ClubRunner Tutorial





Rotary District 5050





Tutorial download in both Powerpoint and Adobe Acrobat

ClubRunner support videos

Photo editing software

Links to content, resources and website



CLUBRUNNER SUPPORT PAGE

Foundation -

Membership -

WEBSITE SUPPORT

About Us -

ClubRonner Support Page

Tutorials

Home

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.

Youth Service -

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.

Public Image +

Resources •



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

ClubRunner Tutorial





Log In: Admin Page

ClubRunner Tutorial



Login at top right of home page

ClubRunner " Connect. Collaborate. Communicate.

Rotary Club of North Delta

Enter username and password

ogin wante			
assword			
] Keep me log	ged in		
Login »			

Returns to home page. Click "Member Area"





Home 🏫

Admin Page

ClubRunner[™] Connect. Collaborate. Communicate.

Rotary Club of North Delta

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

/	
1	Center
4	and Videos
	ads
	s
	a Ticket
¢	nner Add-ons
	d Committees Module
	Runner
Onli	ne Payment & eCommerce Module - US
Onli	ne Payment & eCommerce Module - CAN
Baro	code Scanner Module

Administration

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

New to ClubRunner or need a refresher? Register for free ClubRunner webinars <u>hera</u>. Read up on our latest updates! Release Notes are available on our <u>Service Updates</u> page.

My ClubRanner	🍰 Membership Manager	
dit My Profile	Club Dashboard	
ange My Password	Active Member List	
oad My Photo	Other Users List	
Commitments	Inactive Members List	
New Member Activities NEW	Friends of the Club	
riends	Bulletin Subscribers	
v Club Directory	New Member Program	
v Club Photo Directory	Dues & Billing	
rectory Reports 2.0	Switch on Data Integration with RI (Automatic)	
v Printable Mailing Labels News	Report Data Changes to RI (Manual Emails)	
Message Centre New	Request Member Updates	
Club Documents	Edit Executives and Directors	
Attendance	Committee Management	
omnittees	Birthday & Anniversary Report	
illing Account Balance	Gender Distribution (Summary)	
I To Manager	Download Member Data NEW	
viele Designer 3.0	Member Designations	
t Home Page Links	Structure Services	
t Stories	Input Attendance [Version 1: Current Yr - Previous Yr]	
Events 2.0	Report Make-ups [Version 1]	
t Speakers	Print Member List/Attendance Sheet [Version 1]	
it Download Files	Print Member List (Simple Version) [Version 1]	
it Site Pages	Attendance Report [Version 1: Current Yr - Previous Yr]	
dit Photo Albums	Monthly Club Report [Version 1]	



Welcome, Sean [Logout] | Admin | Home Page | A A A



president or executives, Listed below are typical access levels for members of various types.

ClubRunner access levels

30 - full admin access

70 – limited access (general membership)

Types of Access Levels

Posted by - NA - on Jul 22, 2015

There are seven types of access levels:

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

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.

Members may access various functions in ClubRunner depending on the Access Level assigned to them. Access levels range from 90 (no access) to 30 (access to all functions). Access Levels are often assigned based on the member's role within the club, but this may vary according to individual. For example, an otherwise ordinary member serving as web master for your club site may require a higher access level than your club.

The screenshots below demonstrate the functions available through each access level. If a given tool is greyed out, it cannot be used at that access level.

Access Level 30



Access Level 70

Access Level 70

Most items grayed out

f My ClubBarmer	👗 Membership Manager
Edit My Profile	Club Dashboard
Change My Rassword	Active Member Lisk
Upload My Photo	Other Users List
My Commitments	Inactive Members List
My New Member Activities wear	Friends of the Club
My Friends	Bulletin Subscribers
View Club Directory	New Member Program
View Club Photo Directory	Dues & Dilling
eDirectory Reports 2.0	Switch on Data Integration with RI (Automatic)
View Printable Mailing Labels www	Report Data Changes to RI (Manual Emails)
Email Message Centre Maur	Request Member Updates
View Club Documents	Edit. Executives and Directors
My Attendance	Correvittee Management
NV Committees	Birthday & Anniversary Report
My Billing Account Balance	Gender Distribution (Summary)
	Download Member Data NEX
(iii) Website Manager	Member Designations
Website Designer 3.0	Press and a second s
Edit Home Page Divks	Services
Edit Stories	Input Attendance [Version 1: Carrent Vr - Previous Vr]
Edit Events 2.0	Report Make-ops ([Version 1]
Edit Speakers	Print Momber List/Attendance Shout [[Version 1]
Edit Download Files	Print Member List (Simple Version) [[Version I]
Edit Site Pages	Attendance Report [Version 1: Current Yr – Previous Yr]
Eait Photo Albums	Monthly Club Report [Version 1]
Edit Club Documents	Customized Attendance Report [[Version 1]
NyEventRunner Registration (new window)	Edit Duty Roster - Who Does What [Version T]
🕅 Club eBulletin	Member Leaves of Absence [Version 1]
Edit Bulletins waw	Member Attendance Exemption [[Version 1]
Email Butetin to Members	9. Administrator
Archived Bulloties, saue	Edit Club Info & Settions
	Edit Buta Tais
	Underst Remarks Meetings Man
	Edit Chin Loop and
	Edit Custom Fields
	Weletie Samerahin See
	Unload Sconsorthin Guide
	Foode Analytics way
	CONTRACTOR OF THE PARTY AND A DESCRIPTION OF



