ROTARY CLUB OF WERRIBEE WEBSITE
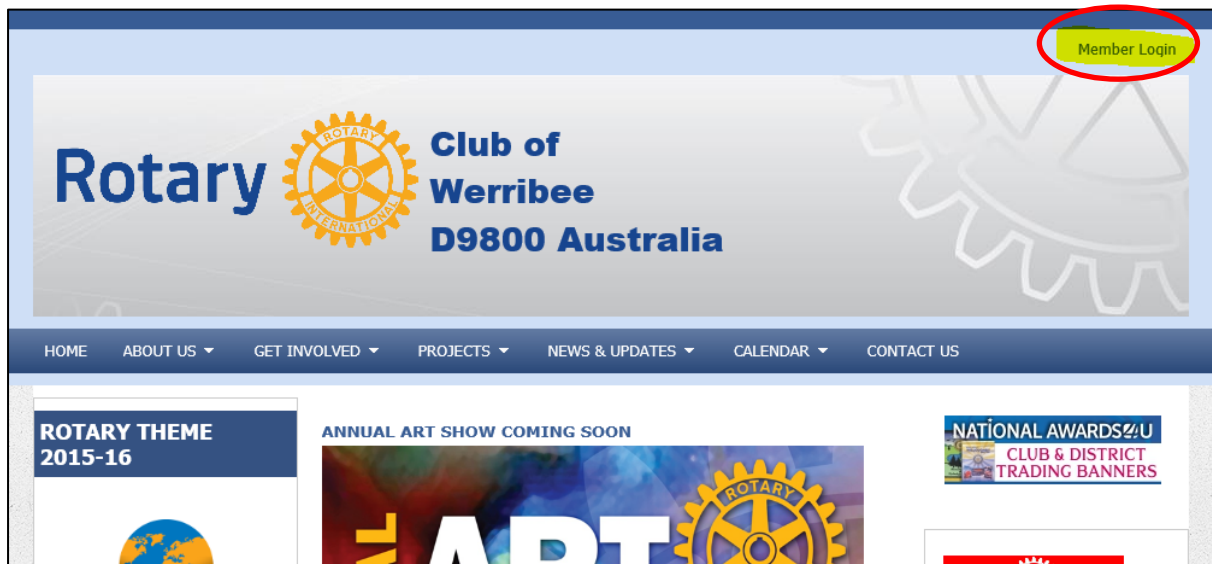## *ACCESSING THE SECURE MEMBERS ONLY AREA*

1. Go to the Rotary club website - www.rotaryclubofwerribee.org.au.
2. Click on the Member Login link in the top right-hand corner of the page.

3. A login page will appear (see image below).
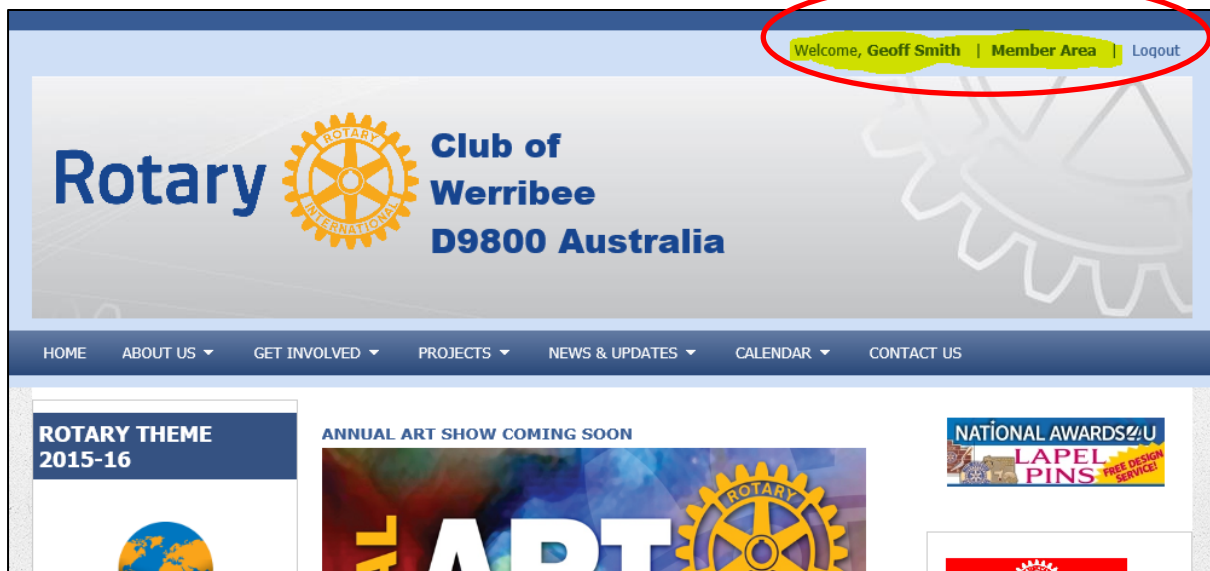4. Enter your login name in the following format:

