# Rotary

## Club of Rapid City Rushmore

www.RushmoreRotary.org
www.facebook.com/rushmorerotary/
www.Rotary5610.org    www.Rotary.org

## Website & Media Instructions Guide

***Clubrunner Access***
Member Login Name: _____

Member Login Password: _____

***rotary.org Access***
My Rotary Sign in Email: _____

My Rotary Password: _____
*Save this guide for your reference. If you lose it, download from the club website anytime!*

## Website Guide



**1. Clubrunner App for smart phone access to entire club's membership:**
Go to your app store, download the ClubRunner app, looks like this.
Login with your same club website name and password. "Members" button give you access to every member's data right from your phone.

**2. Club Website PUBLIC access for Stories, Events, Speakers, Leadership**
Login is NOT necessary to view this information. Stories on events, recognitions and meetings should be posted to show what our club does, visible to our members and the public.

**3. Club Website MEMBER access for Committees, Communications, Documents, Membership**
Login IS necessary to access the back-end data and functions. Committees may post documents, email members, store data and files. Access your member profile to make corrections. The board members may have higher access levels than members, and the Administrators have the most access. They are currently Jon Johnson, Janet Kahler, Linda Peterson, and Shari West-Twitero. Each year the Club President has full access.
**LOGIN Instructions:** if you are logging in for the first time, there is a Login Name and Password provided by Clubrunner as a member, you DO NOT setup your own. Go to the "Login" at the top right of the website, and click on it. A box will appear, and if you have never logged in, go to the bottom text in blue, click on it, and it will take you to the instructions to get your access data. Once you have successfully logged in, SAVE IT!
*Helpful hint: once you are logged in, SAVE as FAVORITES or BOOKMARK the website in your browser, along with your login to save time and locate easily.*

**4. District Website MEMBER access for event registration, news, downloads**
Login is the same as your club website. Find District Conference, PETS, and other district-wide events registration by clicking on the event name. Download many forms such as RLI registration, grant applications, newsletters, and many other Rotary documents.

**5. Rotary Website for MEMBER access for member profile, Club Central, Foundation giving**
This is the main database for ALL Rotarians, so if you have a change in your personal profile, go to this website to make changes, then Clubrunner will synchronize to the District and Club. Find many news items, logos, media stories, learn about membership and grants training, and lots of other data. Clubs enter goals on Club Central, and update progress. Foundation giving is a simple 5 step process. Setup Rotary Direct and you will not have to remember to do it again, unless you want to increase your level of giving of course!

## Social Media Guide

The club Facebook page is a great media resource for fast-happenings and event notices. Take photos of club events, and post immediately. Share and repost events to your personal page to reach your circle of friends.