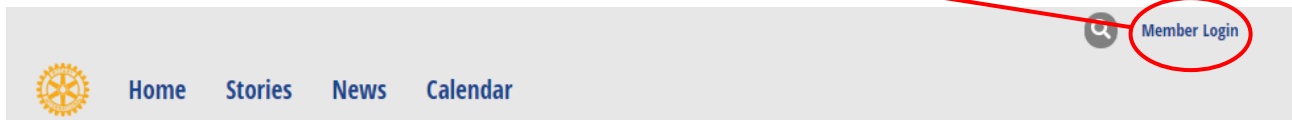


Introduction to Clubrunner

A. Logging in to Clubrunner

1. Open the Clubrunner website at: <https://portal.clubrunner.ca/9726/> in your web browser.
2. At the top right of the screen, Click on **Member Login**.



3. Next you will be taken to the Login screen.

Either:

- a. If you have an existing District Clubrunner login, and you can remember it, then enter the details here as they are the same. *Then go to part 4 below.*
- b. If you are:
 - a new user of Clubrunner, or
 - you cannot remember your detailsthen follow these instructions.

A screenshot of the Clubrunner login screen. It has a light blue header with a 'Home' link. Below the header, it says 'Enter your login information below:'. There are two input fields: 'Login Name' and 'Password'. To the right of each field is a link: 'Forgot login name?' and 'Forgot password?'. Below the password field is a checkbox labeled 'Keep me logged in'. At the bottom is a blue 'Login' button. The 'Forgot login name?' link is circled in red, and a red arrow points from the instruction text to it.

- i. Click on "Forgot login name?"

A screenshot of the Clubrunner login screen, identical to the one above. The 'Forgot login name?' link is circled in red, and a red arrow points from the instruction text to it.A screenshot of the Clubrunner 'Retrieve Login Information' screen. It has a light blue header with a 'Home' link. Below the header, it says 'Retrieve Login Information'. Underneath, it says 'Please enter your last name and email address to retrieve your login name and/or reset your password.' There is a note: '* Denotes a required field.' Below this are two input fields: 'Last Name:' and 'Email Address:'. The 'Email Address' field has a red asterisk to its right. At the bottom are two buttons: 'Submit' and 'Cancel'. At the very bottom, there is a footer with copyright information: '© 2002-2018 All rights reserved. Privacy Statement | Online Help | System Requirements'.

- ii. You will be taken to the adjacent screen.

Fill out the requested information. Note, this information needs to be exactly the same as what is in the Clubrunner database. This is the information that you gave to me on the Update sheets. The same email address as this email arrived in.

Now *press* Submit.

iii. Now either:

- I. If your name and email are found, a message will display with this information.

Your member profile was successfully located. An email has been sent to your address above with instructions on retrieving your login name and resetting your password.

As it states, an email will be sent to you containing instructions on resetting your login name and password.

It usually arrives within a few minutes.

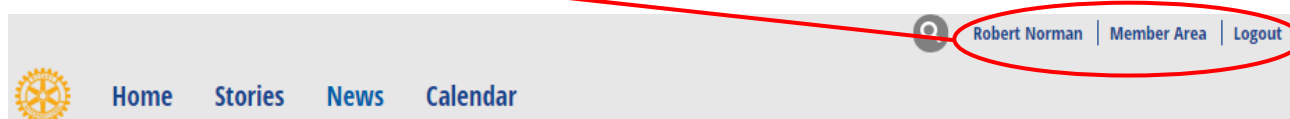
Follow the instructions then go to part 4 below.

Or:

