

ClubRunner Tutorial



SUPPORT

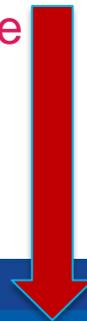


Rotary District 5050

ClubRunner

This Powerpoint and more have been uploaded to the District 5050 ClubRunner Support Site Page under the Public Image tab

www.district5050.org



Member Login

Home About Us - Foundation - Membership - Youth Service - **Public Image** - Resources - Events -

Peace Arch Journal
Public Image Website Links
Rotary Graphics
ClubRunner Support
Public Image Boot Camps

Rotary District 5050

Our motto:
50% American, 50% Canadian, 100% Rotarian

ClubRunner

Tutorial download in both Powerpoint and Adobe Acrobat

ClubRunner support videos

Photo editing software

Links to content, resources and website



[Home](#) [About Us](#) [Foundation](#) [Membership](#) [Youth Service](#) [Public Image](#) [Resources](#)

CLUBRUNNER SUPPORT PAGE

WEBSITE SUPPORT

[ClubRunner Support Page](#)

Tutorials

[ClubRunner Guide to New Themes](#)

[ClubRunner Tutorial Part 1 \(pdf\)](#)

[ClubRunner Tutorial Part 2 \(pdf\)](#)

[ClubRunner Tutorial Part 3 \(pdf\)](#)

[ClubRunner Tutorial Part 1 \(Powerpoint\)](#)

[ClubRunner Tutorial Part 2 \(Powerpoint\)](#)

[ClubRunner Tutorial Part 3 \(Powerpoint\)](#)

Support

[ClubRunner Support Videos](#)

[Photo Editing Software Recommendations](#)

The District Website Support Team is available to help.

Click to download the ClubRunner Basics on the left column, to watch the video tutorials or for links to the ClubRunner FAQ and Support sections.



Contact Webmaster Sean Hogan at shogan@buckleyhogan.com to arrange a training session.

ClubRunner Tutorial



SUPPORT



Log In: Admin Page

ClubRunner Tutorial



Login at top right of home page



Enter username and password

Enter your login information below:

Login Name

Password

Keep me logged in

[Login >](#)

New and existing users: retrieve login and/or reset password

Returns to home page.
Click "Member Area"



Admin Page

ClubRunner™ Connect. Collaborate. Communicate.

Rotary Club of North Delta

Welcome, Sean [Logout] | Admin | Home Page

Admin | My ClubRunner | Communication | Bulletin | Contacts (Beta) | Membership | Organization | RI Integration | Attendance 3.0 (Beta) | Website | Reports | Events | Help

Admin

Administration

To return to Admin Page, click Admin on the menu, then click Admin again on the sub-menu

New to ClubRunner or need a refresher? Register for free ClubRunner webinars [here](#).
Read up on our latest updates! Release Notes are available on our [Service Updates](#) page.

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 Centre **NEW!**
- View Club Documents
- My Attendance
- My Committees
- My Billing Account Balance

Membership Manager

- Club Dashboard
- Active Member List
- Other Users List
- Inactive Members List
- Friends of the Club
- Bulletin 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
- Birthday & Anniversary Report
- Gender Distribution (Summary)
- Download Member Data **NEW!**
- Member Designations

Meeting Services

- Input Attendance | [Version 1: Current Yr - Previous Yr]
- Report Make-ups | [Version 1]
- Print Member List/Attendance Sheet | [Version 1]
- Print Member List (Simple Version) | [Version 1]
- Attendance Report | [Version 1: Current Yr - Previous Yr]
- Monthly Club Report | [Version 1]

Website Manager

- Website Designer 3.0
- Edit Home Page Links
- Edit Stories
- Edit Events 2.0
- Edit Speakers
- Edit Download Files
- Edit Site Pages
- Edit Photo Albums

ClubRunner

ClubRunner access levels

30 – full admin access

70 – limited access
(general membership)

The screenshot shows the ClubRunner Knowledgebase interface. At the top, there is a navigation bar with links for Home, Submit a Ticket, Knowledgebase, Downloads, On Demand Videos, Webinars, and Service Updates. A search bar is located on the right side of the navigation bar. Below the navigation bar, there is a sidebar with a 'KNOWLEDGEBASE' section containing links to Support and Help (1147), On Demand Videos (85), Downloads (54), and Service Updates and Known Issues (44). The main content area displays an article titled 'What access levels are there in ClubRunner?' posted by - NA on Jul 22, 2015. The article text explains that members have different access levels (30 to 90) based on their role. A table lists the access levels and their corresponding roles:

Access Level	Role
30	Site Administrator
40	Club President
50	Club Executive
60	Editor
70	Member
80	Restricted Member
90	No Access

A note at the bottom of the article states: **NOTE:** Your Club website access level have no relation to your access levels on your District's website. District website access is determined separately according to your executive position at the District level. In other words, even if you are a Club site administrator or president, your District level access may be much lower.

The article concludes by stating that screenshots below demonstrate the functions available through each access level, and that greyed-out tools cannot be used at that access level. The section is titled 'Access Level 30'.

