District Club Runner Training

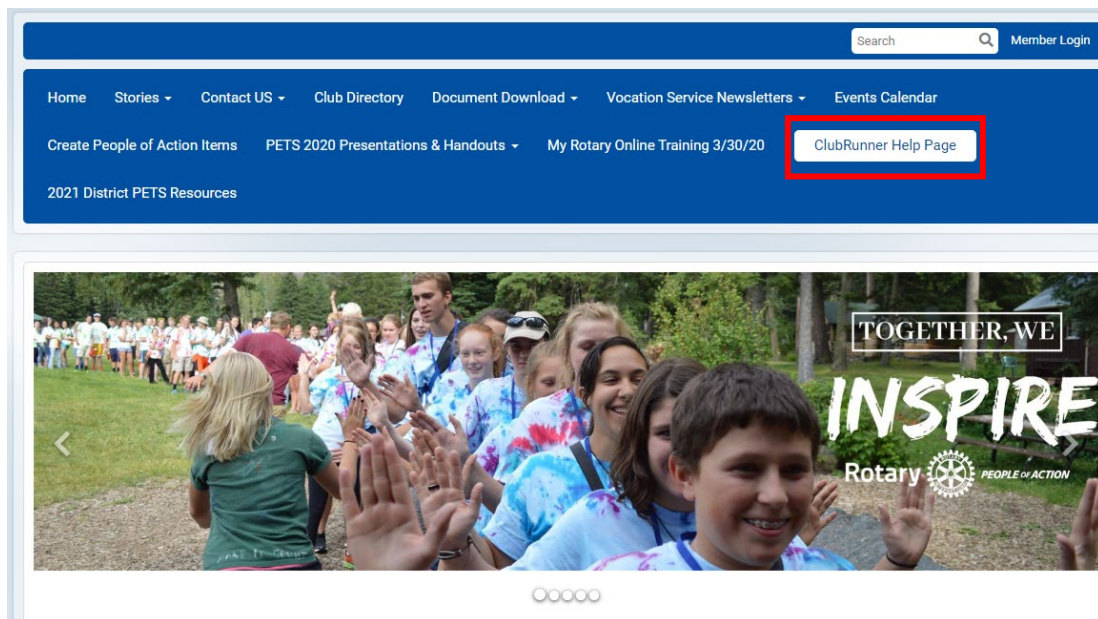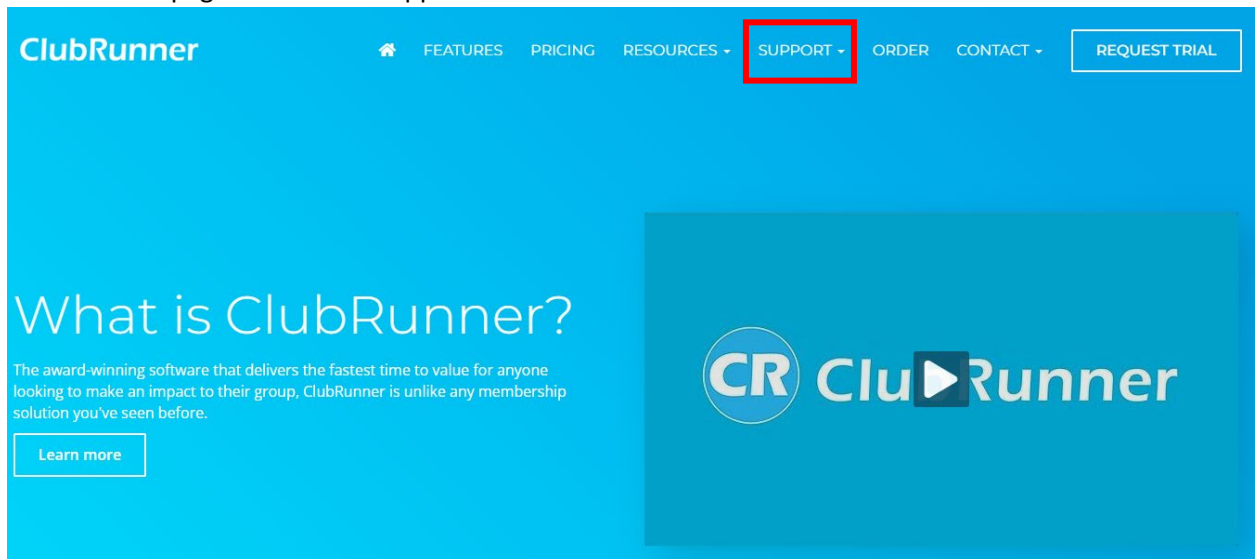January 21st

