ROTARY
RECONNECT WITH
CLUBRUNNER

Dear Rotarian,

Your District Training Committee has been hard at work to deliver an overview of using ClubRunner in an upcoming webinar on Saturday, January 21, 2023, from 9:00 AM to Noon. In addition to an introduction to the benefits of using ClubRunner, you will be provided with step-by-step "Cheat-Sheets" for your use after the training, breakout sessions to answer questions in a smaller group and a Q&A session to close out the webinar.

The topics to be presented are as follows:

- How to Login to ClubRunner

- Introduction to the ClubRunner Website

    o Available Training Webinars

- ClubRunner Administration Basics

    o How to add/edit members

    o How to assign club executives

    o How to assign levels of authority to make changes on behalf of your club

    o How to integrate your members in ClubRunner to Rotary International

- Communication

    o Basic Email Navigation

    o How to add attachments and links

    o Sharing Documents with your Club members

- Brief Introduction to creating club newsletters

- Using the ClubRunner mobile app

We are confident that this webinar will help to open up the benefits of using ClubRunner by your club <u>whether you have a club subscription, or you use the District's subscription</u>, to include how to navigate to various locations within the platform for club organization and additional training opportunities.

TO REGISTER FOR THIS EVENT, PLEASE CLICK ON THE LINK BELOW:

[ClubRunner Training Registration Link](#)

<u>THE COMMITTEE REQUESTS THAT REGISTRATION BE COMPLETED NO LATER THAN JANUARY 16, 2023</u>

For Questions, please contact Lori Cummings, District Trainer at trainer5390.2016@gmail.com or Kathy Schulte, District Secretary.

Yours in Rotary,

The District Training Committee