Welcome to ClubRunner
An Official Rotary International Licensee

Club Presentation
What is ClubRunner?

• ClubRunner, is an award-winning software for clubs that want to effectively:
  • **Boost** Public Relations
  • **Increase** visibility
  • **Improve communication** between members
  • **Better organize** their club

• It is an **online service** comprised of powerful tools designed to:
  • Give your club a strong **online presence**
  • Maintain your **club data**
  • Boost **communications**
  • Organize **events** and **volunteers**
  • Help your club run more **efficiently and easily**
Key Benefits of ClubRunner

• Superior communication features
• No need to know any technical language
• Effective club image & improved public relations with professional website themes and layout options
• Stronger membership growth and retention
• Centralized club reporting and administration
• Better handling of events and volunteers
• Efficient and easy management of committees
• Increased data security
• Automatic transfer of information between districts and other clubs
ClubRunner Features

Take a closer look at the powerful suite of features:

- Website Designer
- Member Directory
- Email Message Center
- eBulletin
- Contacts Module
- Event Planner & Calendar
- Volunteers Module
- Dues & Billing
- Attendance Manager
- RI Database Integration
- Custom Reports & Directories
- Photo Albums
- Committee Management
- Online Payment & E-Commerce
- MyEventRunner
- Mobile App
- Social Media Integration
- Sponsorship Feature
Maintaining the website is done through a secure login.

ClubRunner has **seven levels** of access so you can get more members involved while maintaining security levels for each area.
Website Designer

Home Page

Display live information from your database:

- Meeting information for visitors
- Events calendar and speakers
- Club executives, directors & committees
- Useful links to other relevant websites
- Download files
- Photo Albums with slideshows
- Home page stories and news

...all without having to know HTML!
Website Designer

Themes

Design and personalize the look of your website to suit your club’s style. Presentation, layout and style is easily configured by choosing from multiple layouts and themes so you can focus on the content!

Select from a variety of colour and style options. Familiar with CSS? Upload your own stylesheet to fine-tune your website further.

DID YOU KNOW

That visitors typically leave a website within 20 seconds if you are not able to capture their attention?

Boost your public image with a dynamic, engaging site that will retain visitors.
Website Designer
Adding Content

To add a story to the home page, any member who has been granted editor rights can log in, then type content into the built-in editor.

Pictures are automatically resized and compressed for optimized downloading on the web and are saved in your image library for future use.

Options available to allow you publish or save as draft, hide or show an article on the home page, story library, and eBulletin.
Website Manager

Immediate Results

Contents appear immediately on the home page and eBulletin (if selected).

Links can be embedded within contents to take visitors to other websites or pages within your site.

Add the built-in social media share buttons to share your content on various channels.
Website Designer

Content

You can build your website and customize your banner, footer and navigation menu. Add the following content with a simple drag and drop:

- Upcoming speakers
- Links to other websites
- Events calendar
- Photo albums
- Registration forms and flyers
- Custom site pages for committees and projects
- Sponsor advertisements to raise funds

- Private members only document storage for Word, Excel or PDF
- YouTube videos, RSS feeds, and links to social networking sites
- Social Media Share Buttons
- Custom Content
- and more.

ClubRunner 1-877-469-2582
ClubRunner makes it easy to manage your member directory by:

- Maintaining your member database with photos
- Allowing each member to update his or her own profile
- Printing or downloading an up-to-date photo directory
- Creating additional fields to track more information
- Sending automatically generated notices to RI to synchronize with their databases
- Easy conversion to Excel, Word and CSV

ClubRunner stores your directory database safely in a password-protected members-only area of your site.
Member Directory

Easy maintenance

Your members can easily login and update their own profiles. No more excuses for out-of-date directories! Use the Update Request feature to prompt members to review their information and link into their profile if any updates are required.

Each profile includes ample contact information such as email, home and work phone numbers, mailing addresses, spouse information, and more.

Add custom fields to store more data! Rotary specific fields are already built-in.

Track and maintain member designations to better identify and recognize accomplishments and titles. Rotary specific labels are already included!
Member Directory
Printable Directories

Build and customize your own printable directories easily. The directories are generated and formatted for you in Microsoft Word, PDF or ready to print by any member.

Each profile contains both standard contact information, plus custom fields you can define.
Member Directory

RI Integration

Keep your club records at RI up-to-date without duplicate data entry. The RI Integration feature syncs member data, officer changes and club information automatically.

