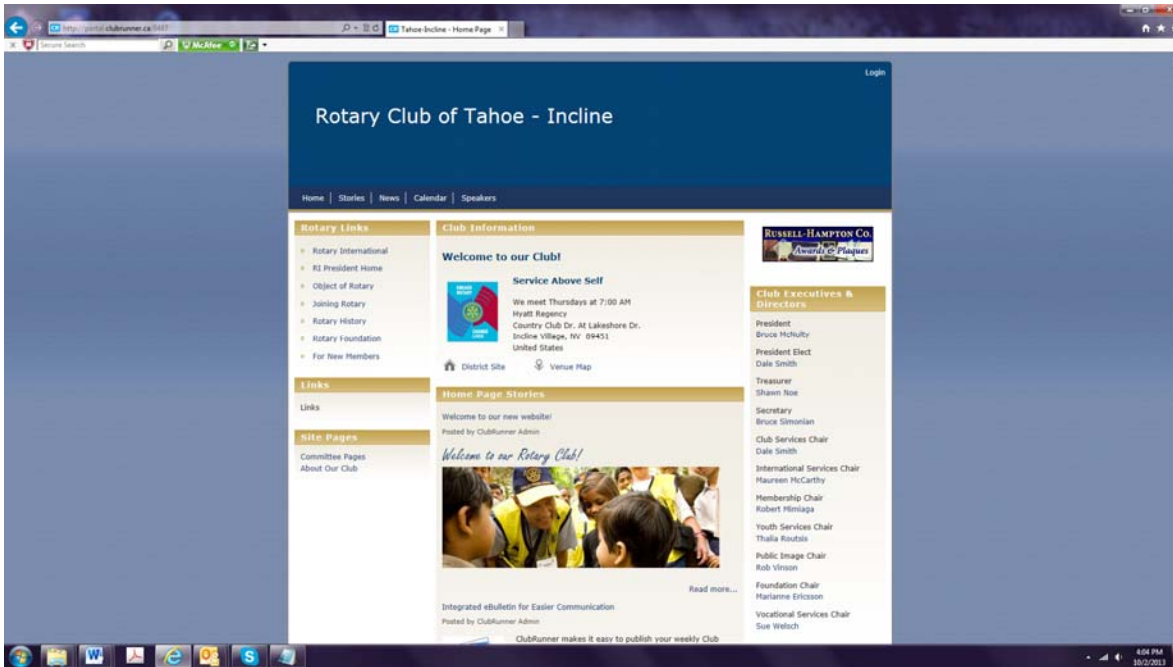
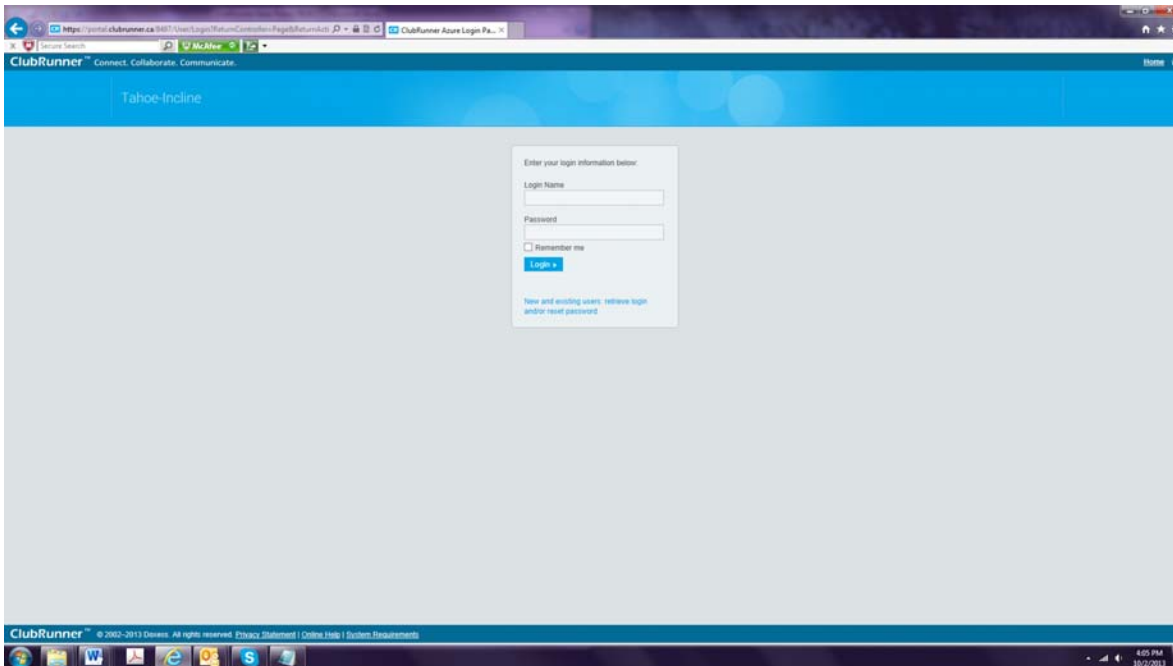