- II. If your name and/or email were not found *then contact me.*

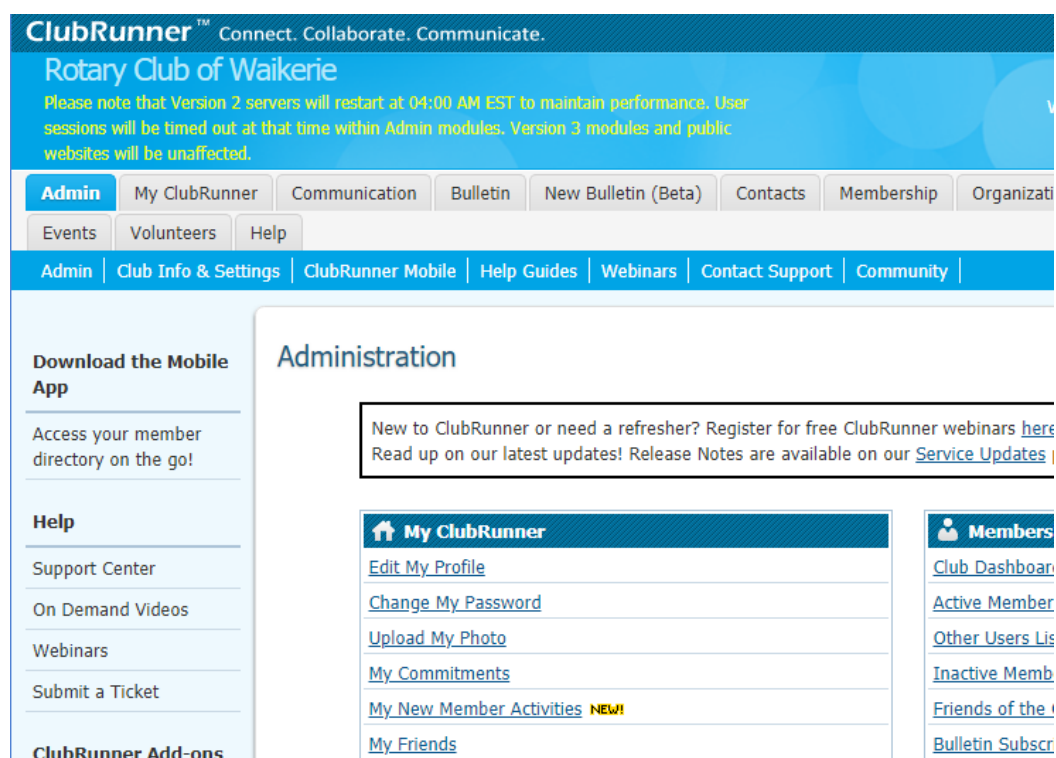
4. You have now been returned to your club homepage.

At the top right hand side of the screen, you will see your name, a link to the Member Area, and an option to Logout.



To access ClubRunner and manage your information and web content, click on "Member Area".

5. You will now see your member area home page, similar to the image below, where you can access all the functions of ClubRunner.



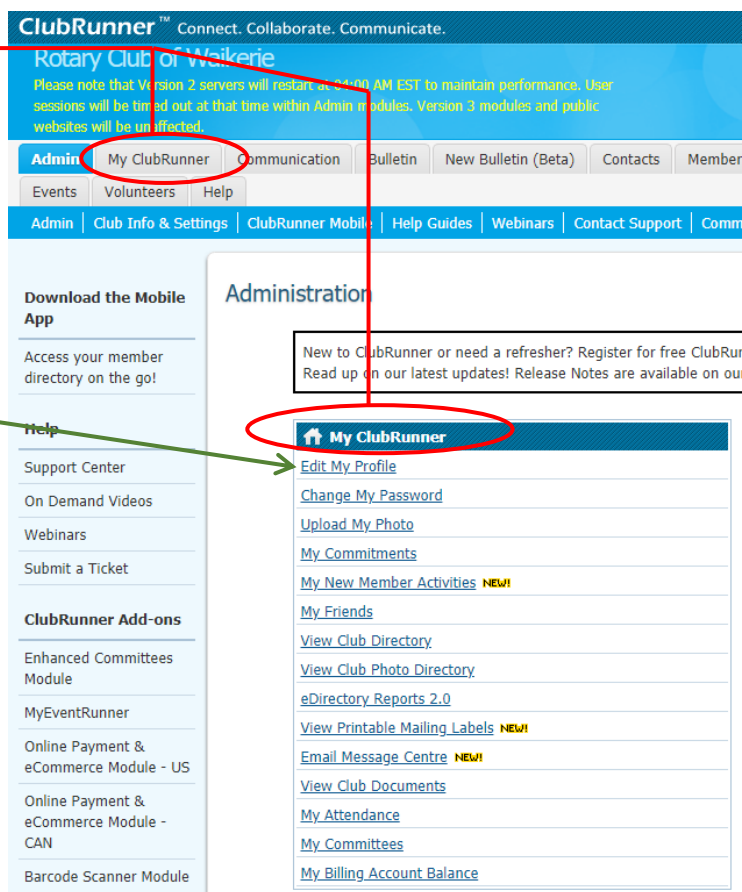
As you can see the admin page contains a lot of links and functions and is quite daunting in the beginning. You will not be able to access all of the sections as it depends on your access level and most people are currently level 70. As members become more familiar with the systems and take on executive roles I will alter the access levels.

B. Accessing and Changing Your Personal Information

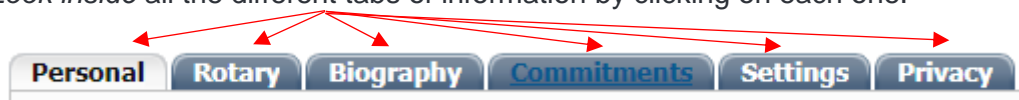
1. The best place to start exploring is in the section “My Clubrunner” as this is related to your profile and activity within the club.

