

# Q AND A

# CLUBRUNNER

Melbourne Sunrise Probus Club Inc

## ***Why do I need to access this website?***

Do you want to remember everything? Club Runner will help you access:

- What's on and when
- Detailed information of events e.g. Geelong Gallery visit for Archibald
- How to recognize other members
- Email addresses and phone numbers so you keep in touch
- Photographs and stories of past events

## ***How do I begin? PART 1 – the Homepage***

- Open Browser e.g. Chrome or Safari or Firefox. Type in the URL address:

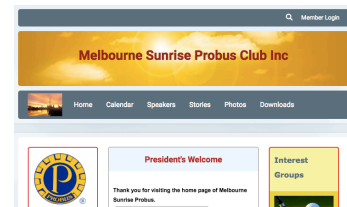
**portal.clubrunner.ca/7788**

- This will take you to the Melbourne Sunrise Probus Club Inc **HOMEPAGE**

## ***What does the HOMEPAGE have to offer?***

The homepage has FOUR main areas:

- **The MENU BAR** which includes the following tabs:



HOME CALENDAR SPEAKERS STORIES PHOTOS DOWNLOADS

***The information under these tabs and on this homepage is available to you and the general public.***

- **LEFT SIDE COLUMN** includes the following:
  - History of the Club
  - Probus Members Benefits
  - Up and Coming Events
  - Contact Us
  - Links
  - Social Media
  - Downloads

- **RIGHT SIDE COLUMN** includes the Interest Groups and email contact links:

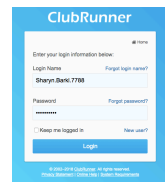
- |                     |                  |
|---------------------|------------------|
| ○ Golf              | ○ Pilates        |
| ○ Probing the Pixel | ○ Walking        |
| ○ Book Club         | ○ Family History |
| ○ Movies at Kino    | ○ Coffee Club    |
| ○ Footy Tipping     | ○ Social Bowls   |
| ○ Theatre Group     | ○ Bridge         |

**CENTRE COLUMN**

President’s Message and Photos from past events with a link to be able to read more.

**PART 2 – MEMBER AREA – just for us!**

The information available in this section can only be viewed by us!



**How do I access this?**

- At the top right of the Homepage is a ‘Member Area’ link
- You will need your Login Name and Password. A list has been prepared by Dennis Hardisty of all active members with their Login Names. Dennis will be on the front desk before the meeting giving everyone their Login Name at the Thursday 6<sup>th</sup> September meeting.

**What does the Member Area have to offer?**

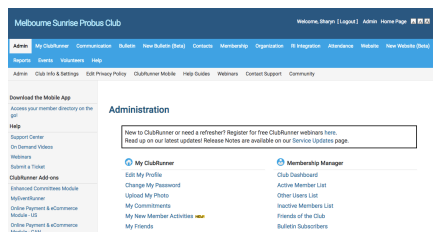
In this Administration area you will see a sub-column titled: **MyClubRunner**. Some of the links will be in **blue** and some will be in **grey**.

The **BLUE** links are the ones that members will be able to access

The **GREY** links you will not be able to access.

The blue links that will be of most interest to you under the heading “MyClub Runner” will be the following:

- EDIT MY PROFILE
- CHANGE MY PASSWORD
- VIEW CLUB DIRECTORY which will include club member’s details
- VIEW CLUB PHOTO DIRECTORY which will include photos of club members! You will be smiling for the Philip Casan camera on Thursday!
- EMAIL MESSAGE CENTRE where you are able to directly email another member



The last thing you need to know is how to go back to the **HOMEPAGE**.

Click on **HOMEPAGE** at the top right of this page!

**HAVE FUN USING CLUBRUNNER – USE IT, OR LOSE IT!!!**