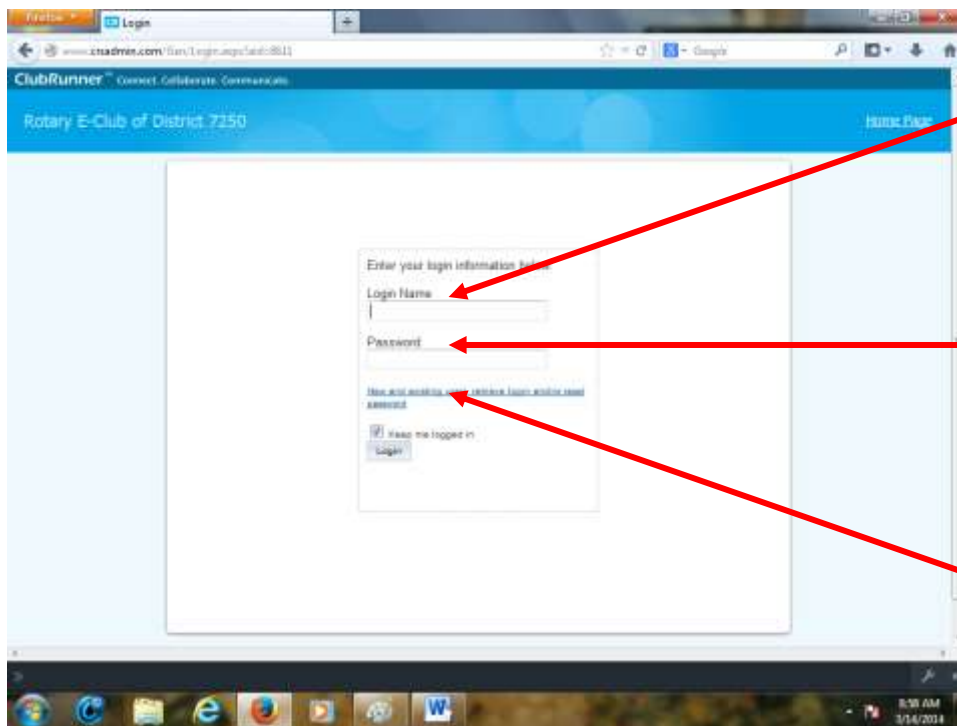


You will be greeted by our home page shown below after you logged into our web site at www.RotaryEClubLongIslandOne.org



Point & left click on "Member Meeting" on the Menu Bar

You will be taken to the Login page shown below:



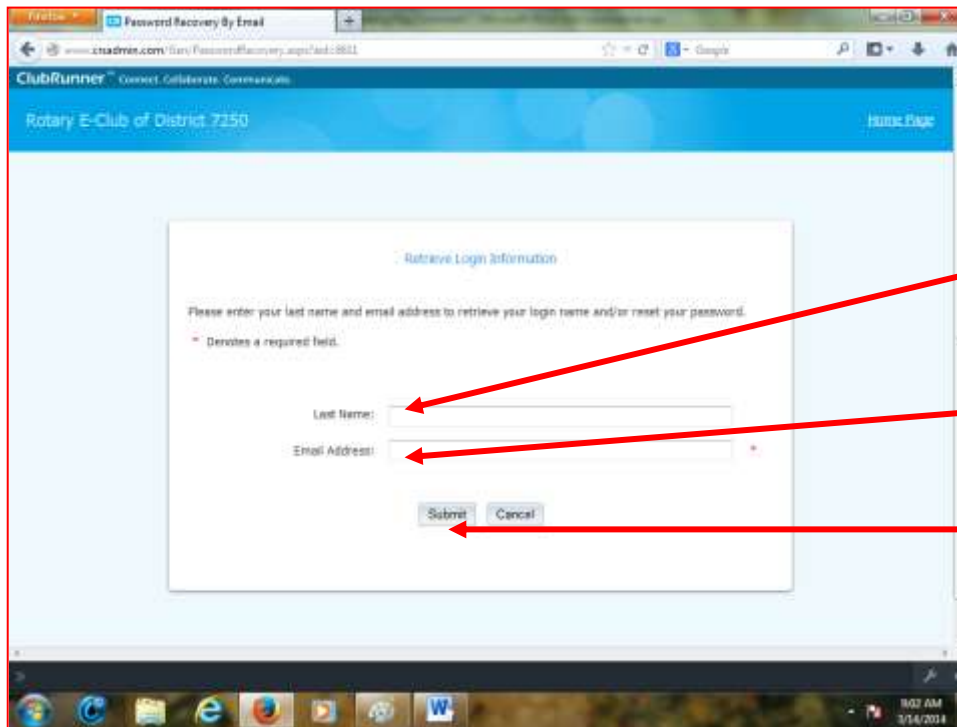
If you know the "Login Name" then enter it else leave blank

