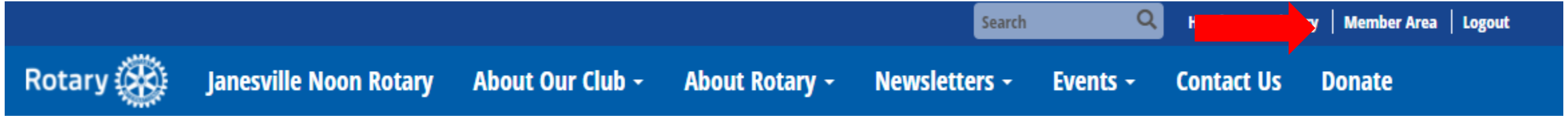


Club runner

Learn to use some of the fundamental sections of Club Runner

How do I login?- www.JanesvilleRotary.org

1 At the top right of your ClubRunner homepage, click the 'Member Area' button:



2 Input your pre-assigned login name and password or click **New user** if you don't have your login information:

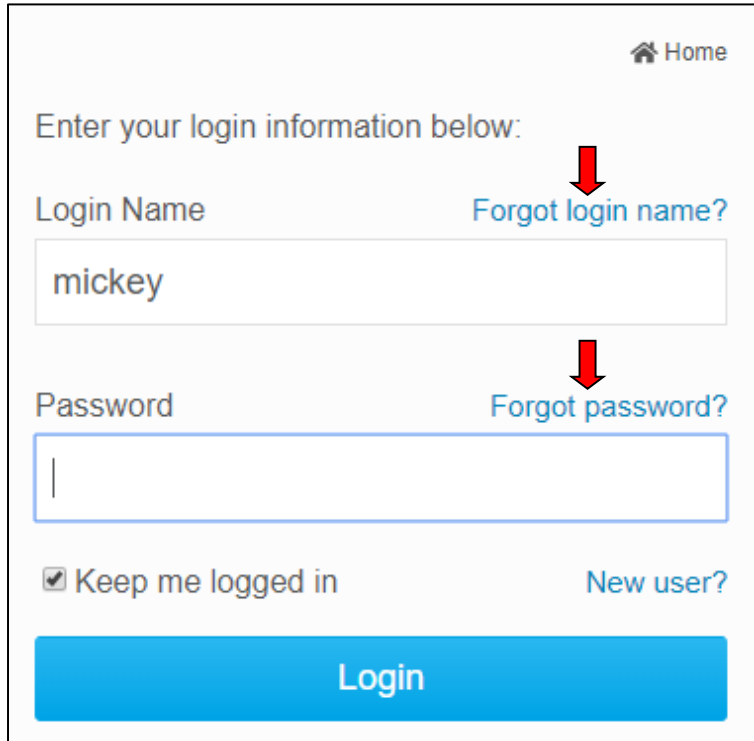
A screenshot of the ClubRunner login page. The page has a blue header with the text 'Service Club of Purple Metro' and 'ClubRunner'. Below the header is a white login form. The form contains the following elements: a 'Home' link, the text 'Enter your login information below:', a 'Login Name' field with a 'Forgot login name?' link, a 'Password' field with a 'Forgot password?' link, a 'Keep me logged in' checkbox, and a 'New user?' link. At the bottom of the form is a blue 'Login' button. At the very bottom of the page, there is small text: '© 2002-2019 ClubRunner. All rights reserved. Privacy Statement | Online Help | System Requirements'.

3 If you click New User, you will be asked for your Last Name and the email address you provided the club

A screenshot of the 'Retrieve Login Information' form. The form has a white background with a blue border. At the top is the title 'Retrieve Login Information'. Below the title is the text: 'Please enter your last name and email address to retrieve your username and/or reset your password.' Below this text is a legend: '* Denotes a required field.' There are two input fields: 'Last Name:' and 'Email Address:'. The 'Email Address:' field has a red asterisk to its right. Below the input fields are two buttons: a blue 'Submit' button and a white 'Cancel' button with a grey border.

How do I retrieve my login?

- 1 If you don't know, or don't remember, your login & password then click the blue **Forgot?** Buttons.