## HOW TO UPDATE PROFILE IN CLUBRUNNER

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

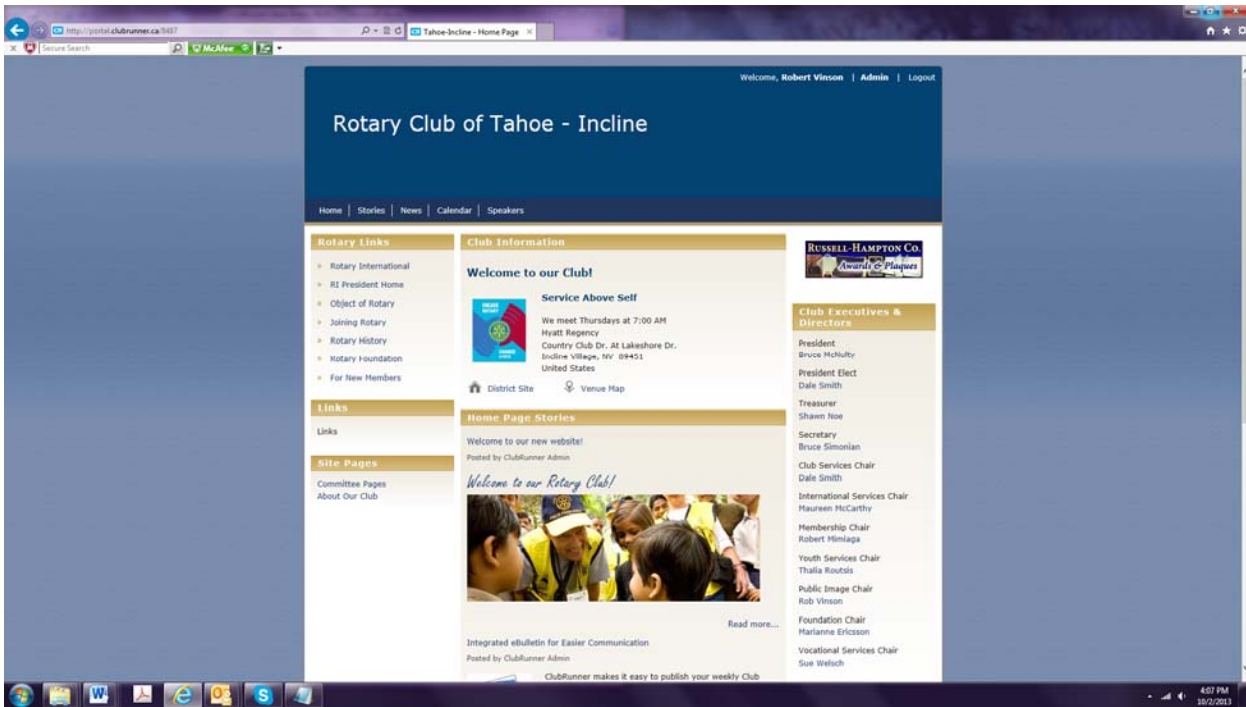


3. Enter your Login Name and Password in the dialog box (see below)

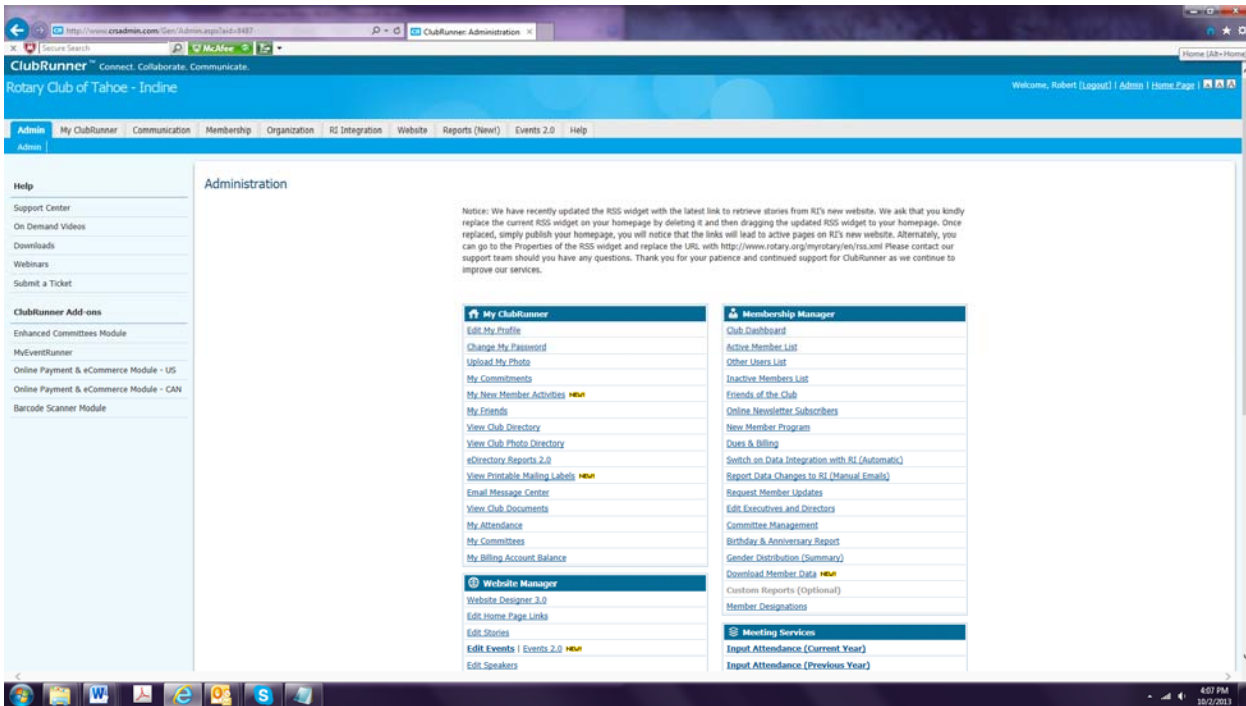


If you do not know your Login Name or Password, click on the link at the bottom of the dialog box that says: “New and existing users: retrieve login name and/or reset password,” and follow the instructions. To retrieve login information you will need to use the same email address you used with Rotary. 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.

