

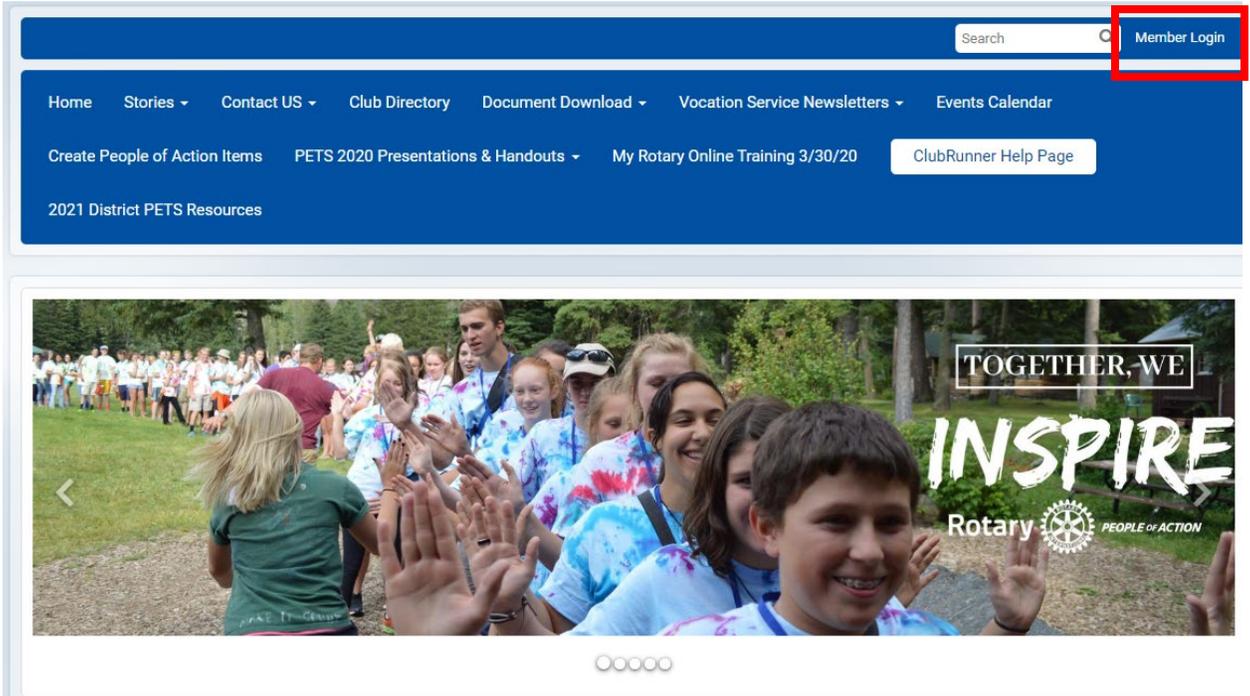
District Club Runner Training

January 21st

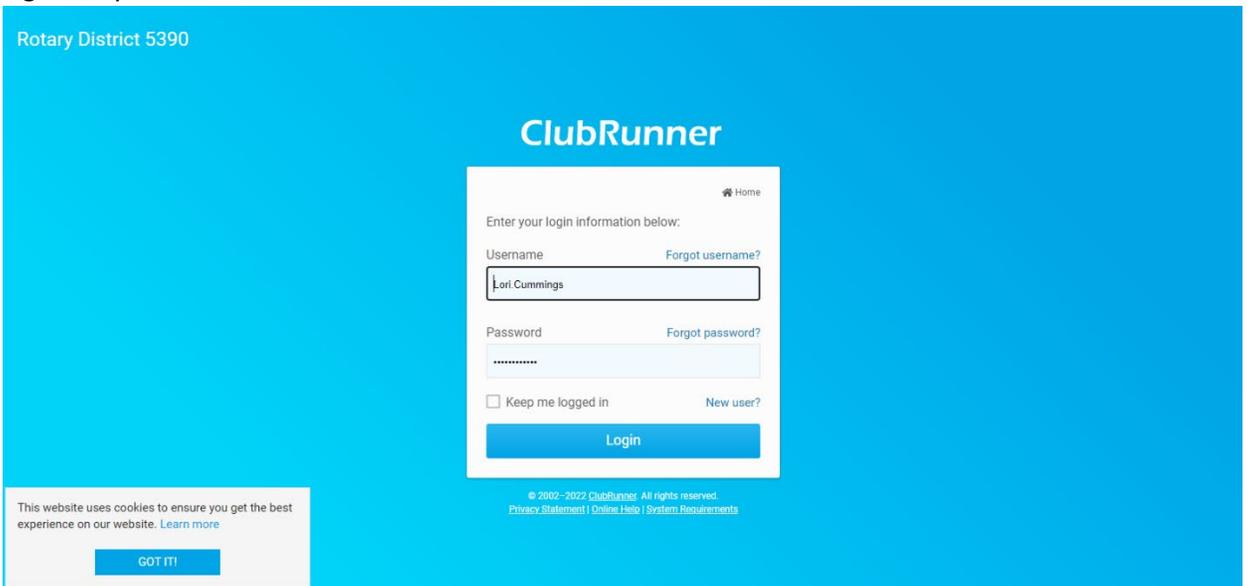
Club Runner Basics (Login, Navigation and CR Resources)