Club Runner Website Navigation

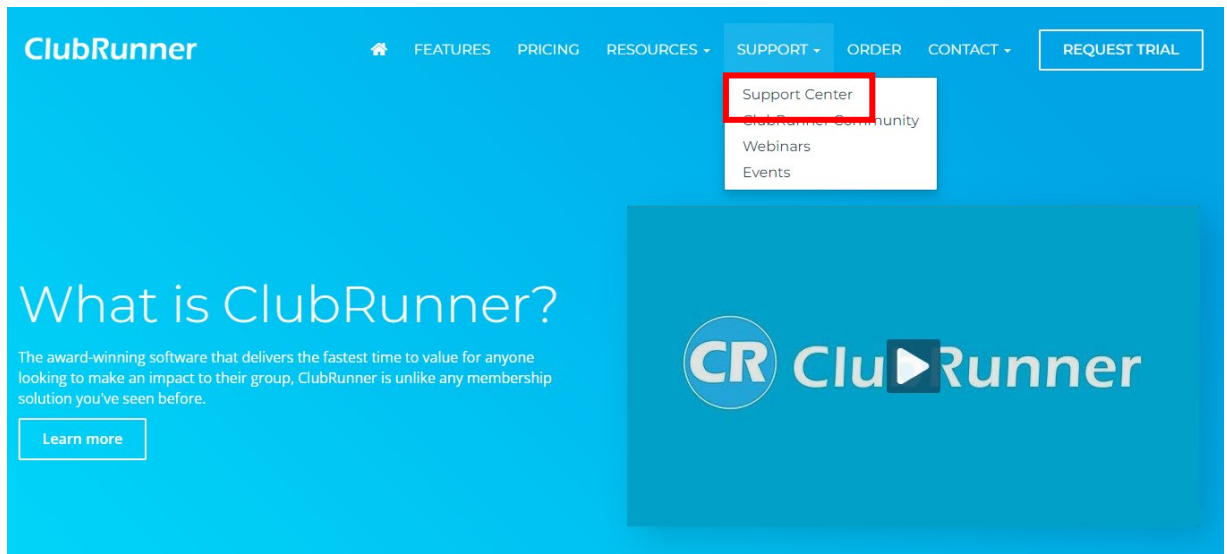1. Open www.site.clubrunner.ca website

- Or –

Click on "ClubRunner Help Page" Button on the main page of www.montanarotary.org
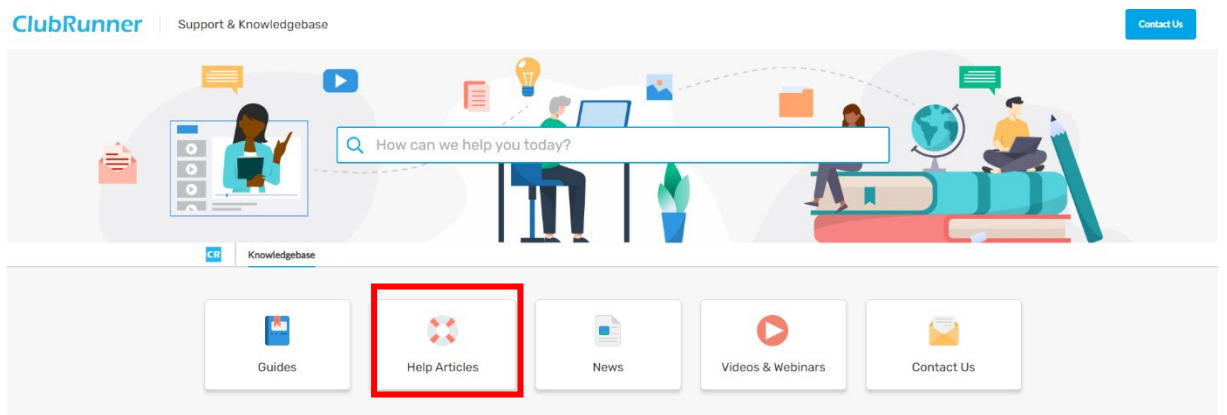