The Compare and Sync feature lets you compare your member information as it appears on Rotary International’s Member Access, giving you the option to push selected data from ClubRunner to RI or pull your information from RI to ClubRunner.
Member Directory

Friends

Adding friends to your ClubRunner site is a great way to attract new members. Friends are non-members that can receive your eBulletins and event invitations. You can also add visitors, speakers, family members, co-workers and more!

This is a great way to keep prospective members in the loop!
Email Message Center

ClubRunner simplifies the way club members communicate via email—whether it be within their club, to prospective members, club directors or special groups and committees.

Club Communication

To modify and resend a message to the same recipients, click the Resend option. To create a duplicate of the email message only, click the Copy Email option. Note that the Resend option will send to the exact same people regardless of any executive assignment changes.

<table>
<thead>
<tr>
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<th>Subject</th>
<th>Owner</th>
<th>Actions</th>
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<td>Ivan P.</td>
<td>Open</td>
</tr>
<tr>
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<td>Draft</td>
<td>Meeting Minutes</td>
<td>Hudson Daniel</td>
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<tr>
<td></td>
<td>Sent on Feb 19, 2014 at 07:12 PM</td>
<td>Meeting Minutes</td>
<td>Hudson Daniel</td>
</tr>
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<td></td>
<td>Sent on Feb 10, 2014 at 01:12 PM</td>
<td>New Features on ClubRunner</td>
<td>Gabby Bell-Eckler</td>
</tr>
<tr>
<td></td>
<td>Sent on Feb 10, 2014 at 01:04 PM</td>
<td>ClubRunner's Tip of the Week</td>
<td>Gabby Bell-Eckler</td>
</tr>
</tbody>
</table>

In addition, email addresses are centralized. This means that if a member changes his/her address, it is reflected everywhere, in all distribution lists, without the need to notify others.
Email Message Center

Composing & Messages to Recipients

Since your site has all the club members’ email addresses, sending a broadcast message to all or selected members is easy.

Customize emails with personalized greetings and key information by inserting mail merge fields.

Distribution lists by member type are automatically generated. You can also create custom lists for club executives, directors, committees, etc.
eBulletin

The eBulletin is a great way to boost public relations, club image and membership growth and retention.

Create a professional email newsletter quickly by incorporating contents such as stories, news, speakers and events from the website.

Easily personalize the look of your bulletin with custom banners, footers, themes and layouts.
eBulletin
Content

Editors can focus on the content of the bulletin and not have to worry about the layout or technical issues. Integrating stories, events, announcements and speakers is as simple as selecting a checkbox.

The eBulletin includes a personalized Commitments section at the bottom of each member’s email, which contains reminders for all event registrations, volunteer sign-ups, and new member orientation tasks.
Create separate groups and editions of your eBulletin, each tailored with their own design and content for your members, prospective members, friends of the club and other contacts.

Quickly and easily build, publish and email your eBulletin, which automatically gets archived and linked to your homepage.

### Archived Bulletins

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<tr>
<th>Group</th>
<th>Date</th>
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<td>Oct 02, 2013</td>
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<td>ClubRunner Bulletin</td>
<td>Sep 26, 2013</td>
<td>Sep 26, 2013</td>
<td></td>
<td>Show</td>
</tr>
</tbody>
</table>
Contacts
Profile

Integrated with emails and the eBulletin, setup non-member lists to track sponsors, volunteers, supporters, prospective members and more!

Store:
- First name
- Last name
- Nickname
- Email address
- Birthday
- Anniversary
- Gender
- Addresses
- Phone numbers
- And more!
Contacts

Assign groups to manage your contacts; separate by friends, prospective members, bulletin subscribers, sponsors and more.

Segment and create different distribution lists to send customized emails and event invitations.

Import contacts in bulk & even export contacts to excel!
Event Planner

Organizing and promoting your club’s events has never been easier. A listing of upcoming events automatically appears in your eBulletin and on your website, which links back to a detailed event page.

Club members and non-members can register or decline for events with a simple click, no password required. Members can register their guests, include comments and see a reminder of their events in their eBulletin.

