## HOW TO UPDATE PROFILE IN CLUBRUNNER

1. Point your internet browser to: http://portal.clubrunner.ca/8487

[You might want to bookmark this site or save it to your favorites now for easy reference in the future.]

2. Click "Login" in upper right corner of the page



3. Enter your Login Name and Password in the dialog box (see below)

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If you do not know your Login Name or Password, click on the link at the bottom of the dialog box that says: "New and existing users: retrieve login name and/or reset password," and follow the instructions. To retrieve login information you will need to use the same email address you used with Rotary. If you no longer have access to that email account, send your new email address to Rob or Louie.

4. When you are logged in, you will see this screen (below). You will know you are logged in when you see your name and the link for "Admin" at the top right of the page. [Note: our website homepage has been edited some after this screen shot was made.] Click on the "Admin" link at the top right of the page.



5. On the Administration page, there will be 2 columns of links (see below). The top part of the left column is entitled "My ClubRunner." Click on "Edit My Profile" near the top of that column.

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upport Center		Matices We been recently undated the BPC widest	ith the latest link to retrieve stories from RI's new website. We ask that you kind	
On Demand Videos		replace the current RSS widget on your homepage b	ty deleting it and then dragging the updated RSS widget to your homepage. Once	
Downloads			tice that the links will lead to active pages on RE's new website. Alternately, you ace the URL with http://www.rotary.org/myrotary/en/rss.xml Please contact our	
Vebinars			cyou for your patience and continued support for ClubRunner as we continue to	
		improve our services.		
Submit a Ticket				
ClubRunner Add-ons		n My ClubRunner	👗 Hembership Manager	
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lvEventRunner		Change My Password	Active Member List	
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		My Commitments	Inactive Members List	
Inline Payment & eCommerce Module - CAN		My New Member Activities Man	Eriends of the Club	
arcode Scanner Module		My Eriends	Online Newsletter Subscribers	
		View Club Directory	New Member Program	
		View Club Photo Directory	Dues & Biling	
		eDirectory Reports 2.0	Switch on Data Integration with RI (Automatic)	
		View Printable Mailing Labels New	Report Data Changes to RI (Manual Emails)	
		Email Message Center	Request Member Updates	
		View Club Documents	Edit Executives and Directors	
		My Attendance My Committees	Committee Management Birthday & Anniversary Report	
		My Biling Account Balance	Gender Distribution (Summary)	
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		Website Designer 3.0	Member Designations	
		Edit Home Page Links		
		Edit Stories	S Meeting Services	
		Edit Events   Events 2.0 NDA	Input Attendance (Current Year)	

6. Under the box for your photo (see below) are 6 tabs. The left-most tab is "Personal." If the "personal" tab is not white, then click on that tab.

7. Under the list of tabs, in the center of the screen, is the "Edit" button. Click it to edit your Member Profile.

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		Nickname Rob	Spouse/Partner Last Name	
		Suffix 3.	Spouse/Partner Nick Name	
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		Address Line 2	Cell 1 775-232-1138	
		City Incline Village	Home Fax	
		Country United States		
		State/Province NV		
		Zip/Postal Code 89451		
	Work			

- 8. Fill in or edit ALL of the various fields. Please include street address AND mailing address.
- 9. When done, click "Save" at top (or bottom) of that section.

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10. Click on the "Rotary" tab next to the "Personal" tab. This page is "view only." Please let the Club Secretary know if the "Original Date Joined" is not accurate for you. This date must be accurate for the Rule of 85 calculation.

11. Click on the "Biography" tab next to the "Rotary" tab. To update "Public," "Vocational Description' and/or "Private Biography,' click "Edit." Add or correct your information. Click "Save."

12. Click on the "Commitments" tab next to the "Biography" tab. This page is "view only." If you are registered for any district events or serve on any committees, that information will be displayed on this page.

13. Click on the "Settings" tab next to the "Commitments" tab. On this page, you made change your Login Name and set up a custom email signature. Click "Edit." Add or change your information. Click "Save."

14. Click on the "Privacy" tab next to the "Settings" tab. This is where you can change your privacy settings. To do so, click "Edit." Then check or uncheck whatever boxes are appropriate. Click "save."

15. To add a photo, click "Update" under the photo area (see below).

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		Title	Gender Male	
		First Name Robert Middle Name E.	Birthday Feb 17 1961 Anniversary	
		Last Name Vinson	Spouse/Partner First Name	
		Nickname Rob	Spouse/Partner Last Name	
		Suffix Jr.	Spouse/Partner Nick Name	
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		City Incline Village	Home Fax	
		Country United States State/Province NV		
		Zip/Postal Code 89451		
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18. To locate photo on your computer, click "browse" in yellow pop-up box (see below)

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	Robert Vinson Patienty Verson			
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	Member Details	Title option below and press Save. First Name Image will be resized automatically. Middle Name	Gender Maie Birthday Feb 17 1961 BrowseAnniversary	
		Last Name Remove Photo Nickname Suffix 7: Preferred Address Home	Spouse/Partner First Name Spouse/Partner Last Name Spouse/Partner Birthday	
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19. Browse your computer files until you find the photo you want. Double-click the photo.

20. Back in the yellow pop-up box, click "Save"

YOU HAVE FINISHED UPDATING YOUR PROFILE INFORMATION. To logout, click "Logout" at top right side of page.