District or Club CR Login and Backend Navigation

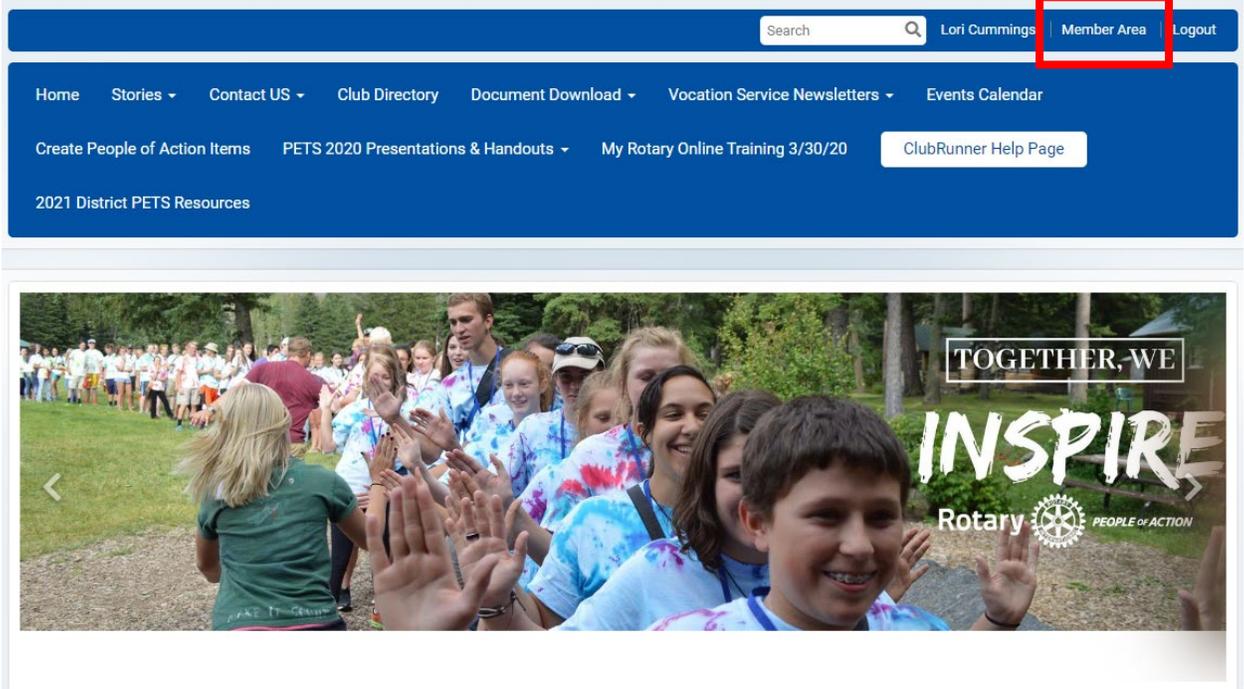
1. Open www.montanarotary.org website



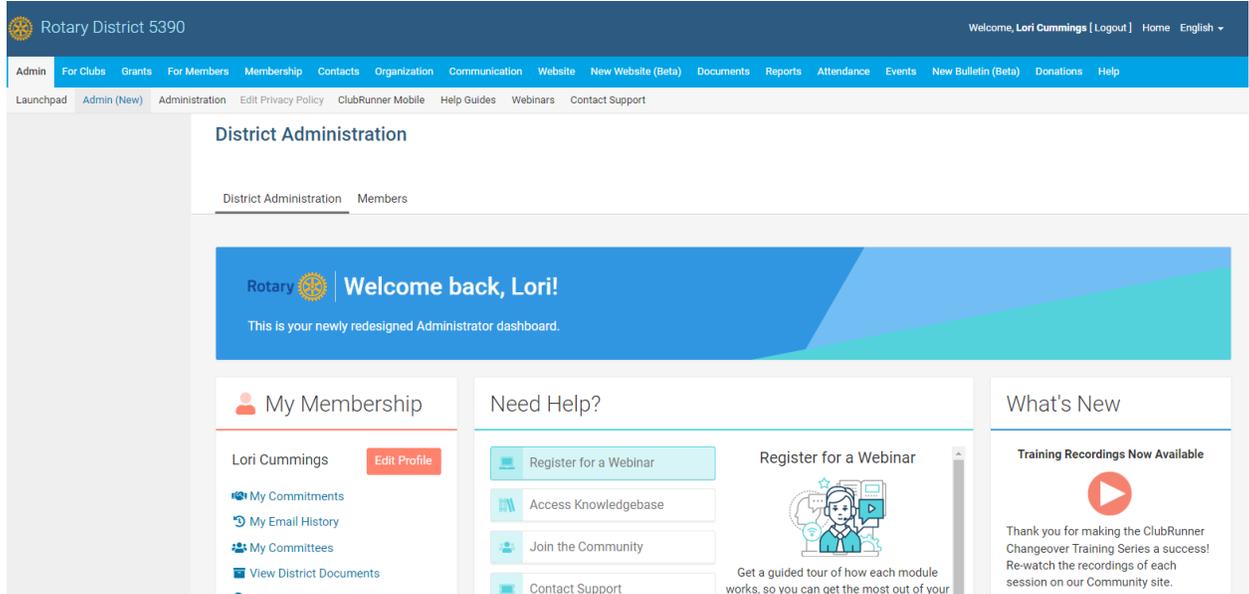
2. Sign into your account



3. Select "Member Area"

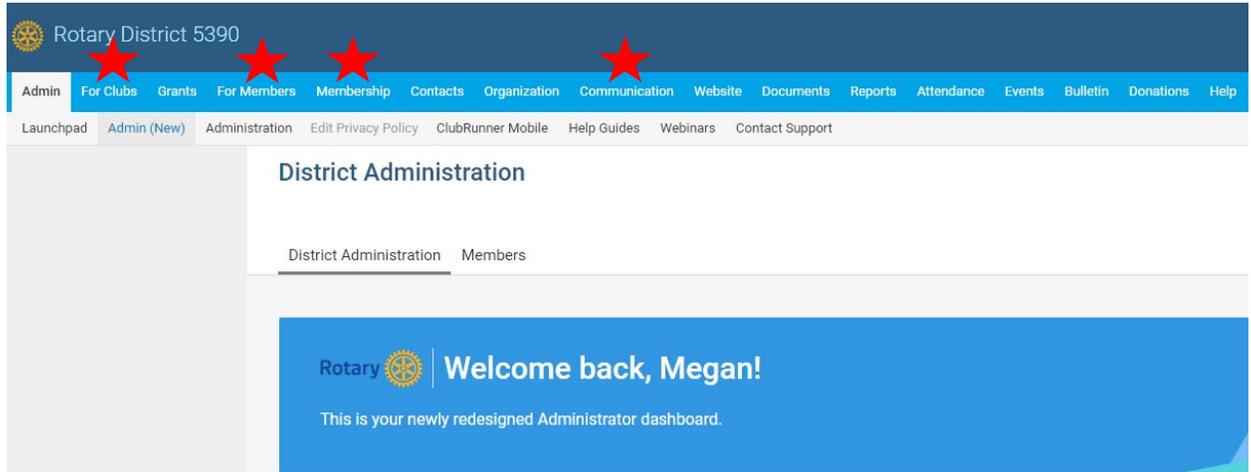


