HOW TO: Get Started on the Website

Go to our website www.centervillerotary.com

Click on MEMBER LOGIN on top right

Enter your login name and password
(The first time you log in or if you don't know your password, click on the "New and existing users: retrieve login and/or reset password" link. You will enter your Last Name and Email address and then your password will be emailed to you.)

Once you enter your password correctly, it takes you to the home page but at the top, you see the welcome with your name and a section called "Member Area."

Select "Member Area."

Look at the box on the left called My ClubRunner – there are many choices of things you can do here:
- edit your profile information/password/photo
- view the club directory with or without photos
- send an email to another club member
- and much more

Just click on the link and follow the directions!

Anytime you want to learn more about anything in the site, just click on the **HELP** button at the top of the page. There are step-by-step instructions to doing everything on the site.

HOW TO: View/Print Club Member Directory

Log in to the www.centervillerotary.com website
Go to the Admin Section
Under My ClubRunner, Select:

eDirectory Reports 2.0
Shows a list of reports you can generate with and without photos.

Standing Reports
All Members – with or without photos
Shows list of members and their information.
Click on the "Regenerate" button to generate a document with the most current information.
The document is then provided in either Word or PDF format.
Click on the format you prefer and a new document downloads to the bottom left of the page.
Click on the document to open and save to your computer or print.
Each time you want to look at or print a new member directory, always click on the "Regenerate" button first to get the latest updates.

HOW TO: Send an email to some or all Club members
Log in to the www.centervillerotary.com website
Go to the Admin Section
Under My ClubRunner, Select:

Email Communications
Select: Compose New Message (yellow box, top right)
If you had sent emails from the previous version of ClubRunner, you have the choice to:
Migrate Emails from Version 2 (do this first to bring forward any old emails you want saved)

Go to Version 2 Email System; click on yellow button "Compose new message"
Step 1 - Select: Distribution List
- Active and Honorary Members box sends to all current Centerville Rotarians
- To select just one or a few members, click on "Active and Honorary Members" and the list is shown. You can then select the box next to the name of who you want to include in the distribution.

Step 2 - Enter something in the Subject line
Enter text in the message box
- You can copy/paste from a Word document (use the "Paste from Word" button)
- You can change the font and size
- You can insert a link: Select the "Insert Link" button and enter information to link to a website or email address

Step 3 – Add an attachment – file or photo
- Select "Here" in "Click Here to Expand"
- Select "Choose file" and select the file from your computer that you want to attach.

Step 4 – Choose your email options and send
- If you want the recipients to see who all is being sent your email, leave the box checked. When sending to the entire club, I suggest to uncheck the box so the whole list of members doesn't show up on the email.
- Leave box checked to "Copy me on this email." if you want to see how the email looks or to verify that it was sent.

Step 5 – Can send, send test to yourself, or save as a draft. You can also choose a date and time to send the email.