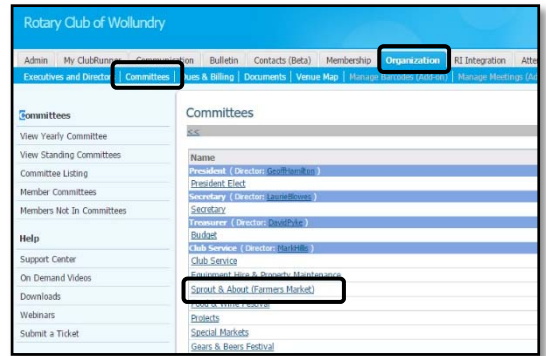


# General Information on ClubRunner Committees

Log into **ClubRunner Members Area**.

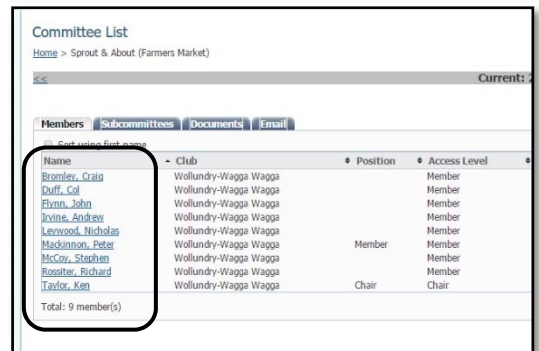
1. See Click on menu items:  
**Organization>**  
**Committees>**  
**(Select your committee)** Sprout & About  
 (see graphic 1 at right)

①



2. The correctness of the Committee listing is the responsibility of the Committee Chair and the Secretary. Make sure all members are listed. You can have non-members on the committee.  
 (see graphic 2 at right)

②



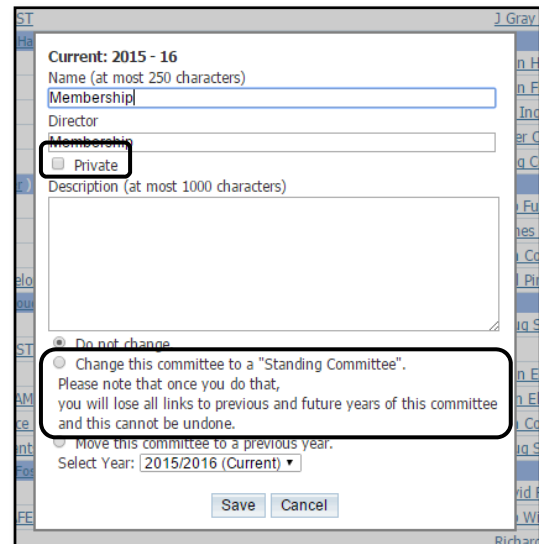
3. Security regarding the committee **Members** is determined by the Committee Chair and the Secretary. If you do not want the Committee member's names to appear visible to the Public, edit the Committee from the Committees page ( graphic 1 and 3) and make the committee Private. (see graphic 4)

③



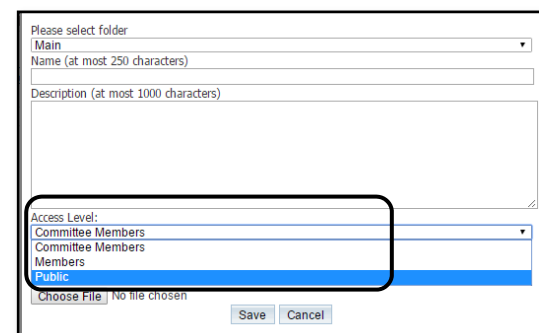
4. Security regarding the committee **Documents** is determined by the Committee Chair and the Secretary. By selecting the Documents tab and an edit icon for any document, you can set the access level to: (1) Committee members (2) Club members or (3) the public.  
 (see graphic 5)

④



5. Committees can be **Yearly** or **Standing**. Yearly committees need to be recreated each year with new members and new documents. Standing Committees maintain the same members and and the same documents.

