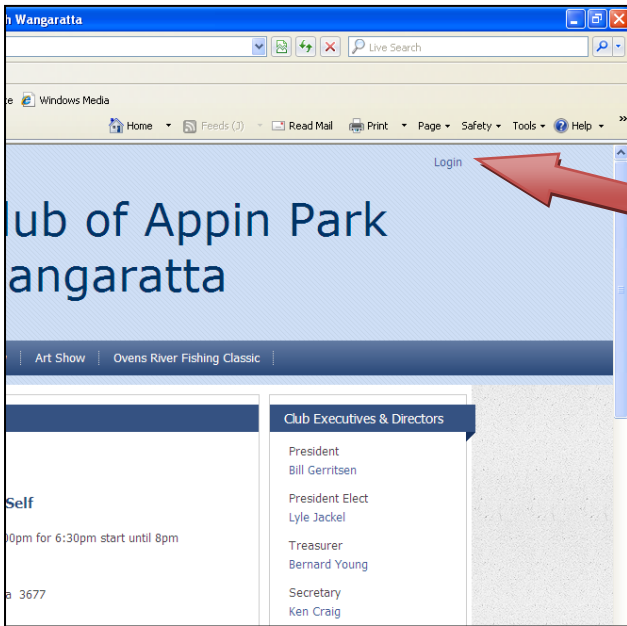
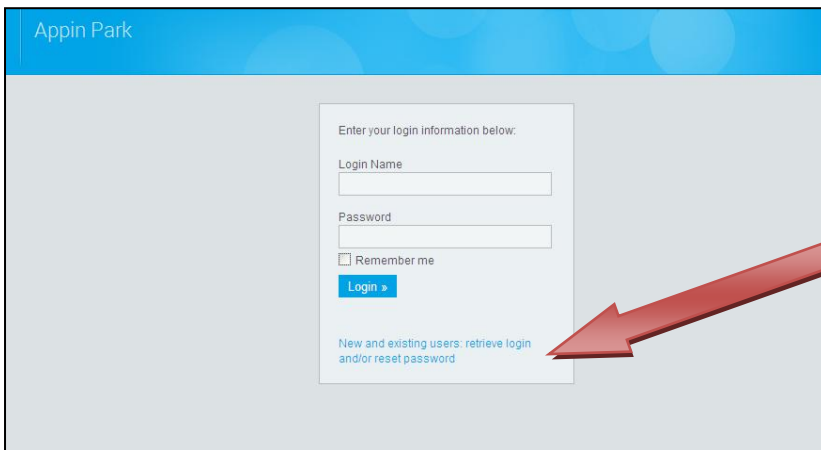


## To Log-in to the members only area of ClubRunner

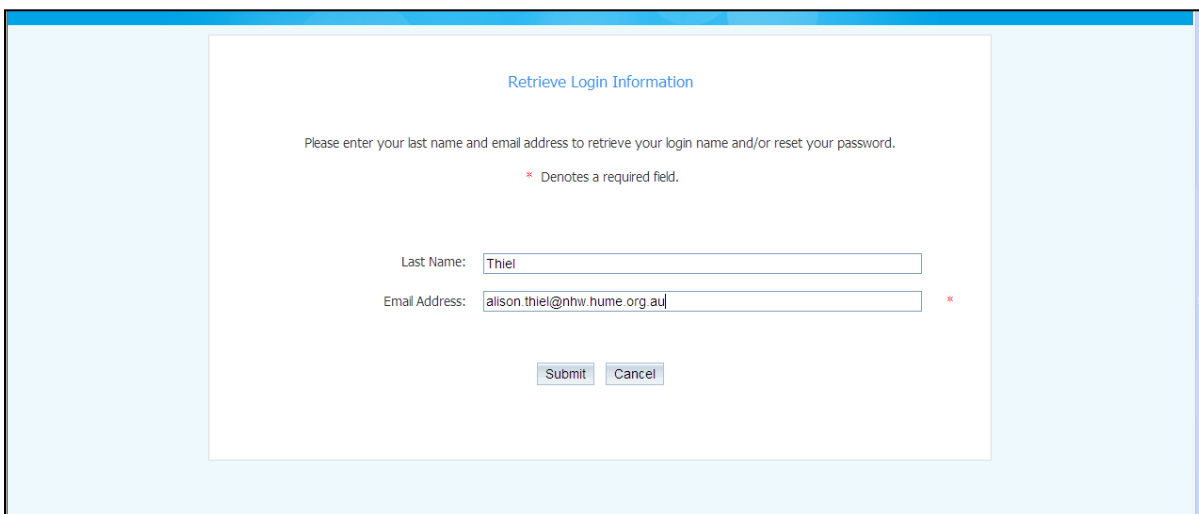


Press "Login" to access the members area of the RCAPW website



Press here to proceed to the area where you can get your log-in and re-set your password

This will bring you to a page that looks like:



Type in your surname and email address that is listed in the RCAPW contacts list and press "submit".

If your email doesn't match the one that I have uploaded then you may not be able to proceed beyond here – please contact me via [alison.thiel@nhw.hume.org.au](mailto:alison.thiel@nhw.hume.org.au) and I will check what has been uploaded for you.

Once you press “Submit”, if successful, then the following page will come up:

Retrieve Login Information

Please enter your last name and email address to retrieve your login name and/or reset your password.

\* Denotes a required field.