If you know the "Password" then enter it else leave blank

If either or both data elements are unknow then press here

In other words: If you know your "Login Name" and "Password" you can easily enter it above. If the information you provide does not work or you do not know either, or both, "Login Name" and "Password" then please press on "[New and existing users: retrieve login and/or reset password](#)" above.

In the screen that appears enter you **“Last Name”** and your **“Email Address.”** The click on **“submit”**



Enter your
“Last Name”

Enter your
“Email Address”

Point & left click
on “Submit”

This screen shown below will appear.

The screenshot shows a web browser window with the title "Password Recovery By Email". The URL is "http://www.clubrunner.com/ClubRunner/PasswordRecovery.aspx?clubid=8831". The page header includes "ClubRunner" and "Rotary E-Club of District 7250". The main content area is titled "Retrieve Login Information" and contains the following text: "Please enter your last name and email address to retrieve your login name and/or reset your password." Below this is a legend: "* Denotes a required field." The form has two input fields: "Last Name:" with the value "XXXXXXXXXXXX" and "Email Address:" with the value "XXXXX@XXXXXXXXXX.XXX". There are "Submit" and "Cancel" buttons. Below the form, a message reads: "Your member profile was successfully located. An email has been sent to you with instructions on retrieving your login name and resetting your password." Three red arrows point from text boxes on the right to the "Last Name" field, the "Email Address" field, and the "Submit" button.

Your "Last Name" you entered will be shown

Your "email Address" you entered will be shown

If both fields are correct left click on "Submit" else "Cancel"

As indicated by the screen above an e-mail will be forwarded to you. Please retrieve this e-mail.

The message will look like the following information. With XXs replaced with your information.

Press on ["Reset Password Link"](#) below

From: "xxxx xxxxx" <mailservice@clubrunner.ca>
To: xxxxxxxx@xxxxxxx.xxx
Date: 03/14/2014 09:06:59 AM
Subject: ClubRunner Login for Rotary Club of xxxxxx Website

Hello xxxxxxx xxxxxxxxx,

You have requested to retrieve your Login Name and/or reset your password for the Rotary Club of xxxxxxxx website. Please click on the link below to continue:

[Reset Password Link](#)

If the link above does not work, copy and paste it into the address bar of your browser. Please note that this link is only valid for **eight hours**, after which you will need to retrieve your login information again.

For assistance or technical support, please go to www.clubrunnersupport.com.

This message was automatically generated by [ClubRunner](#) for [xxxxxxx Club](#).

The system responds with:

Reset Password for your name

Login Name: ClubRunner will show your stored Login Name

Enter New Password: [masked] Begin Typing

Confirm New Password: [empty]

Submit Cancel

Your "Login Name" appears here. **Please record it.** Many Rotarians have trouble recalling the "Login Name" to login

Enter your new "Password" twice. Protect it and be able to recall it, or write it in a safe place, please.

DO NOT forget to left click on "Submit"

Very important – write in a safe and secure place (perhaps on a business card sized heavier paper stock):

My Login Name for my Rotary Club is: (what appears above).

My Password is: (what appears above).

You will have to repeat the entire process if you do not recall this information or be able to look it up!

Reset Password for your name

Your password has been successfully reset. Click on the Return button to go to the Login page.

Return

Needless to say please left click on "**Return**" above.

Now you should be able to login without any difficulties. If you memorize or keep the "Login Name" and "password" in a safe and accessible place, you will never experience login difficulties again. If you do you will need to repeat the entire process again.

The system now takes you back to the log in screen and you should be able to interact with it

Enter your login information below:

Login Name
Your RC Login Name appears

Password
Enter your provided RC Password here

[New and existing users: retrieve login and/or reset password](#)

Please check this box
 Keep me logged in

Login

Please don't forget to enter your Password and Login Name on the business card size reminder card. Make a few copies and keep them in a safe and always available place, i.e., wallet, purse and/or a personal safe, or other appropriate places.

After you signed in the private or "club-house" section of the website appears.

Please notice that you can review all past private meetings by selecting the weekly meetings on the left side.