Home

Enter your login information below:

Login Name [Forgot login name?](#)

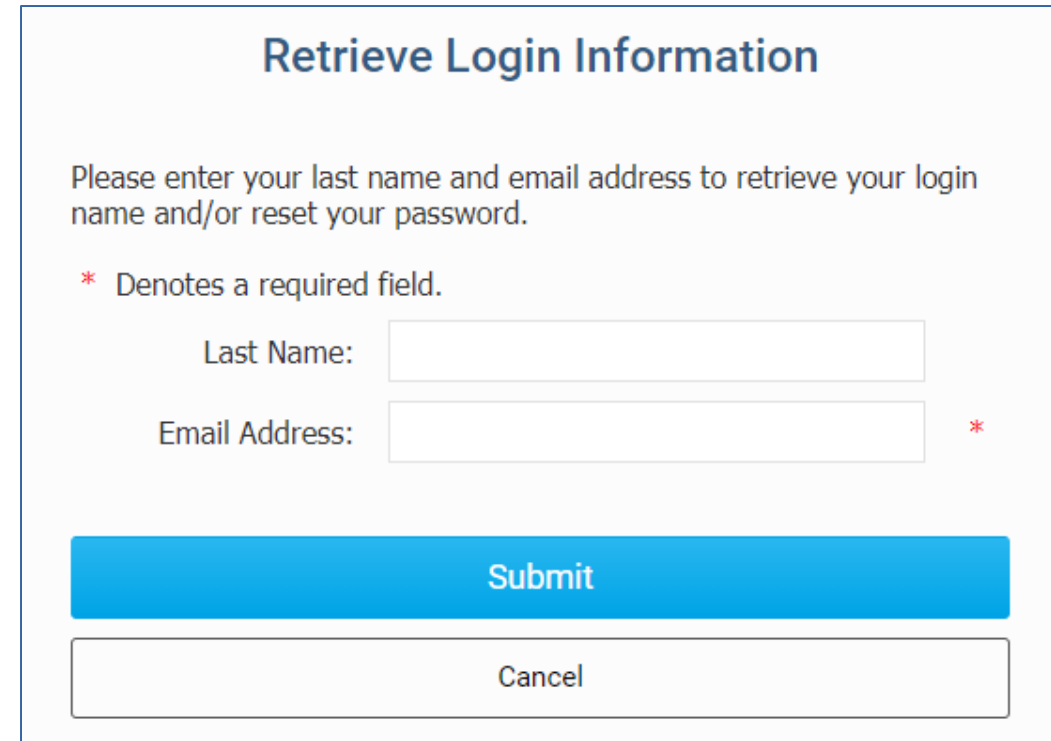
mickey

Password [Forgot password?](#)

Keep me logged in [New user?](#)

Login

- 2 Now input your last name and email address. An automated login retrieval email will be sent to you. If you still are unable to login, for further assistance please send an email to: **Hlonghenry@yahoo.com**



Retrieve Login Information

Please enter your last name and email address to retrieve your login name and/or reset your password.

* Denotes a required field.

Last Name:

Email Address: *


Submit


Cancel

From the Welcome Screen you Review & Edit Your Profile

Welcome Rotarian

Access all the tools and resources you need to stay connected with your club.

Edit My Profile  [Help](#)

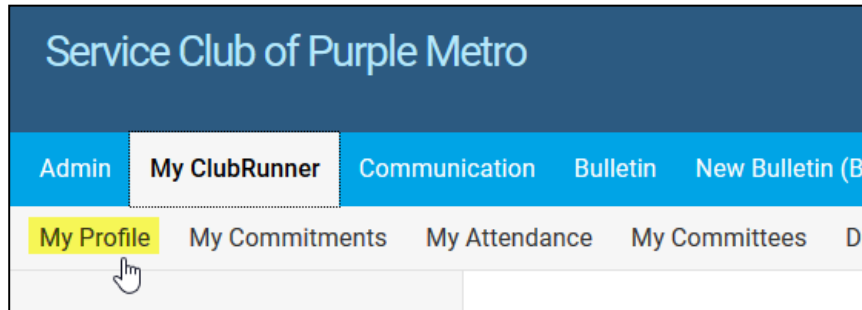
- My Commitments
- My Attendance
- Bulletins 
- My Member Activity
- My Account Balance
- My Email History
- View Directories
- Club Documents

Note, My Commitments and My Account Balance are not currently in use.

How do edit my profile?

