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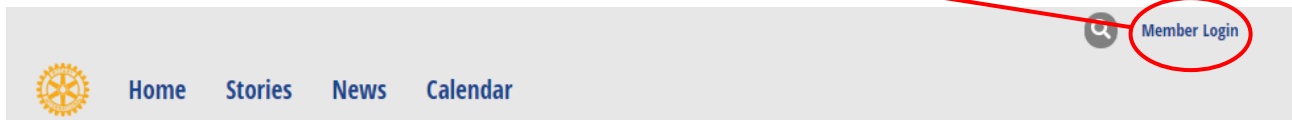
3. Next you will be taken to the Login screen.

   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 details

      then follow these instructions.

      i. *Click* on "Forgot login name?"

      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.
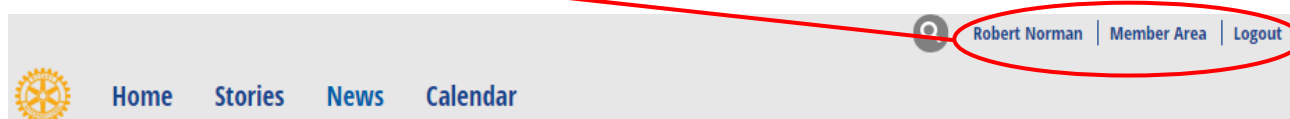It usually arrives within a few minutes.
Follow the instructions then go to part 4 below.

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.
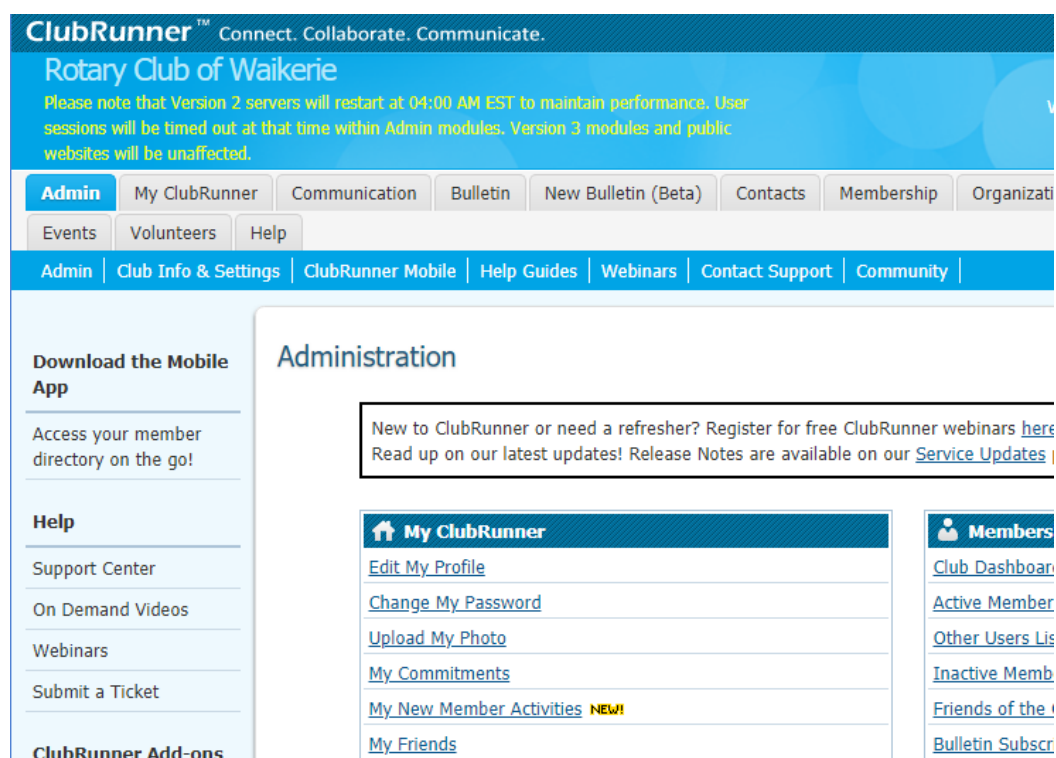
As you can see the admin page contains a lot of links and functions and is quite daunting in the
beginning. You will not be able to access all of the sections as it depends on your your access
level and most people are currently level 70. As members become more familiar with the systems
and take on executive 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.
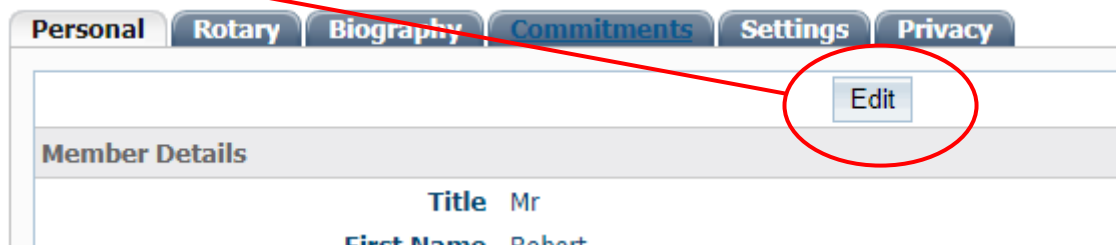
   Choose "Edit My Profile"
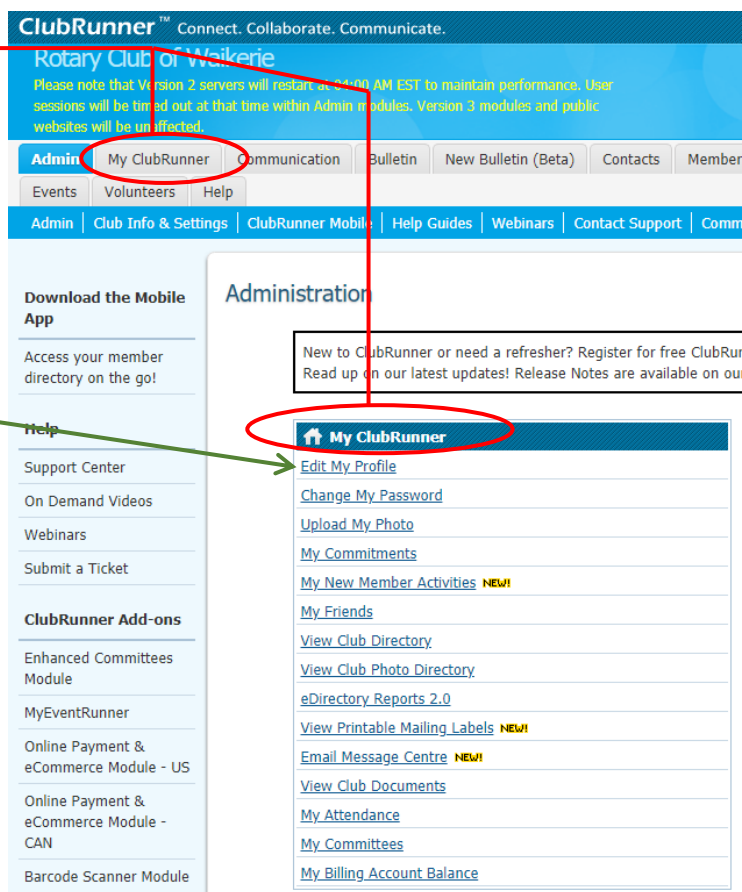
2. You can now see the information stored about you in the Clubrunner database. *Look inside* all the different tabs of information by clicking on each one.
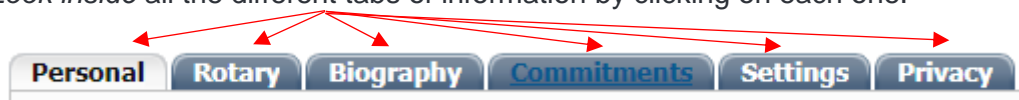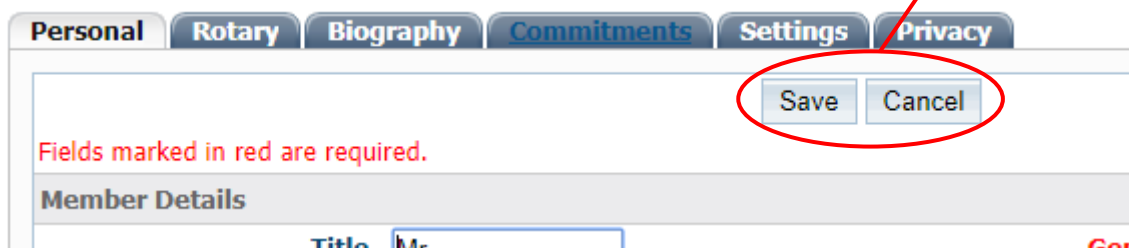