    firstname.lastname.4801

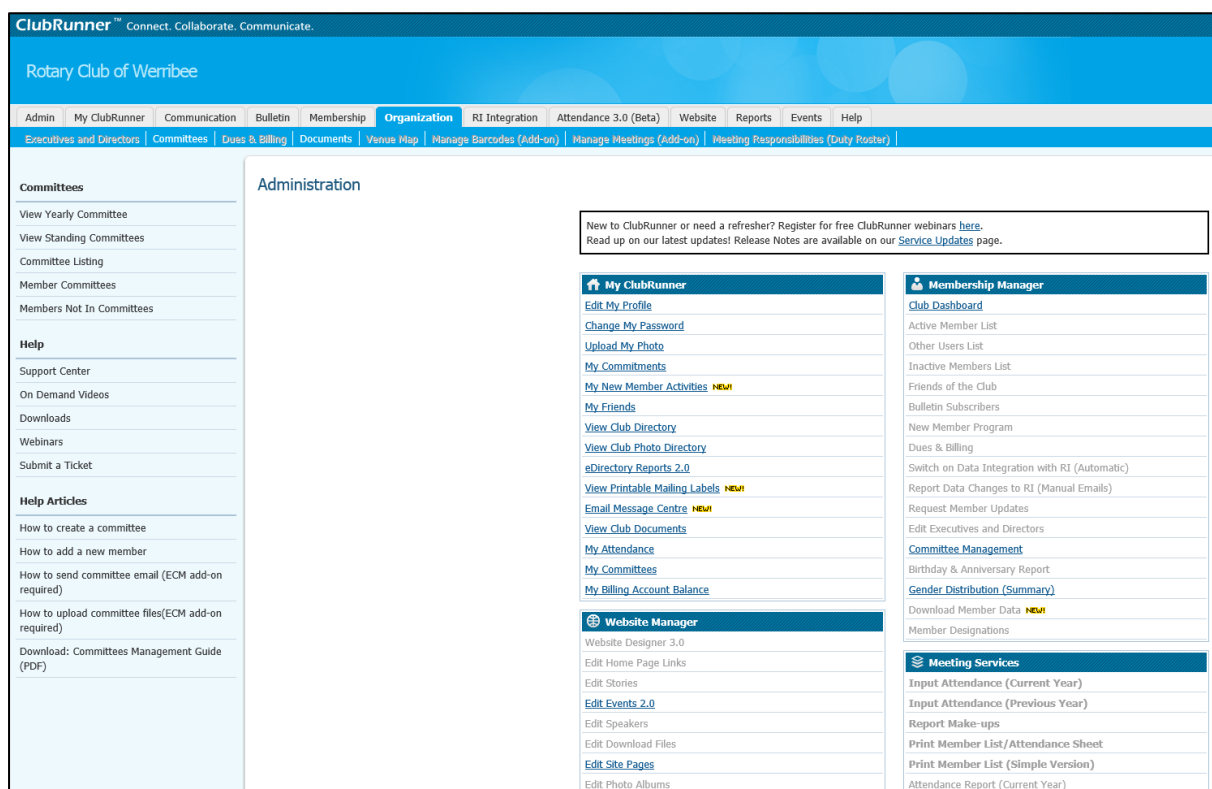   We have used Geoff Smith's name in the example below.

5. Enter the password. It is initially set for everyone as 4801 but you can change it once you are logged in.
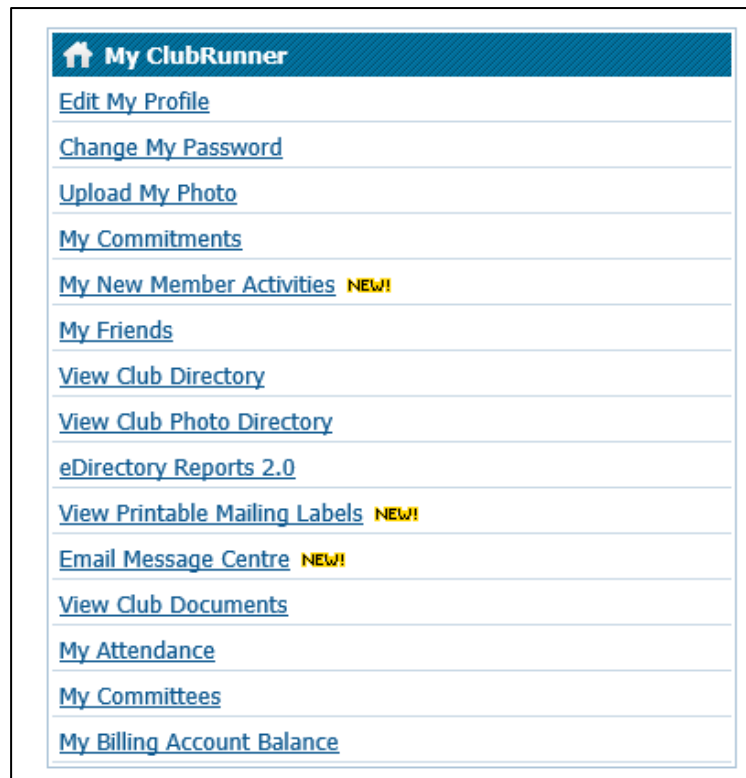6. Click on the Login button.

7. The next screen you will see is the same screen as the first one. However, the top right-hand corner will show:
   a. A personal welcome message to you.
   b. A link to the secure member's area.
   c. An option to logout of the secure area when you have finished.
8. Click on the Member Area link.

9. The following page will appear on your screen which indicates that you are now in the secure area. The page is the main ClubRunner administration page which controls everything that we do in the ClubRunner system e.g. website manager, membership manager, e-Bulletin, etc

10. As a normal member, you will only have access to the basic options. This generally means that you will only be able to access and update or view information that is highlighted in blue. Most of this relates to personal information in the MyClubRunner section as per the image below. Members should feel free to click on any of these items.

11. When you have finished in the secure area, go to the top right-hand corner of the screen and click on either:
    a. The Logout option which will log you out and return you to the Login screen.
    b. The Home Page option which will redirect you to the home page of the website.