

CLUB Systems and YOUR Access

Staying Connected: To receive important updates and stay connected, please ensure your **email address and phone number are consistent** across all club platforms.

Need help? When you see “Contact Us,” it refers to our [Club Service Committee](#)—including the club secretary, treasurer, and administrative support.

1 ClubRunner & MyRotary

Purpose: Official Rotary systems for member records and engagement

-  **What to do:** Make sure your preferred email (e.g., Gmail, Hotmail) is listed in your profile
-  **How to update:**
 - Log in to ClubRunner
 - Select ‘**Edit My Profile**’ from the Member Area dropdown
 - Your changes will automatically sync with MyRotary and district systems
-  **Contact Us** if you’ve changed or want to change your email
-  Visit [ClubRunner Support](#) for more guidance

2 Slack (Club Communication)

Purpose: General plan updates and announcements, collaboration, and messaging

-  **What to do:** Ensure your Slack profile matches your preferred email and phone
-  **How to update:**
 - Go to your Slack profile settings
 - Update your email and phone number
-  **Contact Us** to be added to our Slack workspace: **erierotarycharity**
-  Visit the [Slack Help Center](#) for more tips

3 Texting (Club Reminders)

Purpose: One-way reminders and last-minute updates

-  Used primarily by the **Club President, Secretary, or Membership Chair** to notify all club members in a timely manner.
-  A text group will be maintained for all members
 - Members may choose to opt out if desired.
 -  For interactive messaging, use Slack

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4 Google Drive (Shared Documents)

Purpose: Access to club files and resources

-  **What to do:** You need a Google Account linked to your preferred email
-  **How to update or set up:**
 - If using a non-Gmail address (e.g., Hotmail), create a Google Account with that email
 -  **Contact Us** to authorize your Gmail address for access
-  **Note:** Most member-facing documents are posted on the club website; Drive access is mainly for officers and committee leads

5 Zeffy (Dues & Fundraising Projects)

Purpose: Payments, donations, and event creation and fundraising emails

-  **What to do:** Use the email address used for Rotary to keep transactions linked
-  **How to update:**
 - Log in to your Zeffy account
 - Go to **Settings > My Account > Personal Information**
 - Update your email and confirm the change
-  Logons are only needed for members who **create events or announcements**
-  Our club uses two Zeffy accounts:
 - **Erie Rotary for Members** – 501(c)(4): dues and internal donations
 - **Erie Rotary Charity Fund** – 501(c)(3): fundraisers and public donations
-  **Contact Us** to be authorized if you're creating events or transactions

Recommended Practices

- Use **one consistent email and phone number** across all platforms
- Keep your information up to date so other members can reach you via the website or Slack
- If you change your email, **Contact Us** so it can be updated across all systems