Select a meeting

Rotary E-Club of District 7255
Welcoming Rotarians Worldwide
Dr. Cornell C. Frank, President

Home | Welcome | Service | Goals | Donations | Meeting Archive | Members | Member Meeting | FAQ | Make-Ups | Sponsors | Logout

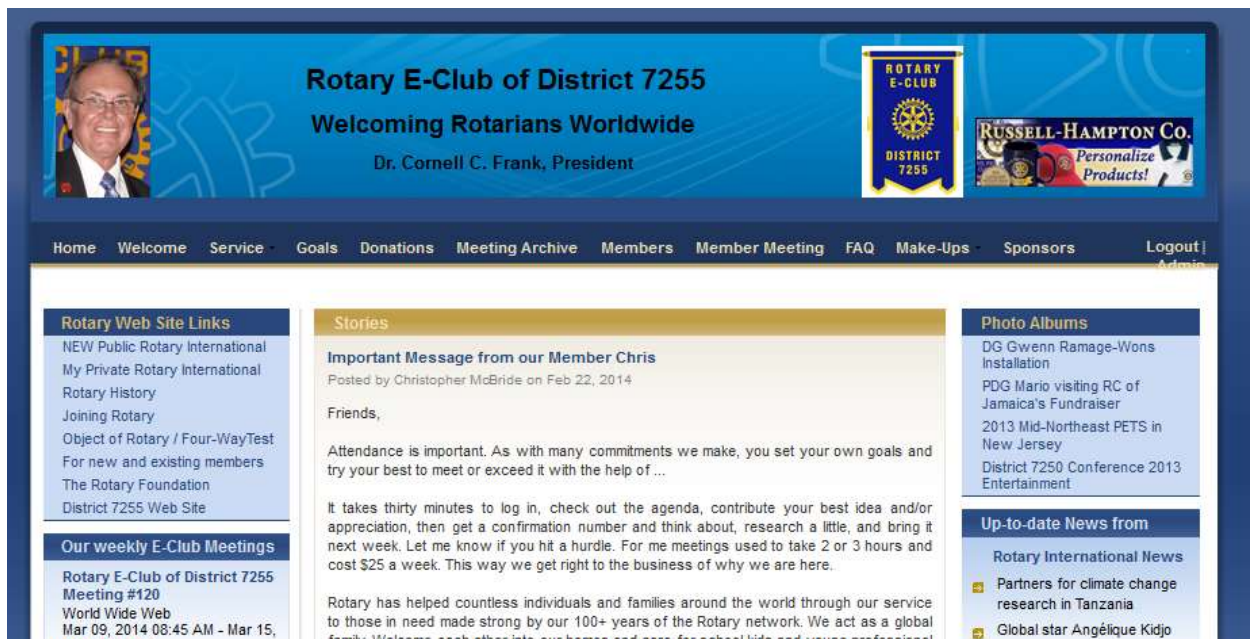
Meetings

Week of March 9 - 16, 2014 Meeting #128	Online Meeting #120 March 9 - 16, 2014
Week of March 2 - 9, 2014 Meeting #119	Your Rotary E-Club President Cornell is recovering from considerable physical exhaustion after assisting a family on Long Island (with their home).
Week of February 23 - March 2, 2014 Meeting #118	Nevertheless, we are looking for a volunteer, or a number of volunteers, to setup an online Net Meeting video conference that all members of our Rotary E-Club can attend at the same time.
Week of February 16 - 23, 2014 Meeting #117	1 - This effort entails arranging the meeting time in order for all members to participate. 2 - Gather and/or update member's Net-Meeting addresses. Your Club President has collected such addresses in the past. 3 - Visit individual members' profiles on the E-Club website and enter or update the addresses (or report the addresses to the Club President and he will enter them on the Rotary E-Club website).
Week of February 9 - 16, 2014 Meeting #116	
Week of February 2 - 9, 2014 Meeting #115	

When you finished reviewing the private weekly meeting, scroll down the page & left click on “Go Back”