1

You can also access it along the top tabs:
MyClubRunner - My Profile:

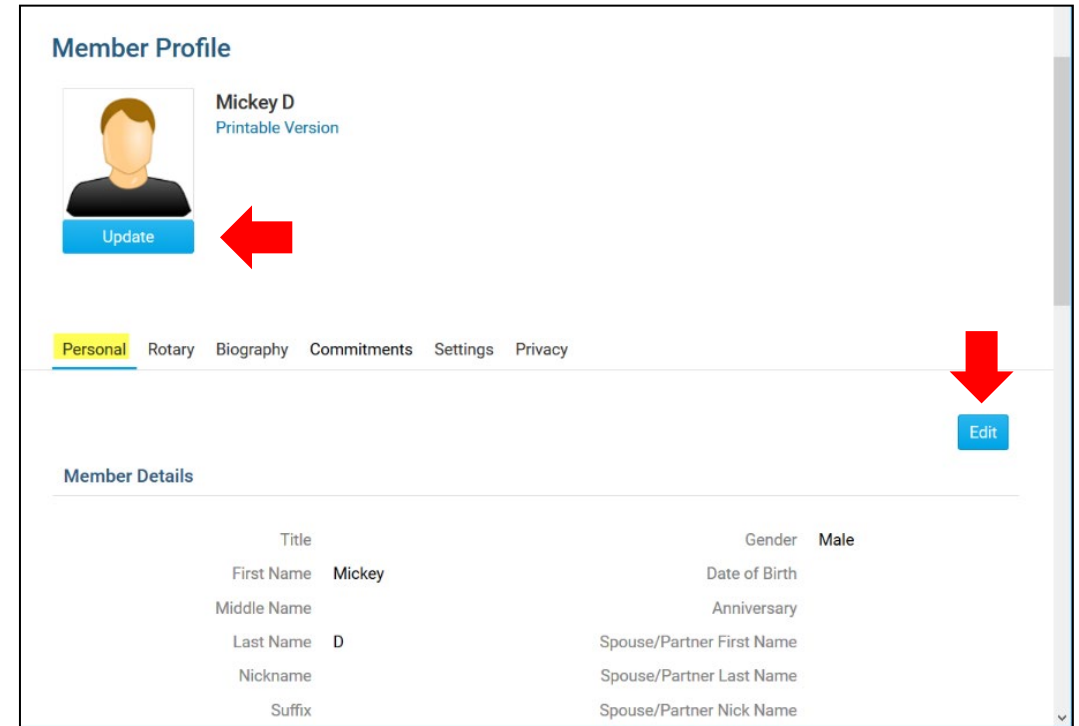


3

IMPORTANT-You can locate your RI number needed to register to Rotary Internationals website, by clicking on the Rotary tab-
"Rotary Member No"

2

Inside your profile, below your photo, there are several tabs such as: **Personal | Rotary | Biography | etc.** Select any of these tabs. These tabs contain all the different sections of your profile you can edit. Click the Edit button to edit your information. Click the Update button to upload your picture.



What do I have access to:

My ClubRunner



Keep in touch with your club members.

[Email Services →](#) [? Help](#)

[Email Services](#) [+ Compose](#)

[Email](#)

[Club Information](#)

[Club Documents](#)

[Club Committees](#)

[My Friends List](#)

[My New Member Activities](#)

[Club Directories](#) [Q Search](#)

[eDirectory Reports](#)

[Club Executives & Directors](#)

Click Club Documents to see Policies, Financials, Board Minutes
And much more. [Take a Look](#)

Events & Volunteering



Stay current on all your club's events and activities

[Events Calendar ↗](#) [? Help](#)

[Upcoming Events](#)

[Volunteer Signups](#)

[My Volunteer Hours](#)

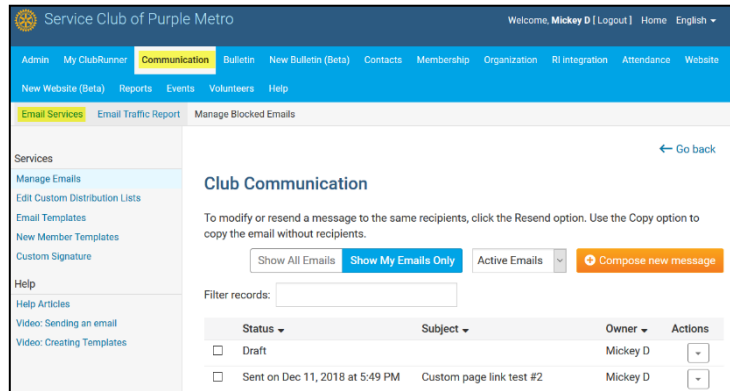
Click on Events Calendar to see Monday meeting program topics.
Click Upcoming Events- and Create an Event you are in charge of.

