District Club Runner Training

January 21st

Club Runner Basics (Login, Navigation and CR Resources)

District or Club CR Login and Backend Navigation

1. Open <u>www.montanarotary.org</u> website



2. Sign into your account

Rotary District 5390	
	ClubRunner
	★ Home Enter your login information below:
	Username Forgot username?
	Password Forgot password?
	C Keep me logged in New user?
This website uses cookies to ensure you get the best experience on our website. Learn more	© 2002–2022 <u>Clubblunger</u> All rights miserved. <u>Physicy Statisment i Online Help i System Haculrements</u>
GOT IT!	

3. Select "Member Area"



4. Admin page will open

Rotary District 5390	·		Welcome, Lori Cummings [Logout] Home English -	
Admin For Clubs Grants For Member	s Membership Contacts Organization	Communication Website New Website (Beta)	Documents Reports Attendance Events New Bu	ulletin (Beta) Donations Help
Launchpad Admin (New) Administration	Edit Privacy Policy ClubRunner Mobile	Help Guides Webinars Contact Support		
D	istrict Administration			
	District Administration Members			
	📥 My Membership	Need Help?		What's New
	Lori Cummings Edit Profile	E Register for a Webinar	Register for a Webinar	Training Recordings Now Available
	W My Commitments	Access Knowledgebase		
	My Email History My Committees	Loin the Community	Cet a quided tour of how each module	Thank you for making the ClubRunner Changeover Training Series a success! Re-watch the recordings of each
	Search Member Directory	Contact Support	works, so you can get the most out of your	session on our Community site.

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

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Admin	For Club	s Grants	For Members	Membership	Contacts	Organization	Communication	Website	Documents	Reports	Attendance	Events	Bulletin	Donations	Help
Launch	oad Adr	nin (New)	Administration	Edit Privacy Pol	icy ClubRu	nner Mobile	Help Guides W	ebinars C	ontact Support						
			Di	strict Adr	ninistra	embers									
				Rotary 🤇	newly red	elcome esigned Adr	e back, N ministrator dasf	/legar	n!						

District Home Page Navigation

1. Open <u>www.montanarotary.org</u> 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 & Cor	ntacts			View Map of All Clubs		
Website	Club Name [▲]	Club Id	President	Location	Display All records		
	Anaconda	997	Nikki Powers	Onivan's	Tuesdays at 12:00 PM		
	Big Sandy	998		Senior Citizens Center	Mondays at 5:45 PM		
â	Big Sky	64256	🛿 Sharon Davison	Market Place Building, Town Center Sales Office	Tuesdays at 5:30 PM		
â	Bigfork	55819	Leslie Godwin	Community United Methodist Church	Wednesdays at 12:00 PM		
â	Billings	999	Bob Snyder	The Northern Hotel	Mondays at 12:00 PM		
â	Billings West Rotary	24336	Tom Rupsis	The Red Door Lounge	Wednesdays		
â	Bozeman - Noon	1001	Greg Metzger	Via Zoom and Residence Inn	Tuesdays at 11:45 AM		
<u> </u>	Dozomon Cuprico	20100	P Dobb Millor	C Eagle Mount	Eridova at 6:45 AM		

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

Home Stories	Document Download - Vocation Service I	Newsletters - Events Calendar				
Create People of Action Items PETS 2020 Presentation	Expense Form for District removements	/30/20 ClubRunner Help Page				
2021 District PETS Resources	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					
TAPLE	Background Check Authorization					
	Literacy Project Guidelines	RVE TO				
Rotary (Con	How to Delegate Access on My Rotary					
	New Rotary Logo 2013	HANGE LIVES				
Sama Or	Constitution, Club as of 2018					
Rotar	Membership Relocation Form	LIVES				
	District Governors since 1915					
	Club Charter Dates					
	High Country PETS Bylaws 2020					
	Manual of Procedue					
	Rotary Citation Instructions					
WELCOME TO ROTARY DISTRICT 5390	2022-23 District Org Chart					

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.