4. Admin page will open



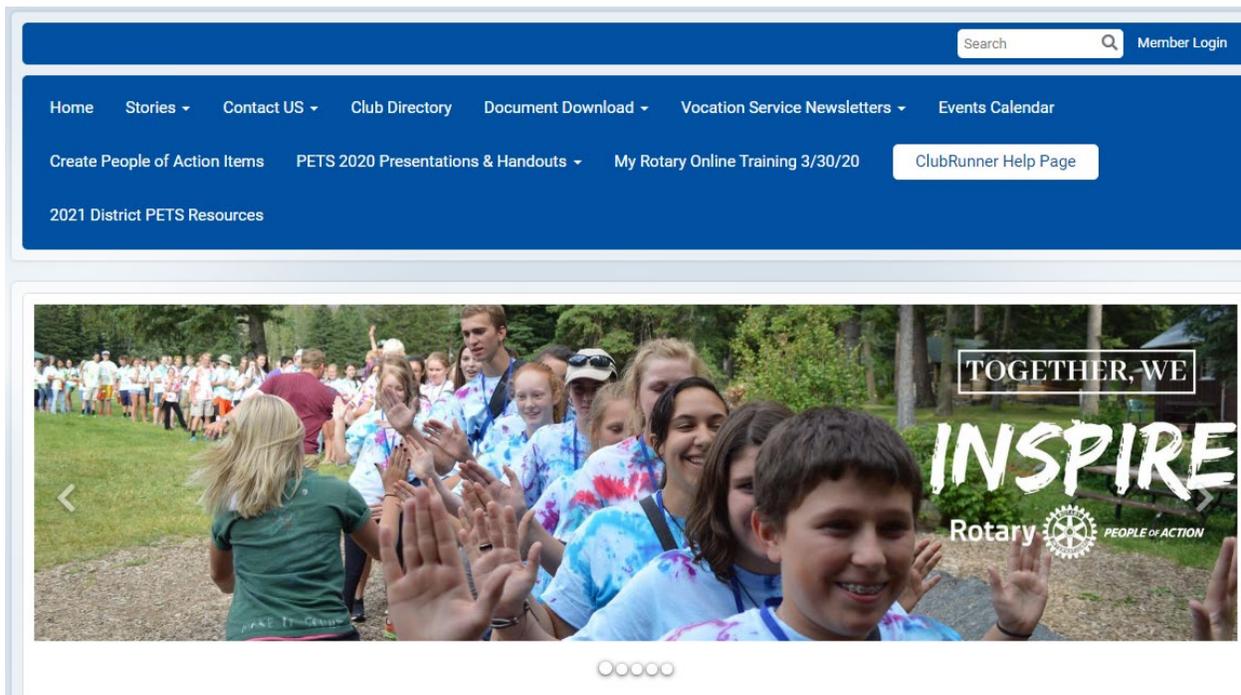
5. Most Common Tabs:

- a. For Clubs – Define Club Executives and Edit Club Information
- b. For Members – Edit Personal Profile
- c. Membership – Member Search
- d. Communication – Send Emails