Note, there are two pathways to the same pages. This is a common theme in Clubrunner. The lists on the Admin page contain most, but not all, of links. The menu system contains all of them.

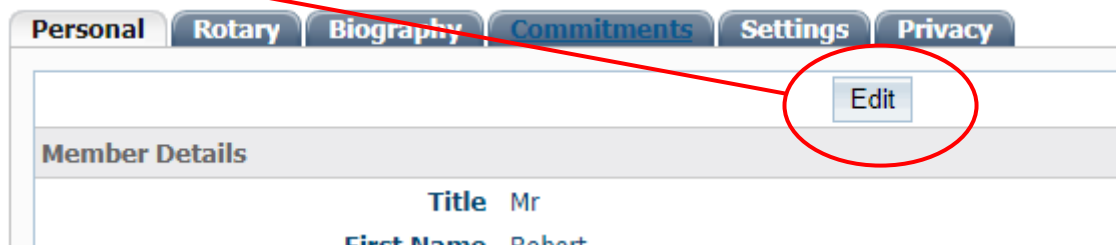
Choose “Edit My Profile”



2. You can now see the information stored about you in the Clubrunner database. Look inside all the different tabs of information by clicking on each one.



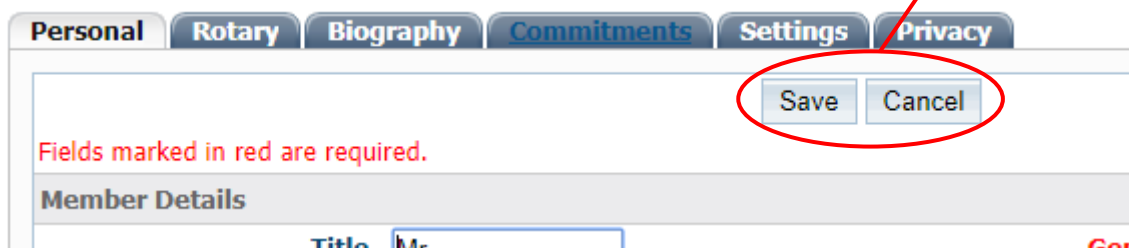
3. If you wish to alter any of the information that is contained in one of the tabs then click on the Edit button.



You can now add or alter the information that is contained in this tab. (Note, you cannot move from one tab to another without first saving the changes in this one.)

4. When you have finished making changes then *click on either the Save button or the Cancel button* depending upon your choice.

There is also a set of Save and Cancel buttons at the bottom of the page. You can use either of these.



Personal Rotary Biography Commitments Settings Privacy

Save Cancel

Fields marked in red are required.

Member Details

Title Mr

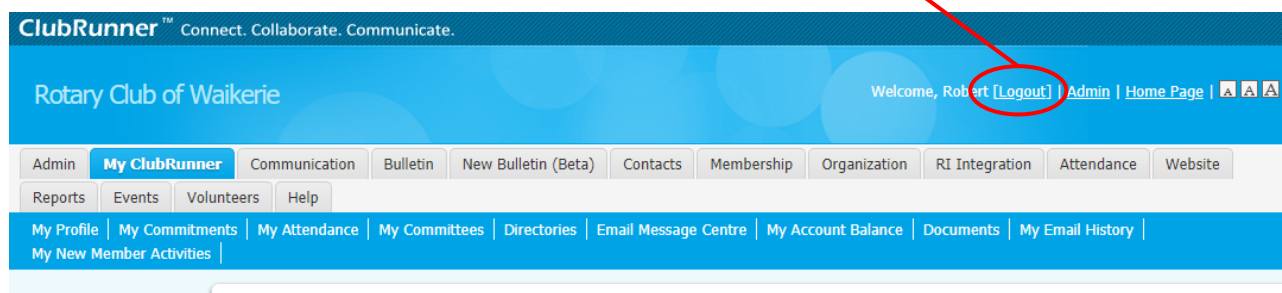
5. Have a play in this area. Maybe place a photo of yourself in the database or change the one that is already there. Just remember to make sure the information is accurate as this is used by both our club and the district.

If you have any difficulty then don't hesitate to contact me.

C. Finishing

When you have finished looking around and possibly changing some of the information then you need to log out of the website.

The log out area is in the top right hand side of the screen. *Click on this.*



ClubRunner™ Connect. Collaborate. Communicate.

Rotary Club of Waikerie

Welcome, Robert [Logout] Admin | Home Page | A A A

Admin My ClubRunner Communication Bulletin New Bulletin (Beta) Contacts Membership Organization RI Integration Attendance Website

Reports Events Volunteers Help

My Profile | My Commitments | My Attendance | My Committees | Directories | Email Message Centre | My Account Balance | Documents | My Email History |

My New Member Activities |