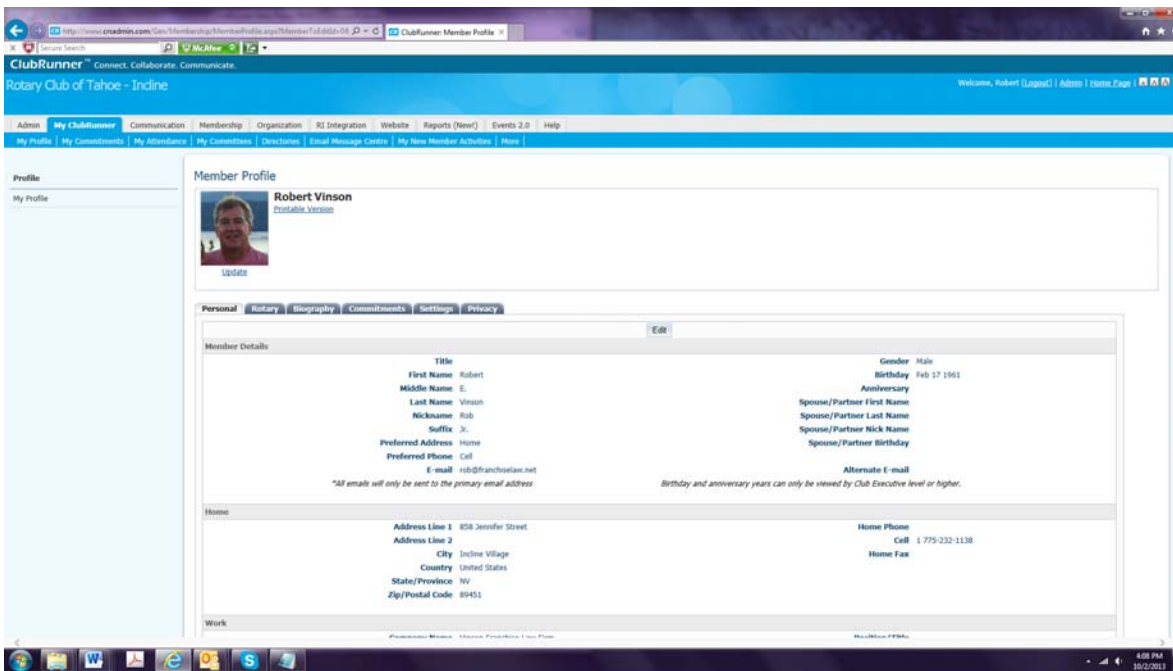


5. On the Administration page, there will be 2 columns of links (see below). The top part of the left column is entitled “My ClubRunner.” Click on "Edit My Profile" near the top of that column.



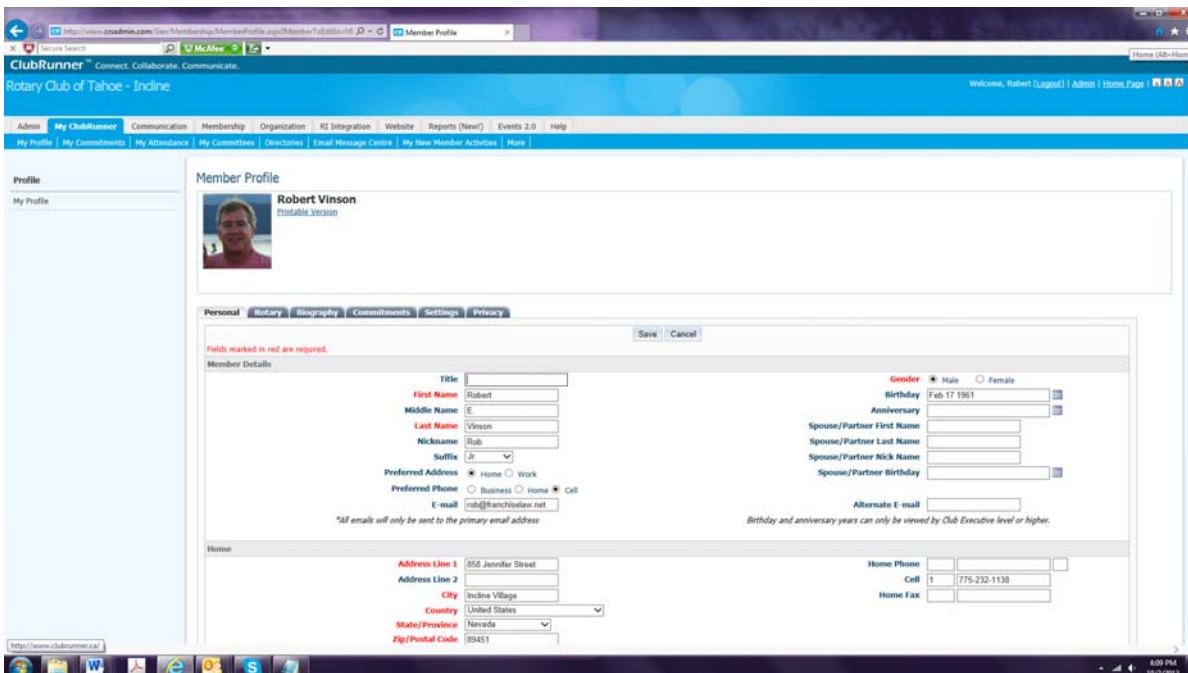
6. Under the box for your photo (see below) are 6 tabs. The left-most tab is “Personal.” If the “personal” tab is not white, then click on that tab.

