

# The Rotary Club of Timaru Website

[www.timarurotary.club](http://www.timarurotary.club)



## Logging in:

Some parts of the website are for members only and not available to the public. You need to log in to see the member-only sections.

### To log in as a member for the first time

- Click **“Member Login”** at the top right of the screen.
- On the login page click **“New user?”**
- On the Retrieve Login Information screen
  - Type in your **Last name**
  - Type in the **Email address** you gave when you provided your membership information.
  - Press **“Submit”**
  - Your used ID and password will be emailed to you almost immediately.

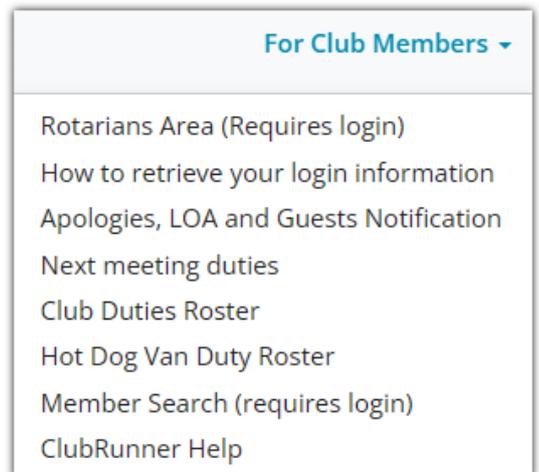
The image shows two screenshots of the ClubRunner website. The top screenshot is the main login page, titled 'ClubRunner', with a 'Home' link. It contains the text 'Enter your login information below:' and two input fields: 'Username' and 'Forgot username?'. Below these are 'Forgot password?' and a blue 'Login' button. A red box highlights the 'New user?' link. The bottom screenshot is the 'Retrieve Login Information' page, also titled 'ClubRunner' with a 'Home' link. It asks the user to 'Please enter your email address to retrieve your username and reset your password.' It has two input fields: 'Last Name' and 'Email address \*'. A note below the fields states '\* Denotes a required field.' and there is a blue 'Submit' button at the bottom.

### To log in as a member after the first time

- Click **“Member Login”** at the top right of the screen.
- Type in your **Username**
- Type in your **Password**
- Click **“Login”**

## The right-most menu item: **For Club Members**

- **Rotarians Area:** takes you to a page for Rotarians only, with links to lots of information for Club members. Have a look and see what's available. (See below for more information)
- **How to Retrieve your Login information:** Can't remember your username or password? This will help.
- **Apologies, LOA and Guests Notification:** See the section below.
- **Next Meeting Duties:** check who's on duty at the next meeting
- **Club Duties Roster:** The full club duties roster for the weeks ahead.
- **Hot Dog Van Duty Roster:** See the section below
- **Member Search:** Self-explanatory. Will locate contact information for members in other clubs.
- **ClubRunner Help:** "ClubRunner" is the name of the website platform for the Club website. This area provides help in using the Club website.



## Apologies, LOA and Guests Notification

[Let the secretary know if you're not attending a meeting or are bringing a guest.](#)

The secretary needs to let the caterers know how many meals to prepare.

- On the website click "**For Club Members**" then "**Apologies, LOA and Guests Notification**"
- Click on **ABSENCE, GUEST OR VISITOR NOTIFICATIONS** and follow the instructions.
- If you need to withdraw an apology or guest booking contact the secretary.

## Hot Dog Van Duties Roster

[Add your name to the Hot Dog Van roster.](#)

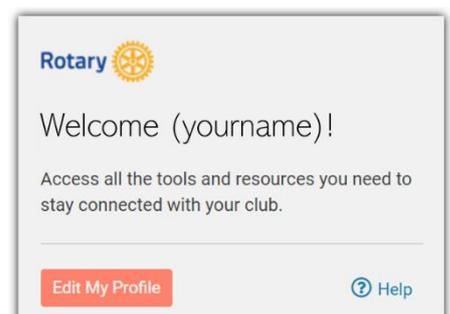
- Click "**For Club Members**" then "**Hot Dog Van Duty Roster**"
- Read the instructions at the top of the page – everything you need to know is there

## Update your own contact details on the Club website.

- On the home page, click "**Member Area**" in the upper right part of the screen. (*This is different from the "For Club Members" item on the main menu.*)
- You may be asked to log in.
- On the **Member** screen click "**Edit My Profile**".
- Select the section you want to update:



- Click "Edit" to make changes.
- When you've finished editing click "Save".



## Other useful information

- **Member directory:** On the main menu choose “**About Us**” then “**Member Directory**” to see a full list of members with photos and contact details. (You have to be logged in to the website to see this).
- **Bulletins:** On the main menu choose “**News & Updates**” then “**Bulletins / Newsletters**”
- **Club History:** On the main menu choose “**About Us**” then “**Timaru Club History**” and “**Club Annual Activities**” to learn about the Club’s history.
- **The Club’s Facebook page:** On the main menu choose “**News & Updates**” then “**Club Facebook Page**”
- **Rotarians’ Area:** From the “**For Club Members**” menu choose “**Rotarians’ Area**” to get to a page with links to a variety of information for Club members.

### THE CLUB & TRUSTS

- [Rotary Club of Timaru Official Documents](#)  
(Incorporation, Constitution, By Laws, Charitable Trust Deed, Associated Trusts and Bequests)

### APPLICATION FORMS

- [Charitable Trust Application Form](#)
- [RJ & CF Moyes Trust application form](#)

### CLUB HISTORY

- [A Brief Club History](#)
- [Annual Club Activities List](#)
- [Past Presidents](#)

### PHOTOS

- [Rotary photos in Google Drive](#)
- [Club photos on Facebook](#)

### MEMBERSHIP BOOKLET

- [Membership booklet \(29 July 20\)](#)

### CLUB DOCUMENTS

- [Structure & Organisation](#)
- [Board Minutes, Reports and Correspondence](#)
- [Club Handbook 2019-20](#)
- [The Rotary Club of Timaru Funding Guidelines](#)

### GENERAL INFORMATION

- [Information for Members](#)
- [Inventory of Equipment](#)
- [Guest Meals arrangements](#)
- [RI Regional Office Resource Guide for Club Officers - July 2019](#)

### WEBSITE - CLUBRUNNER

- [ClubRunner Club Access Levels](#)
- [ClubRunner Access Levels FAQ](#)

### FORMS

- [Reimbursement Claim Form](#)

### PAUL HARRIS FELLOWS

- [A list of Paul Harris Fellows recognised by the Club](#)

### ROSTERS

- [Meeting Duties Roster](#)
- [Host Duties sheet](#)

### HOT DOG VAN

- [HDV Roster](#)
- [HDV Stocktake Sheet](#)
- [HDV Supplier Contact details](#)
- [HDV Supplies & Setting Up Procedure](#)

### NEWSLETTERS

- [Newsletters: Current Year](#)
- [Newsletters 2016-17](#)
- [Newsletters: Previous Years \(incomplete\)](#)