Access Level 30

All items active

	and the second s
Edit My Profile	Club Das
Change My Password	Active M
Upload My Photo	Other Us
My Commitments	Inactive
My New Member Activities New	Friends of
My Friends	Bulletin :
View Club Directory	New Mer
View Club Photo Directory	Dues & I
eDirectory Reports 2.0	Switch o
View Printable Mailing Labels New	Report D
Email Message Centre New	Request
View Club Documents	Edit Exe
My Attendance	Committ
My Committees	Birthday
My Billing Account Balance	Gender J
	Downloa
🖶 Website Manager	Member
Website Designer 3.0	
Edit Home Page Links	S Mee
Edit Stories	Input At
Edit Events 2.0	Report N
Edit Speakers	Print Me
Edit Download Files	Print Me
Edit Site Pages	Attendar
Edit Photo Albums	Monthly
Edit Club Documents	Customi
MyEventRunner Registration (new window)	Edit Dut
	Member
Edit Dullation was	Member
Concidence in Marchae	0
Email pulleting with	🏷 Ada
Archived Durietins New!	Edit Club
	Edit Met

A My ClubRunner

🍰 Membership Manager
Club Dashhoard
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 News
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] Customized Attendance Report | [Version 1] Edit Duty Roster - Who Does What | [Version 1]

1ember Leaves of Absence | [Version 1] 1ember Attendance Exemption | [Version 1]

Administrator			
Edit Club Info & Settings		_	
Edit Meta Tags			
Upload/Remove Meeting Venue Map			
Edit Club Logo News			
Edit Custom Fields			
Website Sponsorship Area			
Upload Sponsorship Guide			
Google Applytics NEW			



ь

hange Access Level	& Membership Manager	Active Mer	nber	List	
	Active Member List				
nuale.	Other Liners Lint				
	Tanakin Mankan Link		Welcome, Sean	[Loneut] Admin Hen	ne Page I 🗖
	Inacove memoers Lisc				
The events of	Friends of the Club				
Contacts (Beta) Membership Organization RI Integration Attendance 3.0 (Beta	Bulletin Subscribers				
iends Bulletin Subscribers Request Member Update New Member Program Download Mem	New Member Program				
	Dues & Billing				
ctive Members List	Switch on Data Integration with RI (Automatic)				
	Report Data Chapters to RI (Manual Emails)				
	Prevent Marchas Ladotes				
embers per Page: 25 V	Request Member opdates				
ALL A B C D E F G H I J K L M N O P Q B	Edit Executives and Directors				
	Committee Management				Add New M
×	Birthday & Anniversary Report				
	Gender Distribution (Summary)				
maii ∐ By First Name <u>Name ▲</u>	Download Member Data New	IVPe	Access	Action	Denat Den
Accipit, Andrew	Member Designations	Active	70	Mark Ex	Reset Pass
Biock Andrew	C That The set are writing the set of the	Active	70	Mark Ev	Recet Dace
Bood, Pat		Active	30	Mark Ev	Recet Pas
Bouchard, Maurice		Honorary	70	Change Type	Reset Pass
Bougie, Robert		Active	70	Mark Ex	Reset Pass
Buckley, Wayne		Honorary	70	Change Type	Reset Pass
Charlesworth, John		Active	70	Mark Ex	Reset Pass
Childs, Jennifer		Active	80	Mark Ex	Reset Pass
de Hollanda, Ricardo		Active	70	Mark Ex	Reset Pass
Denyer, Douglas		Active	50	Mark Ex	Reset Pass
Douwes, Peter		Honorary	70	Change Type	Reset Pass
Duke, Elgin		Honorary	70	Change Type	Reset Pass
5 <u>Fournier, Wesley</u>		Active	70	Mark Ex	Reset Pass
Gage, Susan		Active	30	Mark Ex	Reset Pass
Geddes, Cathy		Active	70	Mark Ex	Reset Pass
Hagan, Larry		Active	70	Mark Ex	Reset Pass
Ham, Byron		Active	70	Mark Ex	Reset Pass
Harasymchuk, Peter		Active	50	Mark Ex	Reset Pass
Hart, Lana		Active	70	Mark Ex	Reset Pass
Hogan, Sean	Click name	Active	30	Mark Ex	Reset Pass
Hollick, Gary		Active		Mark Ex	Reset Pass
	Curren	t Access Leve	e	o Mark, EX 1	Dotor

Member Profile

Member Profile

Experience Sean Hogan Printable Version			
Personal T Rotary T Biography T Co	mmitments Settings Privacy		
		Edit	
System Login			
	Club Access Level 30 - Site Administration	1	Login Name SeanHogan Password Change Password
Member Roles			
Custom Email Signature			
2	Choose		
Last updated on Jul 28 2013 by Sean Hogar		Edit button	
	settings tab		
	gerab		
		Go Back	



Member Profile

Member Profile



Ro Distri Sean Hogan
Printable Version

	iny commences	Save Cancel
Fields marked in red are required.		
System Login		
Club Access Le	avel 30 - Site Administ	ration 🗸
	🔶 🔶 Chang	je access level
		and save