. This name may be crossreferenced with Rotary International, so the secretary may change the field if necessary to tie to RI’s records.

i. RI Number – This number is assigned by the Summit Rotary Club. Please ask the club secretary if you do not have an entry in this space.

j. Children – This field should have your children’s names, as well as their ages if you choose. Current ages are already input, but you will need to input the ages each year if you want to keep them up to date. You are also welcome to just type in your children’s name with no ages, if you choose.

k. Other Notes – This field is blank, and for your use if you need extra space for any relevant information not listed elsewhere.

l. Skillsets – This is a new feature of our club directory. Once you have clicked on the Edit button, there will be check boxes next to each skillset, and you should check the skills which you have and would be willing to share with the club.

5) It is recommended that you change your password during your first login to www.summitrotary.com.

a. To change your password, return to the Admin section of the website and click on Change My Password.

The screenshot shows a user profile page with a navigation bar containing tabs for Personal, Rotary, Biography, Commitments, Settings, and Privacy. The Settings tab is selected. Below the navigation bar, there is a section for System Login with an Edit button. The System Login section displays Club Access Level as 30 - Site Administration, Login Name as DMonaghan, and Password as Change Password. Below this is a section for Member Roles, and at the bottom, a section for Custom Email Signature with an Edit button.

b. The next screen will ask you to enter your old password, as well as your new password (twice). Then, click the Change Password button.

c. If you forget your password at any time, you can click on Forgot your password? At the bottom of the login screen.

d. The next screen will ask for your last name and email address. Then, click Get Login Info and you will receive an email within moments which provides both your login name and email address.