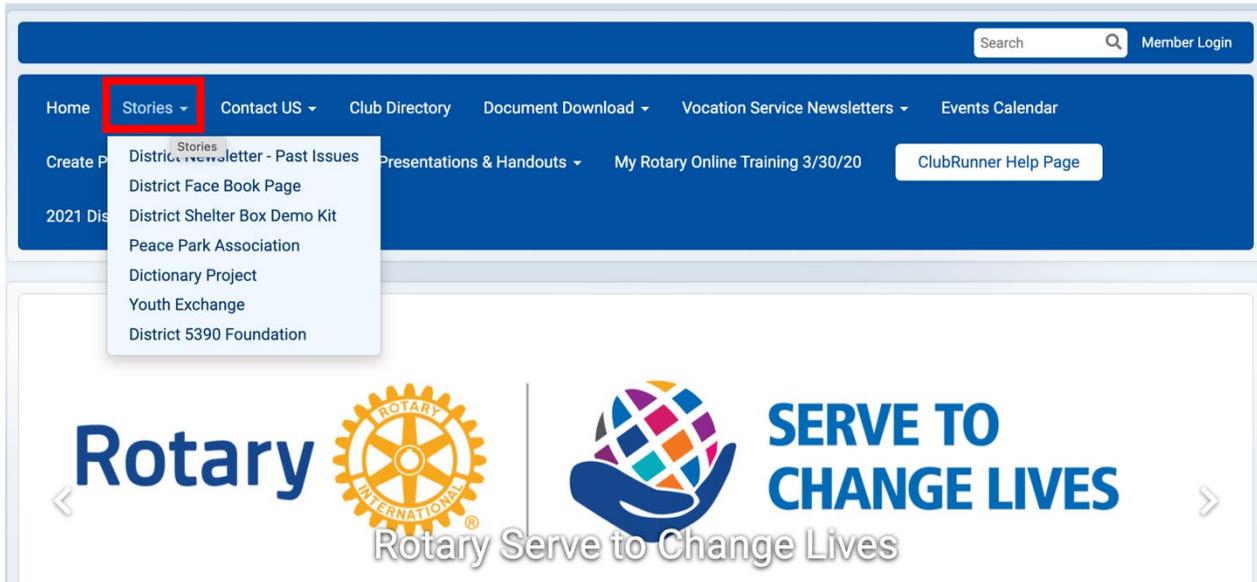


District Home Page Navigation

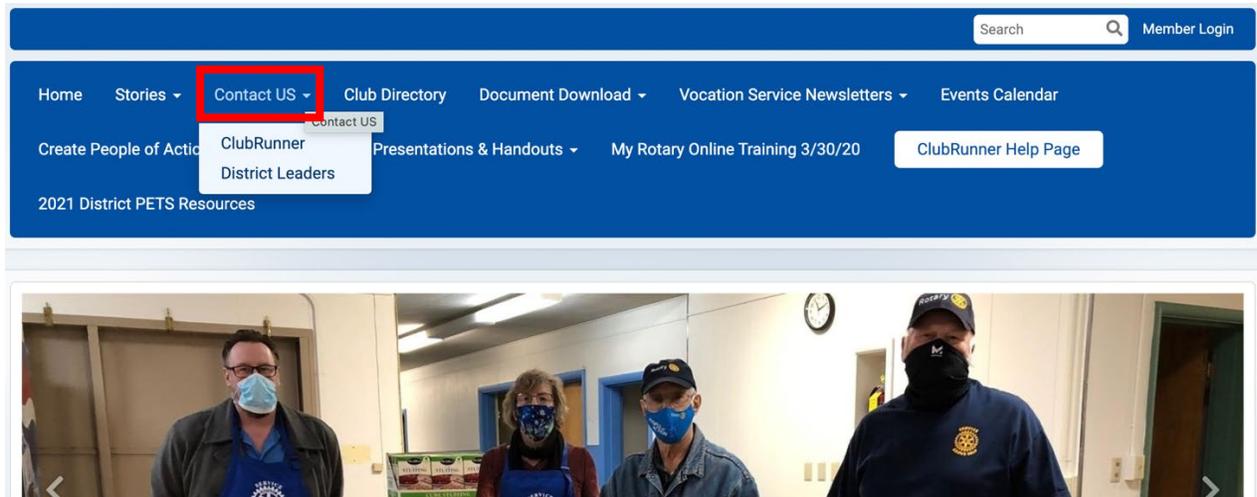
- 1. Open www.montanarotary.org website



2. Stories will give you access to our district newsletter, Facebook page and information on various district projects.



3. Contact US will give you access to the Club Runner website and a list of all of the district leaders, officers and Assistant Governors.



