

HAYWARD ROTARY CLUB HOW TO UPDATE YOUR MEMBER PROFILE

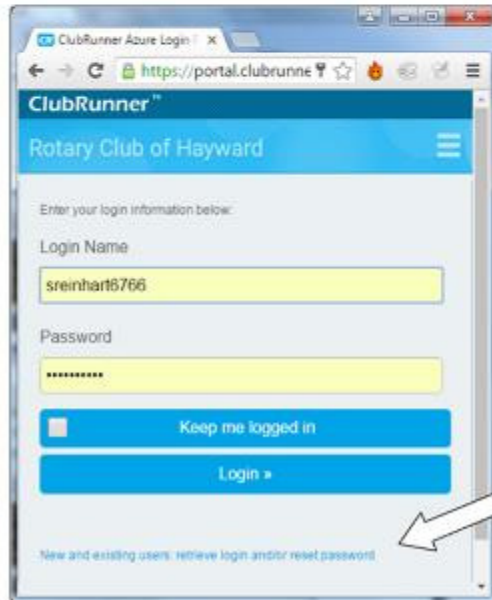
Step 1. Point your internet machine to www.HaywardRotary.org



Step 2. Click "Member Login" at the top of the page.



Step 3. Enter your username and password, then click the "Login" button.



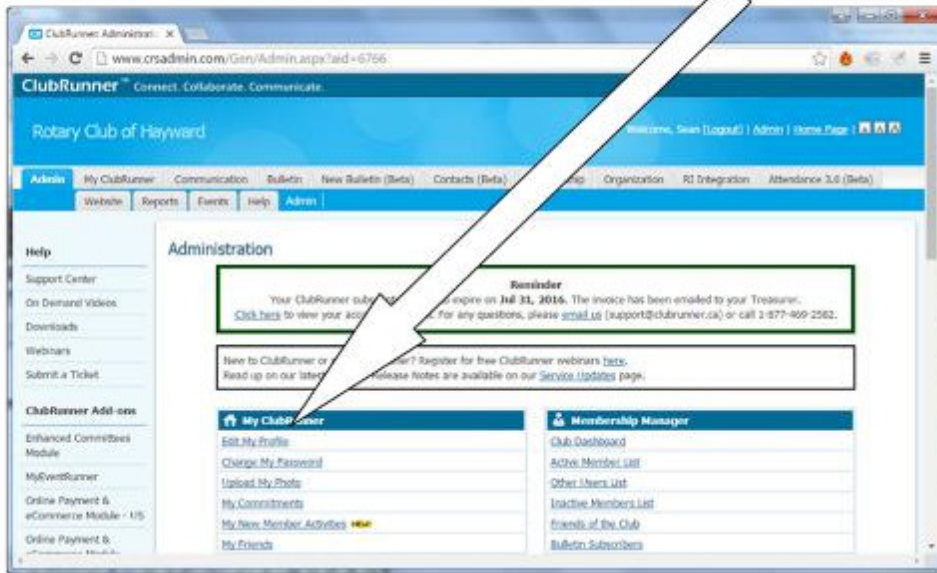
(If you forgot your username and/or password, try the "retrieve login" link)

Step 4. Once you're logged in, click "Member Area" at the top of the page.

