**Rotary Club of Kiwatule ClubRunner**

**Procedures for Updating Membership Profile**

1. What you need to start – Be sure that you know your ClubRunner user name and password before going to the website. You were given both when you became a member. If you have lost either your user name or password, please select “New and existing users, retrieve login and/or reset password” to do a reset.
	1. Please note, your user name and password are case sensitive.
2. Log on to RCK ClubRunner website - [http://www.ClubRunner.ca/Portal/Home.aspx?accountid=6053](http://www.clubrunner.ca/Portal/Home.aspx?accountid=6053)
3. Select “Logon” in upper right hand corner of ClubRunner home page. Enter your user name and password.
4. Scroll down and under “My ClubRunner” select “Edit My Profile.”
5. Select “Edit” at the top or bottom of the Member Profile screen and enter your personal information.
	1. The more complete your profile, the more we can know our fellow Rotarians.
	2. Be sure to upload a picture.
6. Select “Save” before exiting the screen if you want to save your updates.
7. Logout (top of screen)

For any questions, contact Deborah Foti, deborahfoti@gmail.com.