You will be taken back to the our home page



Go to next step below

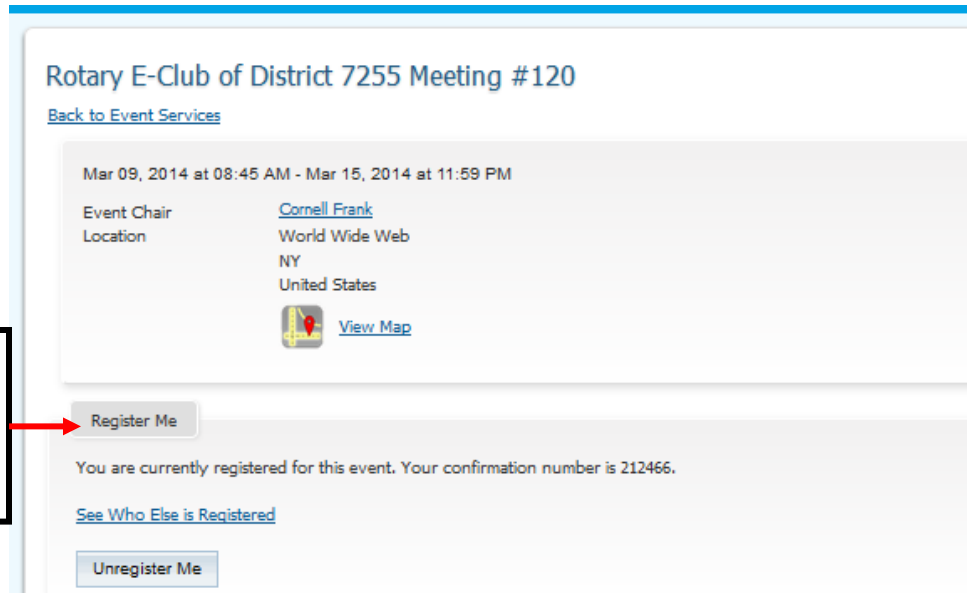
Scroll down a bit to the public meeting for the week on the left. Here you can also register your:
1). meeting attendance and 2). record a comment

Select the
"Weekly
Meeting"



The following page will appear

To register your
attendance and
leave a comment
click here



After reviewing the entire public meeting material, do the following to register your attendance and leave a comment



Rotary E-Club of District 7255
Welcoming Rotarians Worldwide
Dr. Cornell C. Frank, President

Home | Welcome | Service | Goals | Donations | Meeting Archive | Members | Member Meeting | FAQ | Wake-Up | Sponsors | Logout

Event Details

Rotary E-Club of District 7255 Meeting #120

[Register Online](#)
Members

[For Club Executives](#)
[Register](#)
Attending

Club: E-Club-District 7255
Chair: Cornell Frank
Date: Mar 09, 2014 at 08:45 AM - Mar 15, 2014 at 11:59 PM
Location: World Wide Web

Online Meeting #120
March 9 - 16, 2014

Click on "Members"

Members may not see this

You will be taken to the following page:



Rotary E-Club of District 7255 Meeting #120

[Back to Event Services](#)

Mar 09, 2014 at 08:45 AM - Mar 15, 2014 at 11:59 PM

Event Chair: [Cornell Frank](#)
Location: World Wide Web
NY
United States

 [View Map](#)

You are currently not registered for this event.


[See Who Else is Registered](#)

Point & Click "Register Me"

Rotary E-Club of District 7255 Meeting #120

[Back to Event Services](#)

Mar 09, 2014 at 08:45 AM - Mar 15, 2014 at 11:59 PM

Event Chair [Cornell Frank](#)
Location World Wide Web
NY
United States
 [View Map](#)

[Register Me](#)

You are currently not registered for this event.

[See Who Else is Registered](#)

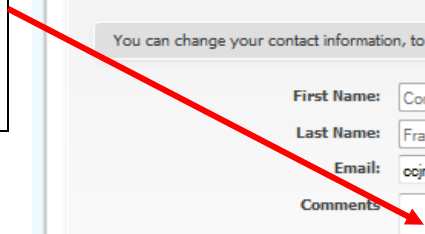
[Register Me](#)

[Decline](#)

You can change your contact information, to register click on 'Confirm' button

First Name:
Last Name:
Email:
Comments:

First, enter your comment or reaction to the meeting



You are currently not registered for this event.

[See Who Else is Registered](#)

[Register Me](#)

[Decline](#)

You can change your contact information, to register click on 'Confirm' button

First Name:
Last Name:
Email:
Comments:
Phone:
[Confirm](#) [Cancel](#)

Second, point and click on "Confirm"



Click to register a Guest

Phone:

Guests:
If you wish to bring along family members or friends, you may also register them by clicking on the 'Register Additional Guests' button below.

Guests:	Confirmed/No.:	Register Additional Guests	Actions
No Registered Guests			

Pay Online
You can make a secure, online payment for this event. Click the button below to proceed. You can still cancel at the next step.
You do not have a balance owing.