Last Name:

Email Address:  \*

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.

Open up your email account after a few minutes and there should be an email there from “Alison Thiel” (even though I havent sent it, only as I am the website administrator)

Open up this email and it will look something like:

Message

ClubRunner Login for Rotary Club of Appin Park Wangaratta Website - Message (HTML)

From: Alison Thiel [mailto:aliseservice@dclubrunner.ca]  
To: Alison Thiel  
Cc:  
Subject: ClubRunner Login for Rotary Club of Appin Park Wangaratta Website

Sent: Wed 9/10/2013 5:23 PM

Hello Alison Thiel,

You have requested to retrieve your Login Name and/or reset your password for the Rotary Club of Appin Park Wangaratta 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](http://www.clubrunnersupport.com).

This message was automatically generated by [ClubRunner](#) for [Appin Park](#)

Click on the “Reset Pasword Link” and it will bring up a screen that looks like:

Reset Password for Alison Thiel

Login Name: alison.thiel@nhw.hume.org.au

Enter New Password:  Begin Typing

Confirm New Password:

Type in a new password, whatever you want – for security reasons it is best to have numbers, letters, upper and lower case mixed up – make sure it is something you will be able to remember.. maybe a pets name and their birthdate eg “Sadie1999” – this has upper and lower case, as well as numbers..

*Note: Take note of the “Log-in name” and write this down – it will likely be in a format like: “Alison.Thiel.10457” (please disregard the fact mine is my email as yours wont be!)*

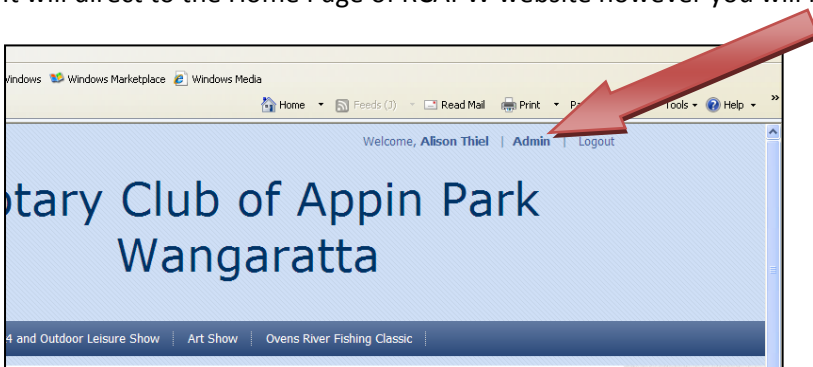
Once you have confirmed your new password, press “Submit” and hopefully you will get a page that looks like:

Press “Return” to get to the next page:

Type in the Log-in name that you wrote down before. Please note that you need to make sure the “.” is between your first and last names, then 10457 which is the unique number for Rotary Club of Appin Park Wangaratta in Club Runner, otherwise it wont work.

Click “Log-in” and you should be in!

It will direct to the Home Page of RCAPW website however you will now have “Admin” up the top:



Click "Admin" and it will direct you to a page that will look like:

The screenshot shows the ClubRunner Admin interface for the Rotary Club of Appin Park. The page has a blue header with the ClubRunner logo and navigation links. A sidebar on the left contains 'Help' and 'ClubRunner Add-ons'. The main content area is titled 'Administration' and contains several toolkits:

- My ClubRunner**: Edit My Profile, Change My Password, Upload My Photo, My Commitments, My New Member Activities (NEW), My Friends, View Club Directory, View Club Photo Directory, eDirectory Reports 2.0, View Printable Mailing Labels (NEW), Email Message Center, View Club Documents, My Attendance.
- Membership Manager**: Club Dashboard, Active Member List, Other Users List, Inactive Members List, Friends of the Club, Online Newsletter Subscribers, New Member Program, Dues & Billing, Switch on Data Integration with RI (Automatic), Report Data Changes to RI (Manual Emails), Request Member Updates, Edit Executives and Directors, Committee Management.
- Website Manager**: Website Designer 3.0, Edit Home Page Links, Edit Stories, Edit Events | Events 2.0 (NEW), Edit Speakers, Edit Download Files, Edit Site Pages, Edit Photo Albums, Edit Club Documents, MyEventRunner Registration (new window).
- Club eBulletin**: Create Bulletin (NEW), Email Bulletin to Members, Archived Bulletins (NEW).
- Meeting Services**: Input Attendance (Current Year), Input Attendance (Previous Year), Report Make-ups, Print Member List/Attendance Sheet, Print Member List (Simple Version), Attendance Report (Current Year), Attendance Report (Previous Year), Monthly Club Report, Customized Attendance Report, Edit Duty Roster - Who Does What, Member Leaves of Absence, Member Attendance Exemption.
- Administrator**: Edit Club Info & Settings, Edit Meta Tags, Upload/Remove Meeting Venue Map, Edit Club Logo (NEW), Edit Custom Fields, Website Sponsorship Area, Upload Sponsorship Guide, Google Analytics (NEW).

At the bottom of the main content area, there is a 'Go Back' button. The Windows taskbar at the bottom shows the start button, several open applications, and the system tray with the time 5:36 PM.

Anything that is a solid blue colour you can access, any that are faded you can't. Every member has different access rights based on if you are a director or a committee/on the exec etc.

Click into the different areas and see what you can find! Feel free to update any personal details you like..