3. If you wish to alter any of the information that is contained in one of the tabs then *click on the Edit button.*

   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
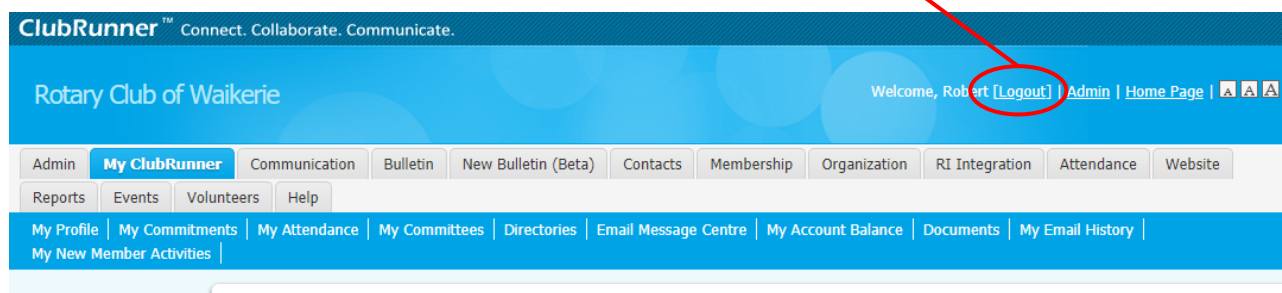   bottom of the page. You can use either of these.

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*.