⑤



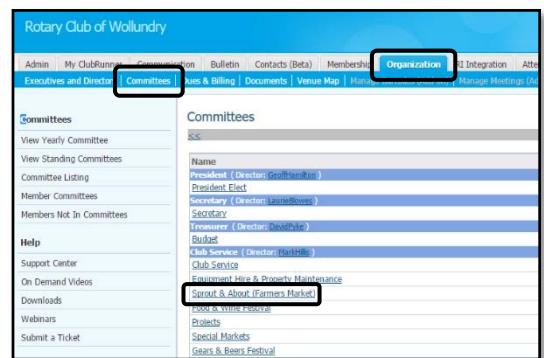
If you wish to convert your Yearly committee to a Standing committee, click on the "Change to Standing Committee" box see bottom of graphic 4)

# Instructions for uploading files to the ClubRunner Committees List (Module).

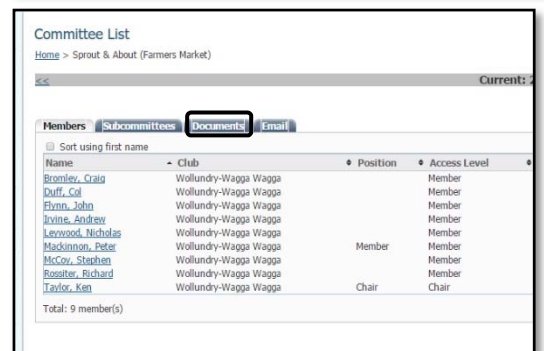
Log into **ClubRunner**.

1. Click on **Members Area** in the top right of the page.
2. Click on menu items: **Organization** > **Committees** > **(Select your committee)** Sprout & About (see graphic 1 at right)
3. This will open the your Committees List. (see graphic 2) The list has four tabs.
4. Click on the **Documents** tab.
5. On the Documents tab are possibly folders and files already uploaded. The folders are where your documents will be stored. (see graphic 3)
6. There are six icons on the right of the page. The icons are for creating and editing documents and folders. By holding your cursor over the icon, it brings up a small info box which tells you what it does. The example (see graphic 4 at right), allows you to add a **New Document**.
7. When you click the New Document Icon, a dialog box comes up (see graphic 5) which allows you to upload a file.
8. The first fill-in box is **Please select folder**. Click on the down arrow on the right and click on the destination folder (your folder) where you wish to upload the file to.
9. The second fill-in box is the **Name**. This is not the actual name of the file, rather the descriptive name that will appear in ClubRunner
10. The third fill-in box is the **Description**. You may leave this blank if no description is needed.
11. The fourth fill-in box is **Access Level**. This determines who can see the document. The advised setting is **Committee Members**.
12. The fifth fill-in box is where you upload your file. Click the **Browse** button and select your file to upload.
13. Be sure to hit the **Save** button after you are finished.