4. Club Directory will give you access to all the clubs in the district and their information

Home Stories Contact US **Club Directory** Document Download Vocation Service Newsletters Events Calendar

Create People of Action Items PETS 2020 Presentations & Handouts My Rotary Online Training 3/30/20 ClubRunner Help Page

2021 District PETS Resources

Club Directory & Contacts

[View Map of All Clubs](#)

Display records

Website	Club Name ^	Club Id	President	Location	Meeting Day & Time
	Anaconda	997	Nikki Powers	Donovan's	Tuesdays at 12:00 PM
	Big Sandy	998		Senior Citizens Center	Mondays at 5:45 PM
	Big Sky	64256	Sharon Davison	Market Place Building, Town Center Sales Office	Tuesdays at 5:30 PM
	Bigfork	55819	Leslie Godwin	Community United Methodist Church	Wednesdays at 12:00 PM
	Billings	999	Bob Snyder	The Northern Hotel	Mondays at 12:00 PM
	Billings West Rotary	24336	Tom Rupsis	The Red Door Lounge	Wednesdays
	Bozeman - Noon	1001	Greg Metzger	Via Zoom and Residence Inn	Tuesdays at 11:45 AM
	Bozeman Sunrise	20100	Bob Miller	Eagle Mount	Fridays at 6:45 AM

5. Document Download gives you access to many of the district documents such as the by-laws

Home Stories Contact US Club Directory **Document Download** Vocation Service Newsletters Events Calendar

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2021 District PETS Resources