2. On the home page click on the support tab

3. On the menu, click "Support Center"

4. To look up articles that can help you learn more about ClubRunner, click the button "Articles"

5. Within the Articles page, there are 7 categories:
   a. Club Help
   b. District help
   c. Rotary International Integration
   d. Website Guides
   e. MyEventRunner
   f. Video & Webinars
   g. ClubRunner FAQ

🏠 Club Help (259)

- How do I remove dropped & bounced emails from the blocked e…
- How do I pay for an event with credit card or check?
- How do I create a new designation?
- How do I assign makeups in a meeting?
- How do I edit or change an other user's membership type?

View all articles in Club Help ›

⚬ District Help (93)

- ClubRunner District guide
- How do I carry district executives over to next year?
- How do I create or edit an email template? (District)
- How do I pay for an event with a check/credit card? (District)
- Grants module guide PDF (Club)

View all articles in District Help ›

📁 Rotary International Integration (30)

- Rotary International integration introduction and overview
- What is the difference between "Read Only" and "Read and Upd…
- Opting In & Out of RI Integration & RI Integration settings
- How do I use the Executive Compare and Synchronize page on …
- How to fix members missing in ClubRunner and Rotary Internat…

View all articles in Rotary International Integration ›

🪄 Website Guides (117)

- What are built-in pages?
- How do I add a Download File?
- How do I disable the sponsorship guide link?
- Using copyrighted text, images and videos on your website
- Where can I manage comments left on our website?

View all articles in Website Guides ›

🎟 MyEventRunner (31)

- Comments Report
- How do I add packages?
- How do I register someone on their behalf?
- Can I go back into someone's registration and make changes?
- Form Designer: Questionnaire

View all articles in MyEventRunner ›

🎞 Video & Webinars (67)

- Attend a ClubRunner webinar!
- VIDEO: Website Content with Shawn P.
- VIDEO: Bulletin Live Designer webinar with Mickey D.
- VIDEO: How do I login?
- VIDEO: How do I add the "Contact Us" widget to our website?

View all articles in Video & Webinars ›

❓ ClubRunner FAQ (41)

- How do I resize images in a story?
- Will ClubRunner sponsor my club or district?
- New to ClubRunner!
- Step 1: Setting up your member data
- What are ClubRunner banner advertisements?

View all articles in ClubRunner FAQ ›

6. Within each category, you will have the articles be divided into sub-categories

Club Help

Club - Members' Guide (33)

- Where can I view my committees?
- Where can I send an email in ClubRunner?
- Why can't I receive email from ClubRunner?
- How do I pay for an event with credit card or check?
- How do I register a guest for an event?
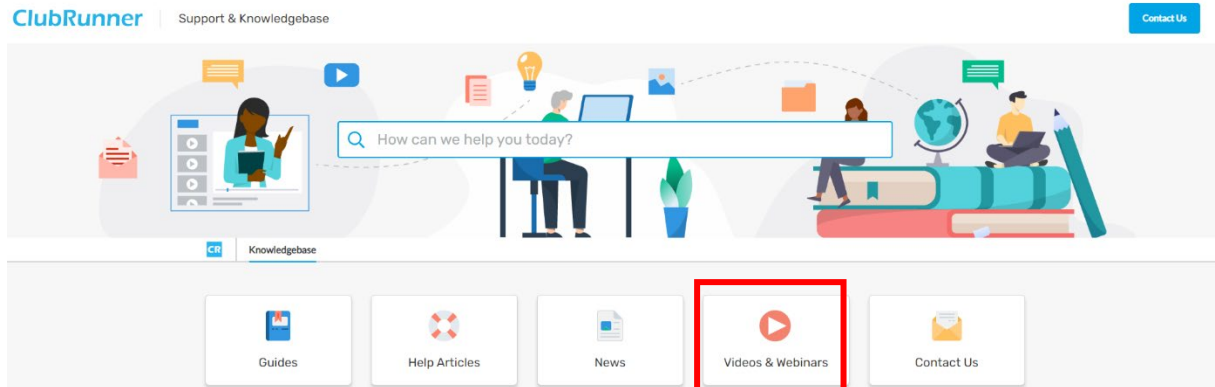
View all articles in Club - Members' Guide >

Club - Administration Guide (226)

- How do I create a New Committee?
- Why can't I reply-all in ClubRunner?
- How do I grant a member a designation?
- How do I close a meeting?
- How do I use the GDPR Pseudo-Anonymization tool?

