Welcome to ClubRunner!

Introduction

Thank you for choosing ClubRunner! ClubRunner is a powerful **online communication** and **administration** tool that will facilitate your club's activities and correspondence. This guide will show you how to retrieve your password, login, and manage your profile.

1) Logging In

In order to receive your password for your website, go to the "Login" tab on the website and click on "New and existing users - Retrieve your password". This will direct you to the "Get Password" screen.

You will be asked to enter your *last name* and your *email address*. Once you click on "Get Login Info", you will receive an email with your login email, shortly. Please note, that the last name and email address you provide must match what is on the record for security purposes. If you are unable to get your password, please email <u>support@clubrunner.ca</u> with your name and club and it will be emailed to you. To watch an On-Demand Demo on how to login, <u>click here</u>.

With your login credentials, you can now access your website and will be directed to the Admin page. This is a member's only page where you will be able to edit your profile, email other members and contribute content to

	ROTARY CLUB OF PARKER ed 1993. "Service Alsove Self"	Antiopal Service her and a service her a s
ome About Us Join Us	Support Us Member Resources Club Calendar Contact Us	Login
Notary Links totary International 82 President Home Object of Rotary oning Rotary Notary History Notary Foundation For New Members	Welcome! The Rotary of Parker, Colorado is a volunteer service organization whose members donate their time and resources to help others in t community and throughout the world. We meet Thursday mornin at 6:45 a.m. for breakfast, and guests are always relicome! Stop for great felowship and programs, and to learn more about this	gs fatheraiser
Inks to Other Sites totary District 5450 IClub One Meeting on the Web Votary Youth Exchange totary Youth Leadership Wards (RTLA) totary Global History	fantastic organization. The Club at Pradera \$225 Raintree Drive Parker, CO 80134 \$20-607-5700 MAP	Prosh hand picked peaches, Pick up on August 20th Directors President - Board Officer LARKY BRUTLAG President Elect - Board Officer JANE JOINISON
ellowship BCs of Rotary arker Chamber of own of Parker	Latest Club News Weekly Newsletter	Treasurer - Board Officer DICK GORDON Secretary - Board Officer
arker Your Hub raying Hands Ranches leifer International helterbox	Please click on the date to open recent Lamplighter Newsletters: July 22, 2010 July 15, 2010 July 8, 2010	KAM BREITENBACH Sergeant at Arms - Board Officer HAROLD McCLOUD
/omen's Crisis and Family utreach Center roject C.U.R.E. lub Events	July 1, 2010 More	JO STONE Community Service - Board Member CARL FINAMORE
leeting at Praying Hands anch	Rotary Minute: What Is Rotary?	Fundraising - Board Member

your site. You should see your name at the top right hand corner of the webpage. If you have trouble logging in, please email support@clubrunner.ca.

For future reference, record your login information below.

Login name:	
Password:	

2) Editing Your Profile

Once you are logged in to your website, you have the opportunity to edit and manage your profile. This is important as you will need to edit your profile in order to receive all email correspondence.

To do so, click on Admin > Edit My Profile. Fill in the data fields and save your data when you are done.

A My ClubRunner		
Edit My Profile		
Change My Password		
Upload My Photo		
My Commitments		
New Member Activities		
My Friends		
View My Bulletin		
View Club Directory		
View Club Photo Directory		
View Printable Directory and Mailing Labels		
Email Message Center		
View Club Documents		
My Attendance		
My Committees		
My Billing Account Balance		

3) Updating Content on Site

If you have the appropriate access level, you can add some personalized content to your site, through the Stories, News, Links, Downloads, Speakers and Site Pages modules. To access these content areas, either click on the links within the "Website Manager" section of the Admin page, or simply click on the Website tab, then select the "Website Content" menu option. For more detailed instruction on adding content to your site, see this <u>help page</u>.

This guide is an excerpt of the extensive online help available on your website. To access the online help, visit <u>http://clubrunner.helpserve.com</u>.