ClubRunner

Access
Level 70

Most items
grayed out

Access Level 70

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 Centre NEW! View Club Documents My Attendance My Committees My Billing Account Balance	Membership Manager Club Dashboard Active Member List Other Users List Inactive Members List Friends of the Club Bulletin 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 Birthday & Anniversary Report Gender Distribution (Summary) Download Member Data NEW! Member Designations
Website Manager Website Designer 3.0 Edit Home Page Links Edit Stories Edit Events 2.0 Edit Speakers Edit Download Files Edit Site Pages Edit Photo Albums Edit Club Documents MyEventRunner Registration (new window)	Meeting Services Input Attendance [Version 1: Current Yr - Previous Yr] Report Make-ups [Version 1] Print Member List/Attendance Sheet [Version 1] Print Member List (Simple Version) [Version 1] Attendance Report [Version 1: Current Yr - Previous Yr] Monthly Club Report [Version 1] Customized Attendance Report [Version 1] Edit Duty Roster - Who Does What [Version 1] Member Leaves of Absence [Version 1] Member Attendance Exemption [Version 1]
Club eBulletin Edit Bulletins NEW! Email Bulletin to Members Archived Bulletins NEW!	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!

ClubRunner

Access Level 30

All items active

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 Centre NEW!
View Club Documents
My Attendance
My Committees
My Billing Account Balance

Website Manager
Website Designer 3.0
Edit Home Page Links
Edit Stories
Edit Events 2.0
Edit Speakers
Edit Download Files
Edit Site Pages
Edit Photo Albums
Edit Club Documents
MyEventRunner Registration (new window)

Club eBulletin
Edit Bulletins NEW!
Email Bulletin to Members
Archived Bulletins NEW!

Membership Manager
Club Dashboard
Active Member List
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Inactive Members List
Friends of the Club
Bulletin 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
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Gender Distribution (Summary)
Download Member Data NEW!
Member Designations

Meeting Services
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Print Member List (Simple Version) [Version 1]
Attendance Report [Version 1: Current Yr - Previous Yr]
Monthly Club Report [Version 1]
Customized Attendance Report [Version 1]
Edit Duty Roster - Who Does What [Version 1]
Member Leaves of Absence [Version 1]
Member Attendance Exemption [Version 1]

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!



ClubRunner

Change Access Level

Active Member List

- Membership Manager
- Club Dashboard
- Active Member List
- Other Users List
- Inactive Members List
- Friends of the Club
- Bulletin 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
- Birthday & Anniversary Report
- Gender Distribution (Summary)
- Download Member Data **NEW!**
- Member Designations

Communicate

Bulletin | Contacts (Beta) | **Membership** | Organization | RI Integration | Attendance 3.0 (Beta)

nations | Friends | Bulletin Subscribers | Request Member Update | New Member Program | Download Member

Welcome, Sean [Logout] | Admin | Home Page

Active Members List

Members per Page: 25

All A B C D E F G H I J K L M N O P Q R

Email	<input type="checkbox"/> By First Name	Name ▲
		Adolph, Andrew
		Arora, Juqal
		Block, Andrew
		Bond, Pat
		Bouchard, Maurice
		Bougie, Robert
		Buckley, Wayne
		Charlesworth, John
		Childs, Jennifer
		de Hollanda, Ricardo
		Denyer, Douglas
		Douwes, Peter
		Duke, Elain
		Fournier, Wesley
		Gage, Susan
		Geddes, Cathy
		Haqan, Larry
		Ham, Byron
		Harasymchuk, Peter
		Hart, Lana
		Hogan, Sean
		Hollick, Gary
		Inolis, Neil

Add New Member

Type	Access	Action
Active	70	Mark Ex Reset Password
Active	70	Mark Ex Reset Password
Active	70	Mark Ex Reset Password
Active	30	Mark Ex Reset Password
Honorary	70	Change Type Reset Password
Active	70	Mark Ex Reset Password
Honorary	70	Change Type Reset Password
Active	70	Mark Ex Reset Password
Active	80	Mark Ex Reset Password
Active	70	Mark Ex Reset Password
Active	50	Mark Ex Reset Password
Honorary	70	Change Type Reset Password
Honorary	70	Change Type Reset Password
Active	70	Mark Ex Reset Password
Active	30	Mark Ex Reset Password
Active	70	Mark Ex Reset Password
Active	70	Mark Ex Reset Password
Active	70	Mark Ex Reset Password
Active	50	Mark Ex Reset Password
Active	70	Mark Ex Reset Password
Active	30	Mark Ex Reset Password
Active	70	Mark Ex Reset Password
Active	70	Mark Ex Reset Password

Click name

Current Access Level



Member Profile

Member Profile



Sean Hogan

[Printable Version](#)

[Update](#)

[Personal](#) [Rotary](#) [Biography](#) [Commitments](#) [Settings](#) [Privacy](#)

[Edit](#)

System Login

Club Access Level 30 - Site Administration

Login Name SeanHogan

Password [Change Password](#)

Member Roles

Custom Email Signature

Last updated on Jul 28 2013 by Sean Hogan

Choose
settings tab

Edit button

[Go Back](#)

Member Profile

Member Profile



Sean Hogan

[Printable Version](#)

Personal

Rotary

Biography

Commitments

Settings

Privacy

Save

Cancel

Fields marked in red are required.

System Login

Club Access Level

30 - Site Administration



Change access level
and save