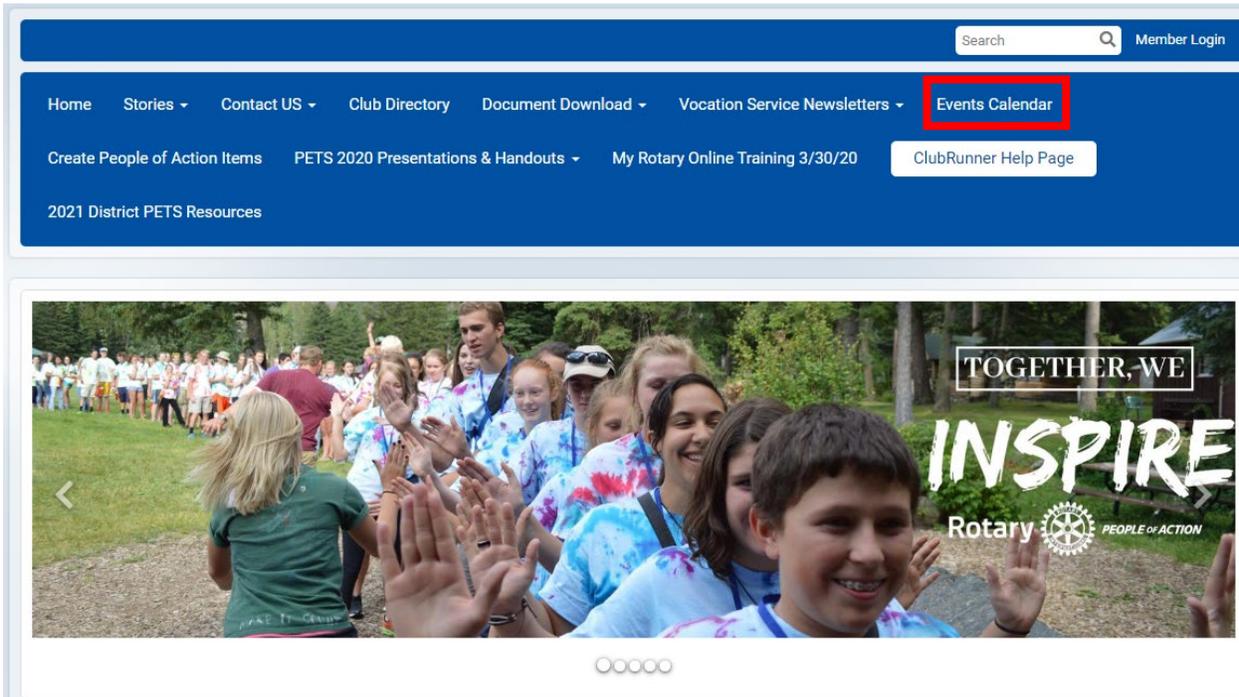
Download Documents

- Expense Form for District Reimbursement
- Rotary Foundation Reference Guide
- District By-Laws, 2017 edition
- Club President's Manual, 2019-22
- MOP (Manual of Procedure) 2022
- BY-LAWS, Club, as of 2016
- Club Secretary Manual, 2016-19
- Club Treasurer's Manual, 2016-19
- Background Check Authorization
- Literacy Project Guidelines
- How to Delegate Access on My Rotary
- New Rotary Logo 2013
- Constitution, Club as of 2018
- Membership Relocation Form
- District Governors since 1915
- Club Charter Dates
- High Country PETS Bylaws 2020