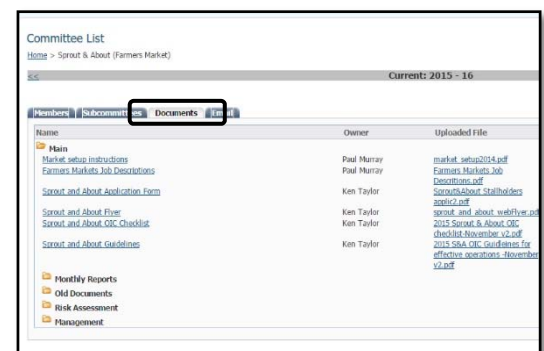
①



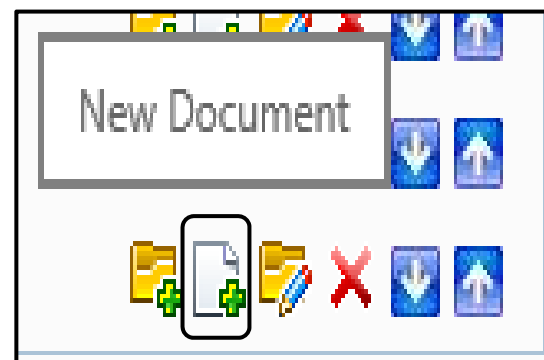
②



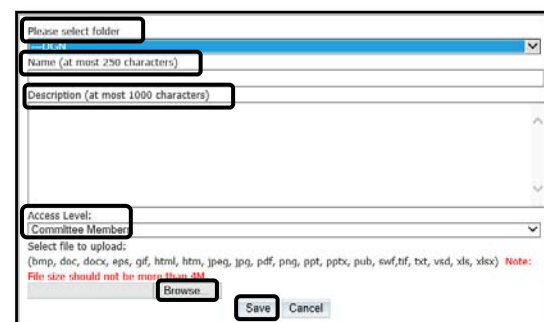
③



④



⑤



# Wollundry Rotary

## 2015-16 Committees

<b>Committee</b>	<b>Chair</b>	<b>Members</b>
Budget	David Pyke	Geoff Hamilton, James Hamilton
<b>Club Service</b> <b>Mark Hillis</b>		
Equipment Hire & Property Maintenance		Laurie Blowes, Col Duff, David Wishart, Frank Fuller, Kerry Pascoe, Malcolm Robertson, Peter Crozier, Robert Pearson
Sprout & About (Farmers Market)	Ken Taylor	Andrew Irvine, Col Duff, Craig Bromley, John Flynn, Nicholas Leywood, Peter Mackinnon, Richard Rossiter, Stephen McCoy
Food & Wine Festival	Tim Barter	David Byfield, David Hodge, Frank Fuller, Jeremy Riethmuller, John Ferguson, Kevin Moffatt, Michael Knight
Projects	Hugh Campbell	Gerry Gerlach, Graham Burmeister, Peter Crozier, Peter Green, Travis Downie
Special Markets	John Smith	James Hamilton, Andrew Irvine, David Pyke, Geoff Hamilton, John Egan, John Ireland, Laurie Blowes, Mark Hillis, Michael Georgiou, Peter Mackinnon
Gears & Beers Festival	Phil McIntosh	Andrew Irvine, Darren Wallace, David Byfield, Frank Fuller, John Mason, Josh Walsh, Kerry Pascoe, Kevin Moffatt, Malcolm Robertson, Michael Eldridge, Neil Pinto, Tim Barter, Travis Downie, Wal Paton
Pride of Workmanship, Senior citizens, Community health Awareness	Timothy Macgillycuddy	
ARH, ROMAC, RFFA, INTERPLAST	J Gray Gray	
<b>Public Relations</b> <b>John Hawkins</b>		
Interaction with Other Clubs	John Flynn	Rick Priest
Market Rosters	Pat Ingram	David Byfield
Vocational Visits	Peter Clucas	
Media Liaison	Greg Conkey	Ken Taylor
	OAM	
<b>Membership</b> <b>Rob Fuller</b>		
Attendance	James Hamilton	David Pyke, Geoff Hamilton, James Ross, Laurie Blowes, Rob Fuller
Membership Classification	Ken Cook	David Byfield, Geoff Hamilton
Orientation & Membership Development	Neil Pinto	John Egan
<b>Rotary Foundation</b> <b>Doug Sutton</b>		
ARH, ROMAC, RFFA, INTERPLAST		
Centurion & Polio Plus	John Egan	
Vocational trips and RAWCS, RAM, DIK, FAIM	Alan Eldridge	
Rotary Information, Rotary peace & Legacy	Ken Cook	
District Simplified Matching	Doug Sutton	
<b>Youth Services</b> <b>David Foster</b>		
CSU Science Scholarships & TAFE Scholarship	Bob Willis	John Ireland
MUNA, RYPEN, RYLA, RYDA	Richard Braid	Daniel Burns, Peter Crozier
National Science Forum, Honeywell Science, Noel Barnes Scholarships & Science & Engineering Challenge	Paul Milde	John Smith
Youth Connection & Exchange	Darren Wallace	Jonty Shuter, Robert Nicholson
Dream Cricket & IFRC	Jim Gibson	David Benn
<b>Administration</b> <b>Greg O'Hare</b>		
Apologies & Guest Speakers	John Mason	Alan Eldridge
Bulletin Editors		Andrew Irvine, Doug Sutton, John Egan, Peter Green, Peter Mackinnon
Club Changeover	Geoff Hamilton	Geoff Breust, Laurie Blowes
Risk Management & Club Protection	James Hamilton	David Pyke, Geoff Hamilton, Greg O'Hare, Laurie Blowes, Nicholas Leywood
Public Officer	James Hamilton	
District Conference	James Ross	Michael Knight
Internet Communications & Website	Paul Murray	
Sergeant at Arms		
Fellowship, Social and Family Functions	Peter Clucas	Michael Eldridge, Paul Murray