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



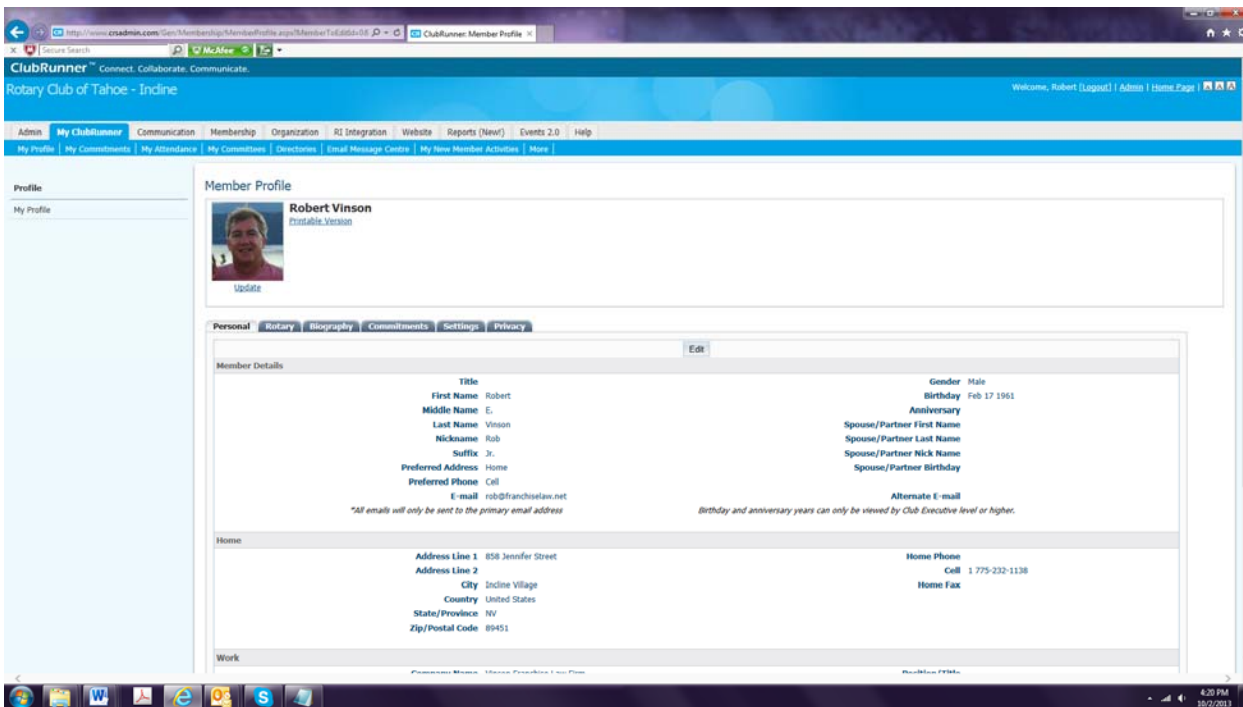
8. Fill in or edit ALL of the various fields. Please include street address AND mailing address.