- Manual of Procedure
- Rotary Citation Instructions
- 2022-23 District Org Chart

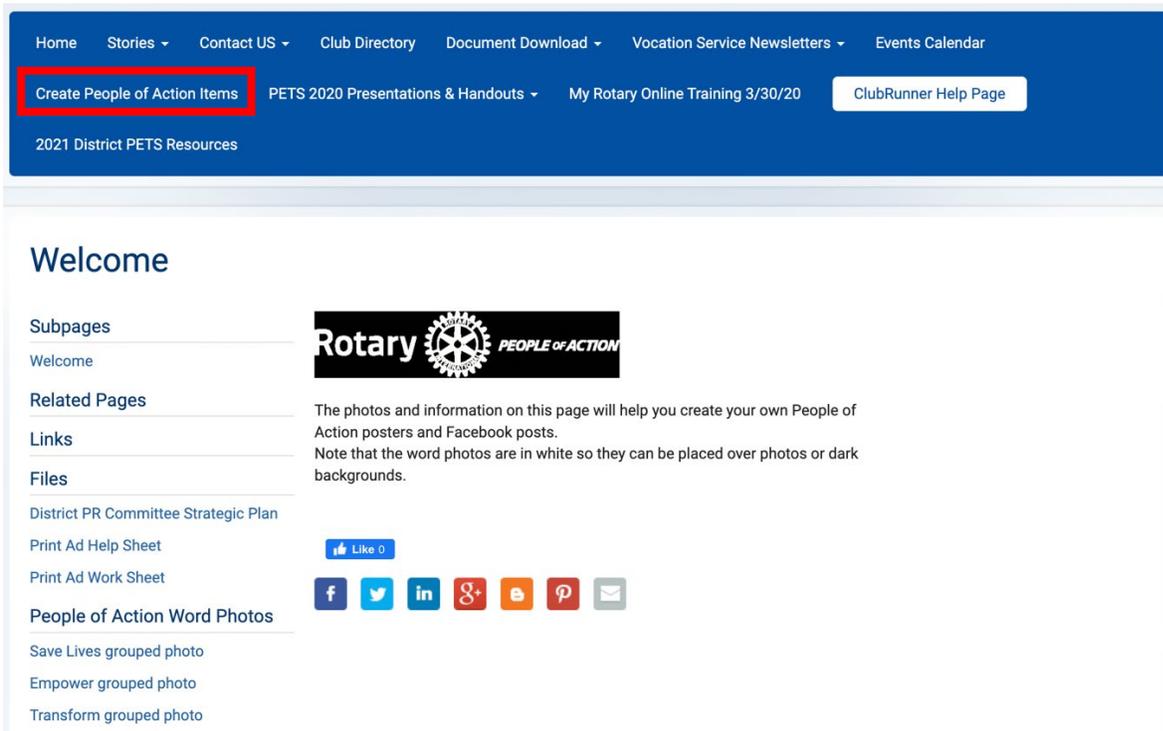
Rotary **SERVE TO CHANGE LIVES**

WELCOME TO ROTARY DISTRICT 5390

6. Events Calendar will give you access to the district's calendar, if you would like your club's big events included in this calendar, contact the webmaster, Alex Webb.



7. Create People of Action Items gives you resources to help you create your own People of Action Photo



- 8. Training Tabs will give you access to the various training presentations our committee has done in the past couple of years.