Note, full board packets are now filed under “Board Minutes” including all financials, etc.
Prior to 2019, they were filed in individual folders.

How do I send email?

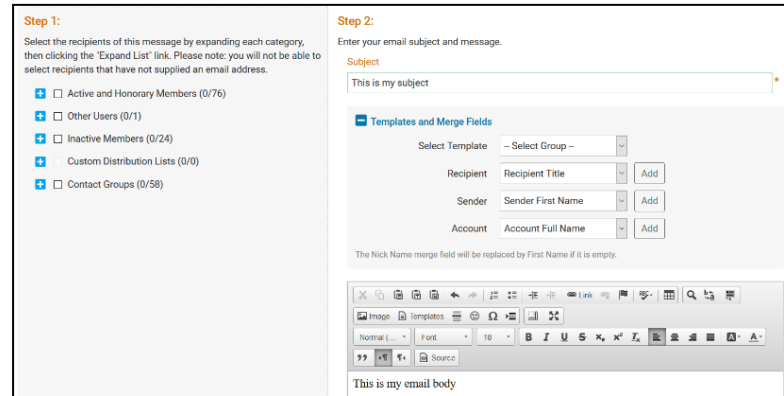
1

Along the top tabs click:
Communication – Email Services, then
Compose new message.



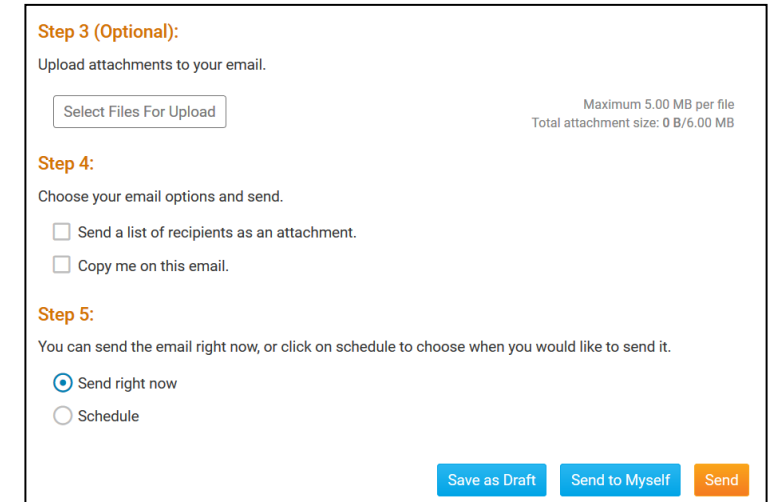
2

Step 1 = select your recipients
Step 2 = compose the subject and body of email



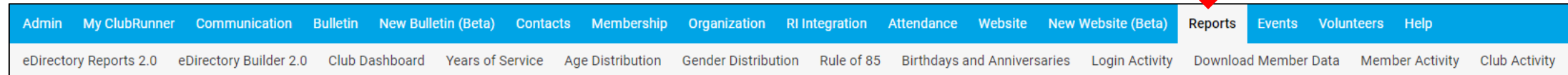
3

Step 3 = add attachment
Step 4 = send a list of recipients; cc yourself
Step 5 = send now, or schedule email for later



How do I access reports?

Along the top tabs click the **Reports** tab to reveal the reports we have:



Available reports include:

edirectory Reports 2.0 - a collection of printable member reports in PDF and MS Word format

edirectory Builder 2.0 - create your own printable member reports

Club Dashboard - various membership reports that automatically update monthly

Years of Service - how many years of service each member has contributed to Rotary

Age Distribution - age demographic breakdown of your club

Gender Distribution - gender demographic breakdown of your club

Rule of 85 - members in your club who qualify as *Rule of 85*, sometimes called *Senior Active*

Birthdays & Anniversaries - member and spouse birthdays and anniversaries

Login Activity - which members have logged into the website Member Area, and when

Download Member Data - create custom MS Excel files using all member data that we store

Member Activity - a breakdown of member's activities and participation in the club

Club Activity - Overall member participation, including events and club activities at a glance

Please note: depending on your Access level, you may not see all of these report options.

Members can access eDirectory reports only