Event chairs can print up to date attendee lists, send emails and reminders and even print name tags! Even create online sign-up sheets to easily allow members and non-members to volunteer for tasks!
Event Planner
Print Name Tags

Name tags are very **time-consuming** for events with a **large** number of registrations. ClubRunner takes the pain out of printing name tags by doing it for you! Create name tags for registered attendees and guests.
Volunteers Module

Build your signup lists for virtually any scenario where you need to coordinate people in various commitments, organized by day, task or group.

Create detailed signup lists and further define groups, tasks and time slots.

Register members and the public to help with events.

Great for shifts, volunteers, committee signups or anything involving a schedule.
Committees Module

Store your committee lists and information in a dedicated area for your club. All members, chairs and secretaries can be identified and listed and have their own directory listing.

- Create and view all yearly and standing committees along with corresponding chairpersons
- Generate a directory listing of all members within a specified committee by year
- Run reports to see member participation history, or members that are not part of any committee
Committees Module
Committees (Enhanced Add-On)

The Enhanced Committees version allows you to foster communication within your committees, by allowing your members to share documents privately. Email members of your committee of sub-committee to keep all communication in one place.

- Post documents and set their security levels to be visible by committee members only
- Create and send targeted emails to committee and sub-committee members
- Create multiple levels of sub-committees
Attendance Manager

Keeping track of members’ attendance is quick and easy. Just add the meeting, then check off those who attended.

Various reports such as Year-to-Date, Semi-Annual and Month-End percentages do all the calculations for you, including handling **make-ups**, **leaves of absence** and **exemptions**.

Don’t have **Internet access at your meeting venue?** Printable attendance sheets make it easy to record each meeting’s attendees.

Monthly attendance statistics are created automatically and can easily be sent to your District.