9. When done, click "Save" at top (or bottom) of that section.

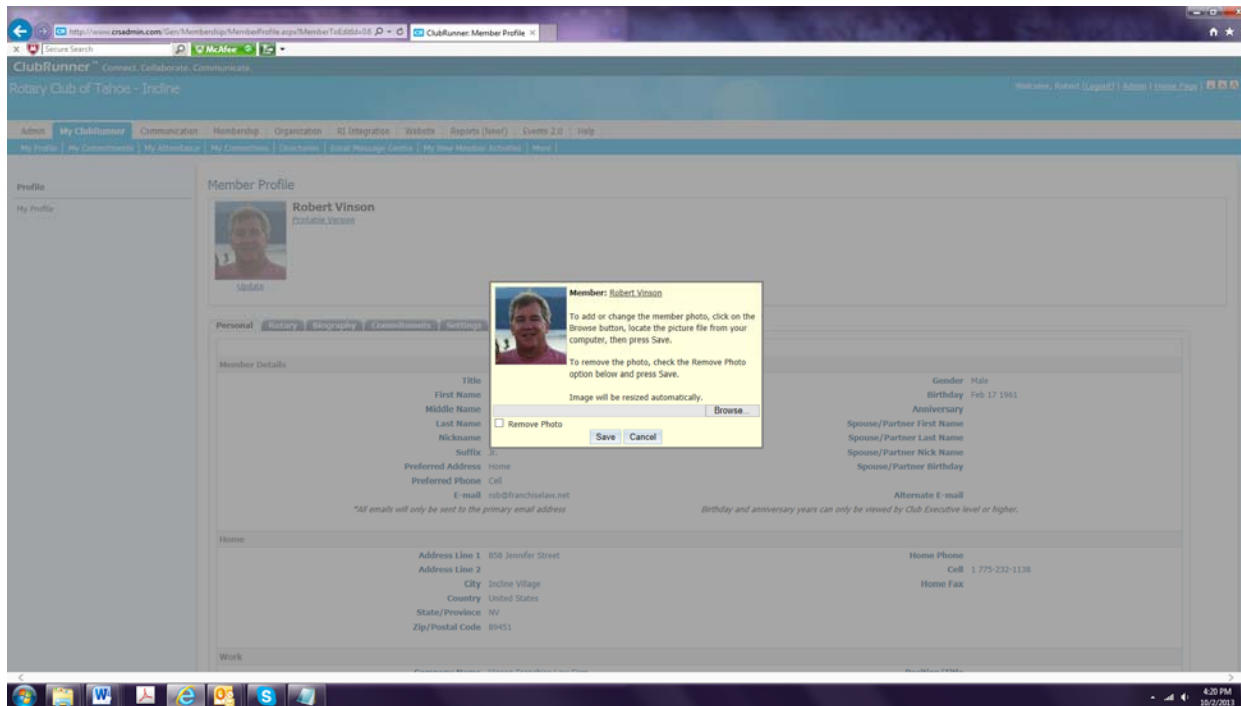


10. Click on the “Rotary” tab next to the “Personal” tab. This page is “view only.” Please let the Club Secretary know if the “Original Date Joined” is not accurate for you. This date must be accurate for the Rule of 85 calculation.

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).



18. To locate photo on your computer, click "browse" in yellow pop-up box (see below)



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.