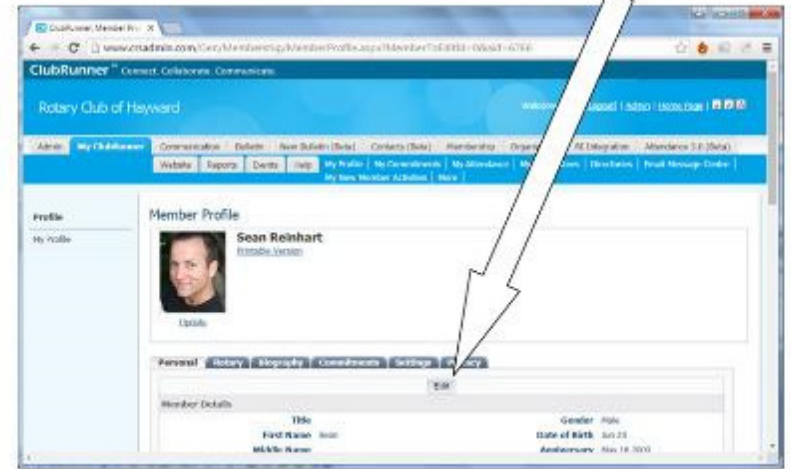


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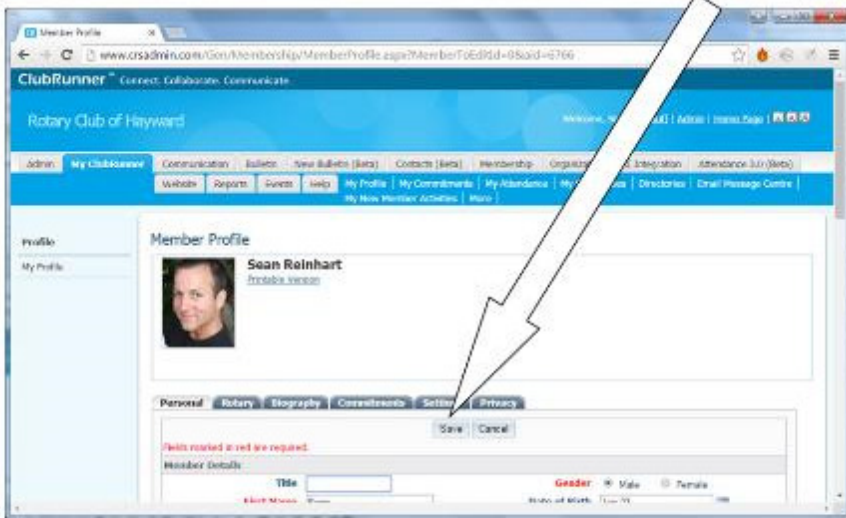
Step 5. This takes you to the Clubrunner member portal. Click "Edit My Profile"



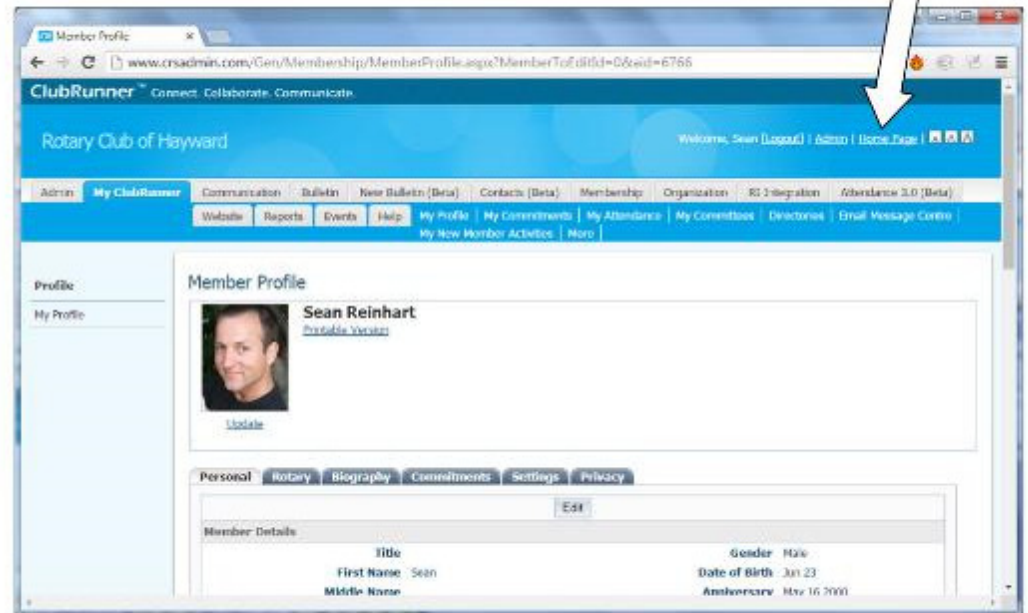
Step 6. This takes you to your member profile. Click "Edit" to make changes.



Step 7. Make your changes, then after you have completed all the changes, click "Save"



Step 8. Review your changes. Click "Edit" again to make more changes, or click "Home Page" to return to www.HaywardRotary.org



That's it!