Welcome to ClubRunner!

Introduction

Thank you for choosing ClubRunner! ClubRunner is a powerful **online communication** and **administration** tool that will facilitate your club's activities and correspondence. This guide will show you how to retrieve your password, login, and manage your profile.

1) Logging In

In order to receive your password for your website, go to the "Login" tab on the website and click on "Forgot Your Password". This will direct you to the "Get Password" screen.

You will be asked to enter your *last name* and your *email address*. Once you click on "Get Login Info", you will receive an email with your login email, shortly. Please note, that the last name and email address you provide must match what is on the record for security purposes. If you are unable to get your password, please email <u>support@clubrunner.ca</u> with your name and club and it will be emailed to you. To watch an On-Demand Demo on how to login, <u>click here</u>.

With your login credentials, you can now access your website and will be directed to the Admin page. This is a member's only page where you will be able to edit your profile, email other members and contribute content to

	ROTARY CLUB OF PARKER ted 1993. "Service Above Self"	
fome About Us Join Us	Support Us Member Resources Club Calendar Contact Us	Login
Rotary Links Rotary International RI President Home Object of Rotary Joining Rotary Rotary History Rotary Foundation	Welcome! The Rotary of Parker, Colorado is a volunteer service organization whose members donate their time and resources to help others in the community and throughout the wordt. We meet Thursday mornings a16 0.45 a.m. for breakfast, and guests are always velcome! Stop by for areas fieldwiship and processme, and to learm more about this	2010 Reach Sales Fundraiser
For New Members Links to Other Sites Rotary District 5450 eClub One Meeting on the Web Rotary Youth Leadership Awards (RhLA) Rotary Global History	ter gest records plan poganis, and to learn more additions fantastic organization. The Club at Pradera S225 Raintee Drive Parker, Co 80134 303-67-5700 MAP	Presh hand picked peaches. Presh hand picked peaches. Pickup on August 28th: Directors President - Board Officer LARRY DRUTLAG President Elect - Board Officer JANE JOHNSON
Fellowship ABCs of Rotary Parker Chamber of	Latest Club News	Treasurer - Board Officer DICK GORDON
Commerce Fown of Parker Parker Your Hub Praving Hands Ranches	Weekly Newsletter Please click on the date to open recent Lamplighter Newsletters:	Secretary - Board Officer KAM BREITENBACH Sergeant at Arms - Board Officer
Heifer International Shelterbox Women's Crisis and Family Outreach Center	3uly 22, 2010 July 15, 2010 July 15, 2010 July 1, 2010	HAROLD McCLOUD Club Service - Board Member JO STONE
Project C.U.R.E. Club Events	More	Community Service - Board Member CARL FINAMORE
Meeting at Praying Hands Ranch	Rotary Minute: What Is Rotary?	Fundraising - Board Member

your site. You should see your name at the top right hand corner of the webpage. If you have trouble logging in, please email support@clubrunner.ca.

For future reference, record your login information below.

Login name:	
Password:	

2) Editing Your Profile

Once you are logged in to your website, you have the opportunity to edit and manage your profile. This is important as you will need to edit your profile in order to receive all email correspondence.

To do so, click on Admin > Edit My Profile. Fill in the data fields and save your data when you are done.

Ba My ClubRunner		
Edit My Profile		
Change My Password		
Upload My Photo		
My Commitments		
New Member Activities		
My Friends		
View My Bulletin		
View Club Directory		
View Club Photo Directory		
View Printable Directory and Mailing Labels		
Email Message Center		
View Club Documents		
My Attendance		
My Committees		
My Billing Account Balance		

3) Updating Content on Site

If you have the appropriate access level, you can add some personalized content to your site, through the Stories, News, Links, Downloads, Speakers and Site Pages modules. To access these content areas, either click on the links within the "Website Manager" section of the Admin page, or simply click on the Website tab, then select the "Website Content" menu option. For more detailed instruction on adding content to your site, see this <u>help page</u>.

This guide is an excerpt of the extensive online help available on your website. To access the online help, visit <u>http://clubrunner.helpserve.com</u>.