

Q AND A

CLUBRUNNER

Melbourne Sunrise Probus Club

Why do I need to access this website?

Do you want to remember everything? ClubRunner 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 can 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 or Edge. 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 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
 - Walking
 - Book Club #1
 - Movies @ Kino
 - Family History
 - Probing The Pixel
 - Coffee Club
 - Bridge
 - Club31
 - Mahjong
 - Book Club #2
 - Lawn Bowls
 - Pilates
 - Theatre
 - Footy Tipping
 - Table Tennis

- **CENTRE COLUMN**

Includes the President's Message, Meetings Venue and Photos from past events.

PART 2 – MEMBER AREA – Just for us!

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

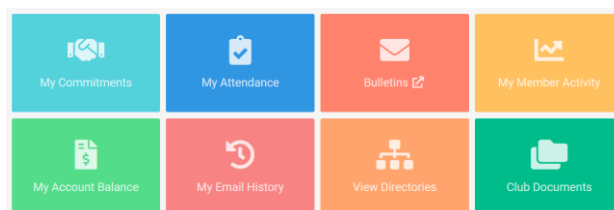
How do I access this?

- At the top right of the Homepage is a 'Member Area' link.
- You will need your Login Name and Password to access this area.

What does the Member Area have to offer?

In this Administration Area, you can see a series of coloured boxes- these can take you to various sections which will enable you to edit/update such things as:

- 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!
- 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 the page.

HAVE FUN USING CLUBRUNNER – USE IT OR LOSE IT!