### Detailed Attendance Report

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<th>Mar 30 2013</th>
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<th>Apr 13 2013</th>
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<td></td>
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</tbody>
</table>
```

Larger Clubs: Add the optional Barcode Scanner module for convenience.
Database Integration with RI

ClubRunner is the first vendor to have fully integrated its database with RI and is the leader in terms of the number of fields integrated.

The RI Integration feature syncs:
- Member Information
- Member Terminations
- Club Officers and Executive Information
- Club Information

With the RI Integration feature, you will eliminate countless hours of duplicate data entry, reduce instances of human error, eliminate the need to manually process and send semi-annual reports and instantly update member information at RI’s end.

ClubRunner 1-877-469-2582
Dues & Billing

Generate invoices and email or print them to members with ease with ClubRunner’s Dues & Billing module.

Create invoices by entering a default quantity and amount and apply to all members with one click. Override items, add credits and debits and generate all invoices at once. Email or print invoices for effortless distribution.

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INVOICE

Invoice No: 2298
Invoice Date: May 31, 2013

To:
Vivian Adams
2060 Winston Park Drive
Oakville, ON L6H 5R7

Rotary Club of Oliver
3400 Maple Lane
Unit 2
Canton, GA 30114
USA

Invoice Amount: $130.00

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<th>Description</th>
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<th>GST/Fed Tax</th>
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<td>0.00</td>
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</table>

TOTAL DUE: $130.00
Dues & Billing
Payments and Tracking

Track payments made by members either manually or online. Enter adjustments, generate and email account statements for each member, and allow them to view their detailed account history.

Generate debit and credit reports in Excel with start and end balances for each month. Reports lets you see how much is owed by each member, as well as a total for the club.

The self-serve feature lets members securely access their own billing account statements and invoices. With the integrated Online Payment & eCommerce module, members can easily pay their invoices online.
Photo Albums

Showcase your events and the latest happenings in your club to the community and world.

Any member with authorized access can post pictures to your website without the necessary technical and design skills.

ClubRunner handles all the technical aspects of image compression and resizing and publishes your albums in a professional online gallery, complete with captions and a slideshow option.
Custom Reports & Directories

• Reports available in ClubRunner can be exported in either PDF or Excel format.
• Complete with charts and graphs, ClubRunner allows you to create numerous reports to help you keep track of the most important information.
• Choose from the various built-in reports or build your own by choosing the format, layout and data fields.
Custom Reports & Directories

Built-in reports include:

- Birthday and Anniversaries
- Years of Service
- Rule of 85
- Age Distribution
- Gender Distribution
- Login Activities
- Organization Charts
- Committees
- eDirectory Report Builder
- Club/District Dashboard
- Member Data
- RI Integration Sync
- Missing Email Addresses
- ...and many more!
Online Payment & eCommerce

Allows for online payments by integrating credit card payments safely and securely into your site

- Integrated with the Dues & Billing Module and MyEventRunner™
  - Choose when and where to allow payments
  - Use the Virtual Terminal
- All funds are deposited into your bank account immediately
- Generate reports linking payment transactions to members and events
  - See exactly who has paid and how much immediately
- Collect donations with the option to setup recurring donations
MyEventRunner™

A powerful do-it-yourself online registration form designer that allows you to build your own form with custom fields and advanced options such as early bird pricing and promo codes.

Accept online registrations from your members and the general public. Integrated with the Online Payment & eCommerce module, you can choose to process payments right away by credit card.

Use MyEventRunner for:

- Auctions
- Event Tickets
- Golf Tournaments
- Fundraiser Sales
- Assemblies
- PETS
- District Conferences
- and more!
Mobile App

Your key to connect to your club on the go!

Password protected, just like your website, the ClubRunner Mobile App consists of 3 main modules:

- Member Directory
- Latest Stories Feed
- Rotary Club Locator
Mobile App

Overview

• Member Directory
  – View the most up to date member directory, upon login. Browse through member profiles, make a call to any of their phone numbers, e-mail them directly or add them to your contacts list.

• View Posts on Your Website
  – View the latest feed of home page stories that are on your site directly on your phone.

• Rotary Club Locator
  – Instantly displays a map showing you the closest clubs near you. By clicking on the drop pin, you get access to more information including their meeting day, time, venue and directions from your current location to meeting venue.
Social Media Integration

Use the widget selector to simply drag and drop social media plug-ins such as Facebook to your homepage.

Add share icons throughout your site, making it one click away from being promoted to the world! Additionally, add any RSS feed to instantly display the latest Rotary news headlines to your site visitors!
Sponsorship Feature

Showcase your club’s sponsors while earning fundraising revenue from your website!

ClubRunner allows your club to sell ad links for your website and upload them directly. This is a great opportunity to raise funds from your website.

Ads can be text or image based and can be added to your homepage, subsequent secondary pages and your eBulletin.

You get total control! Set up your own pricing and policies and keep 100% of the revenue!
Affordable Pricing

Subscriptions include:

- Core modules, hosted in a world class data center
- Disk storage, bandwidth and automated data backup
- Initial upload of your membership data to your site
- Integration with RI’s database
- Access to our Knowledgebase and eSupport center
- Dedicated technical support
- Ongoing webinar training

Every subscription comes with a 30-day full money back guarantee.

*Payable annually in advance. Subject to the terms and conditions of the ClubRunner subscription agreement. Prices subject to change.

ClubRunner
1-877-469-2582
What About Security?

You can rest assured that your data is secure and private as ClubRunner is equipped with:

- Unique login names and passwords for each member
- Multi-level access rights for members
- Firewall and anti-virus protection
- Protection features for private information that is not meant for the public
- Backups of your website and membership information automatically made every four hours
- Features that help maintain the privacy of email addresses
- Public Messaging tools that allow for anonymous contacts
Testimonials

Don’t take our word for it! Read all about what current users are saying about ClubRunner.

Click here to our Google reviews

(Internet connection required)

“Just wanted to let you know how much our club likes ClubRunner. It has revolutionized the way that we attract prospects and communicate with current members. Since we launched the website, every weekly speaker and every guest has mentioned that our website is really good. Thanks to ClubRunner!”
Scott L. (Boston, MA)

“ClubRunner is fantastic... we struggled for years to get "on-line" and what you have engineered makes it so easy for us to communicate with members as well as with our local community. Well done!”
Bob A. (North Delta, BC)

“ClubRunner is making my life so much easier as Club President.”
George R. (Peterborough, ON)

“ClubRunner gets the information and tools right to our member’s fingertips. Communication is easier than before. It is a big time saver – flexible and easy to use yet powerful.”
Justin R. (St. Martin)
Let’s Get Started!

Subscribing is quick and easy.

Just complete our order form at www.clubrunner.ca/order and your site will be ready in a few days!

Try ClubRunner FREE for 30 Days
www.clubrunner.ca/trial

100% SATISFACTION GUARANTEE

ClubRunner
1-877-469-2582
Contact Us

For more information, or to set up ClubRunner for your club or district, please call 1-877-4MY-CLUB, or email us at sales@clubrunner.ca.

Visit us at www.clubrunner.ca to find out more!