Using Club and RI Webpages

# Accessing Rotary Club of Plainview Webpage

1. Go to www.plainviewrotary.org
2. The menu across the top gives you immediate access to items listed across the rest of the page
3. Speakers – upcoming programs
4. Upcoming Events – service projects, volunteer opportunities, socials, etc.
	1. To register, click “members” – if it is a registration event (social, service project)
	2. To sign up, click button for volunteers (e.g., Meals on Wheels January-March 2018)
	3. After a or b, click “sign up” (Login if not logged in) and follow registration steps
5. Links – Facebook pages and District website page (ClubRunner)
6. Rotary Links – RI and Foundation links
7. Rotary International News Feed – recent stories from Rotary International
8. Club Information – Contact information
9. President’s Message – A word from Kim
10. Birthdays and Anniversaries – birthdays, wedding anniversaries, and Rotary anniversaries based on ClubRunner information
11. Home Page Stories – Recent club stories/information (older stories under Stories section)
12. Home Page Download Files – club minutes, applications and forms, Bylaws, etc.
13. Club Executives and Directors – current officers and board members
14. Photo Albums – pictures, including club recognition archive
15. Bulletin Subscribe – add non-members to emails

# Accessing the site

1. Go to www.plainviewrotary.org
2. If you are not logged in already
	1. Click “Member Login” in upper right of page
	2. Type Login Name and Password (check “keep me logged in” if you don’t want to have to reenter info)
3. Click “Member Area” in upper right of page

# MyClubRunner

1. My Profile – your information in and access to ClubRunner and the means to change these
2. My Commitments – volunteer events, meeting responsibilities, new member info, committees
3. My Attendance – shows meeting attendance, makeups, etc.
4. My Committees – shows membership on committees and others on your committee
5. Directories – search for member contact information
6. Email Message Centre – create and send emails to membership or select members
7. My Account Balance – shows payment history and charges
8. My Email History – shows statistics of receipt of email to your account

# Accessing District 5730 website

1. Go to www.plainviewrotary.org (or www.rotary5730.org)
2. Click District 5730 ClubRunner under Links (left side of PC; one of first blocks on mobile device)

# Accessing RI website

1. Go to www.plainviewrotary.org (or www.rotary.org)
2. Click “My Rotary” in upper right (or my.rotary.org)
3. Click “Sign In” in upper right
4. Sign in or create an account
5. Once logged in, Plainview information (including club goals) will be accessible
6. Access member profile by clicking “Profile” at top of page
7. View contributions to Rotary Foundation through “Donor History Report”

# ClubRunner App

1. Download the app onto your smartphone or mobile device
2. Enter ClubRunner login information
3. Have access to club member phone numbers and email, club executives, club stories and events, your club attendance
4. Have access to district executives, district stories, and district events