View all articles in Club - Administration Guide >

7. To watch videos or live webinars to learn about specific topics, click the button "Videos & Webinars"

8. As with the articles page, the videos and webinars are categorized
   a. Changeover Training (great for members stepping into a new position)
   b. Recorded Webinars (Recordings of past webinars on various topics)
   c. Video Tutorials (Specific tutorials if seeing the process is easier for you)

Changeover Training (22)

- VIDEO: ClubRunner Essentials-Changeover 2022
- VIDEO: Beginner-Club Executive Training on District Sites-Cha…
- VIDEO: Advanced-Club Executive Training on District Level-Ch…
- VIDEO: Beginner-Club Executive Training on Club Sites-Chang…
- VIDEO: Advanced-Club Executive Training on Club sites-Chang…

View all articles in Changeover Training >

Recorded Webinars (18)

- Attend a ClubRunner webinar!
- VIDEO: Social Media 101 webinar
- VIDEO: Website Content with Shawn P.
- VIDEO: Bulletin Live Designer webinar with Mickey D.
- VIDEO: Club Attendance with Zach W.

View all articles in Recorded Webinars >

Video Tutorials (27)

- VIDEO: How do I use the committee management module?
- VIDEO: How do I send an email?
- VIDEO: RI Integration introduction with Zach W.
- VIDEO: Volunteer module introduction
- VIDEO: Volunteer module walkthrough

9. Within each category you will have a selection of videos/webinars to view

Changeover Training

VIDEO: ClubRunner Essentials-Changeover 2022 Mickey D. Published: Jul 15, 2021	🕐 Jun 17, 2022
VIDEO: Beginner-Club Executive Training on District Sites-Changeover 2022 Mickey D. Published: Jun 17, 2022	🕐 Jun 17, 2022
VIDEO: Advanced-Club Executive Training on District Level-Changeover 2022 Mickey D. Published: Jul 30, 2021	🕐 Nov 3, 2022
VIDEO: Beginner-Club Executive Training on Club Sites-Changeover 2022 Mickey D. Published: Jun 17, 2022	🕐 Jun 17, 2022
VIDEO: Advanced-Club Executive Training on Club sites-Changeover 2022 Mickey D. Published: Jun 17, 2022	🕐 Nov 3, 2022
VIDEO: Beginner-Club Website Admin on club sites-Changeover 2022 Mickey D. Published: Jun 17, 2022	🕐 Jun 17, 2022
VIDEO: Advanced Club Website Administrator Training on Club Sites-Changeover 2022	🕐 Jun 17, 2022

10. You can also look at CR's schedule for upcoming live webinars:

Video & Webinars

Check out our upcoming webinar schedule for live, in-depth training!

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View all articles in Changeover Training >

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View all articles in Recorded Webinars >

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- VIDEO: RI Integration introduction with Zach W.
- VIDEO: Volunteer module introduction
- VIDEO: Volunteer module walkthrough

11. Once on the webinar schedule page, you can look at all the upcoming webinars and register for any that you are interested in.

DATE & TIME	SESSION FOCUS	DESCRIPTION
February 15, 2023 3:00pm EDT	ClubRunner Essentials Training	Learn the basics and fundamentals of ClubRunner for your club including: ✓ How to login ✓ How to send an email to your members ✓ How to view club reports ✓ Also includes a quick overview of the major components offered with ClubRunner *Duration: 60 Minutes*
February 01, 2023 3:00pm EDT	ClubRunner 101	Learn about all the features of ClubRunner and how you can: ✓ Manage a website without any technical expertise ✓ Secure and personalize email communications ✓ Create and manage club events and fund-raising activities ✓ Post and access valuable club information and documents ✓ Generate various club reports ✓ Track bills and create invoices *Duration: 30 Minutes*
January 18, 2023 3:00pm EDT	Bulletin Live Designer	In this session, learn how you can update your content on your club's bulletin. Learn how you can: ✓ Format and prepare your bulletin to send to all members and friends ✓ Customize and design your bulletin using the new Bulletin Designer 3.0 ✓ Create and edit stories for your bulletin