Register Me

You are currently not registered for this event.

[See Who Else is Registered](#)

[Register Me](#) [Decline](#)

Guests

If you wish to bring along family members or friends, you may also register them by clicking on the 'Register Additional Guests' button below.

[Register Additional Guests](#)

Guests	Confirmation No.	Comments	Actions
First Name: <input type="text"/> Last Name: <input type="text"/> Name Tag: <input type="text" value="E-Club District 7255"/>	Email: <input type="text"/> Phone: <input type="text"/>	Comments: <input type="text"/>	Save Cancel

Pay Online

You can make a secure, online payment for this event. Click the button below to proceed. You can still cancel at the next step. You do not have a balance owing.

[Proceed With Payment](#)

Enter data for Prospective Member

The point and click on "Save"

Register Me

You are currently not registered for this event.

[See Who Else is Registered](#)

[Register Me](#) [Decline](#)

Guests

If you wish to bring along family members or friends, you may also register them by clicking on the 'Register Additional Guests' button below.

[Register Additional Guests](#)

Guests	Confirmation No.	Comments	Actions
First Name: <input type="text"/> Last Name: <input type="text"/> Name Tag: <input type="text" value="E-Club District 7255"/>	Email: <input type="text"/> Phone: <input type="text"/>	Comments: <input type="text"/>	Save Cancel

Pay Online

You can make a secure, online payment for this event. Click the button below to proceed. You can still cancel at the next step. You do not have a balance owing.

[Proceed With Payment](#)

Then point and left click on "Go Back" on next screen

You have completed your Rotary E-Club of District 7255 meeting attendance when you see our web site home page.

The screenshot shows the homepage of the Rotary E-Club of District 7255. At the top, there is a blue banner with a portrait of Dr. Cornell C. Frank, the President, on the left. The text in the banner reads "Rotary E-Club of District 7255 Welcoming Rotarians Worldwide" and "Dr. Cornell C. Frank, President". To the right of the banner are logos for "Rotary E-Club District 7255" and "National Award Service, Inc. Rotary Club Supplies". Below the banner is a navigation menu with links: Home, Welcome, Service, Goals, Donations, Meeting Archive, Members, Member Meeting, FAQ, Make-Ups, Sponsors, Logout, and Admin. The main content area is divided into three columns. The left column has "Rotary Web Site Links" and "Our weekly E-Club Meetings". The middle column has "Stories" with a featured article titled "Important Message from our Member Chris" posted by Christopher McBride on Feb 22, 2014. The right column has "Photo Albums" and "Up-to-date News from Rotary International News".

Rotary E-Club of District 7255
Welcoming Rotarians Worldwide
Dr. Cornell C. Frank, President

Home Welcome Service Goals Donations Meeting Archive Members Member Meeting FAQ Make-Ups Sponsors Logout | Admin

Rotary Web Site Links
NEW Public Rotary International
My Private Rotary International
Rotary History
Joining Rotary
Object of Rotary / Four-WayTest
For new and existing members
The Rotary Foundation
District 7255 Web Site

Our weekly E-Club Meetings
Rotary E-Club of District 7255 Meeting #420
World Wide Web
Mar 09, 2014 08:45 AM - Mar 15, 2014 11:50 PM

Stories
Important Message from our Member Chris
Posted by Christopher McBride on Feb 22, 2014

Friends,

Attendance is important. As with many commitments we make, you set your own goals and try your best to meet or exceed it with the help of ...

It takes thirty minutes to log in, check out the agenda, contribute your best idea and/or appreciation, then get a confirmation number and think about, research a little, and bring it next week. Let me know if you hit a hurdle. For me meetings used to take 2 or 3 hours and cost \$25 a week. This way we get right to the business of why we are here.

Rotary has helped countless individuals and families around the world through our service to those in need made strong by our 100+ years of the Rotary network. We act as a global family. Welcome each other into our homes and care for school kids and young professional

Photo Albums
DG Gwenn Ramage-Wons Installation
PDG Mario visiting RC of Jamaica's Fundraiser
2013 Mid-Northeast PETS in New Jersey
District 7250 Conference 2013 Entertainment

Up-to-date News from
Rotary International News
Partners for climate change research in Tanzania
Global star Angélique Kidjo

You may wish to leave a comment that indicates if this tutorial was helpful. Suggestions for changes are welcome. Thank you.