

District ClubRunner Training

January 21st, 2023

Club Runner Changing Club Executive Instructions

1. Click on For Clubs on the blue bar

Rotary District 5390

Welcome, Lori Cummings [Logout] Home English

Admin **For Clubs** Grants For Members Membership Contacts Organization Communication Website New Website (Beta) Documents Reports Attendance Events New Bulletin (Beta) Donations Help

Launchpad Admin (New) Administration Edit Privacy Policy ClubRunner Mobile Help Guides Webinars Contact Support

District Administration

District Administration Members

Welcome back, Lori!
This is your newly redesigned Administrator dashboard.

My Membership
Lori Cummings [Edit Profile](#)
My Commitments
My Email History
My Committees
View District Documents

Need Help?
[Register for a Webinar](#)
[Access Knowledgebase](#)
[Join the Community](#)

What's New
Training Recordings Now Available
Thank you for making the ClubRunner Changeover Training Series a success! Re-watch the recordings of each session on our Community site.

https://admin.clubrunner.ca/50013/Welcome?SelectedId=f88d9476-51e0-414d-b292-cf96a793b230#_i59a2e1c-04a7-4291-83b1-23dd189a0e5e

2. Click on Define Club Executives on the gray bar under the blue bar

Rotary District 5390

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Admin For Clubs Grants For Members Membership Contacts Organization Communication Website New Website (Beta) Documents Reports Attendance Events New Bulletin (Beta) Donations Help

Membership Lists **Define Club Executives** Edit Club Information RI Integration (New) Missing RI Member ID Club Attendance Report Member Updates Archive Club Updates Archive Executive Compare & Synchronize RI Member Synchronization

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<https://admin.clubrunner.ca/50013/ClubExecutive/List?SelectedId=36628ba5-f4db-4720-91fd-af5212d7103c>

3. Choose club from drop down box

Club Executives and Directors **Hamilton**

Club

« Previous Year | 2022 - 23 | Next Year »

Drag and drop positions to change their sequence

Title	Position	Name	Actions
President	President	Ken Riemer	Edit Clear Delete
Secretary	Secretary	Carol Holman	Edit Clear Delete
Treasurer	Treasurer	Lori Cummings	Edit Clear Delete
Immediate Past President	Immediate Past President	Lori Cummings	Edit Clear Delete
Interact Corvallis	Youth Service	Douglas McLaren	Edit Clear Delete
Interact Corvallis	Youth Service	Marilyn Morris	Edit Clear Delete
Interact Darby	Youth Service	Jean Driescher	Edit Clear Delete
International Service	International Service		Edit Clear Delete
Rotary Foundation, The	Rotary Foundation, The	Lori Cummings	Edit Clear Delete
Membership	Membership	Mark Jergens	Edit Clear Delete
Public Relations	Public Relations	Maggie Daubin	Edit Clear Delete
Sergeant-at-Arms	Sergeant-at-Arms	Douglas McLaren	Edit Clear Delete

4. Make sure you are in the current Rotary Year! (2022-23)

Rotary District 5390 Welcome, Lori Cummings [Logout] Home English

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← Go back

Club Executives and Directors **Hamilton**

Club

« Previous Year | 2022 - 23 | Next Year »

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Interact Corvallis	Youth Service	Marilyn Morris	Edit Clear Delete
Interact Darby	Youth Service	Jean Driescher	Edit Clear Delete
International Service	International Service		Edit Clear Delete
Rotary Foundation, The	Rotary Foundation, The	Lori Cummings	Edit Clear Delete

5. Use edit to update information

Club Executives and Directors **Hamilton**

Club: Refresh

« Previous Year | 2022 - 23 | Next Year »

Drag and drop positions to change their sequence

Carry Over Next Year Add New Position

Title	Position	Name	Actions
President	President		Edit Clear Delete
Secretary	Secretary		Edit Clear Delete
Treasurer	Treasurer		Edit Clear Delete
Immediate Past President	Immediate Past President		Edit Clear Delete
Interact Corvallis	Interact Corvallis		Edit Clear Delete
Interact Corvallis	Interact Corvallis		Edit Clear Delete
Interact Darby	Interact Darby		Edit Clear Delete
International Service	International Service		Edit Clear Delete
Rotary Foundation, The	Rotary Foundation, The	Lori Cummings	Edit Clear Delete
Membership	Membership	Mark Jergens	Edit Clear Delete
Public Relations	Public Relations	Maggie Daubin	Edit Clear Delete
Sergeant-at-Arms	Sergeant-at-Arms	Douglas McLaren	Edit Clear Delete

Edit Position

Position: *

Title: *

Name:

Cancel Save

6. Use previous year to carry over the 2021-22 information to 2022-23 if applicable or use edit to change and populate information

Membership Lists Define Club Executives Edit Club Information RI Integration (New) Missing RI Member ID Club Attendance Report Member Updates Archive Club Updates Archive Executive Compare & Synchronize RI Member Synchronization

← Go back

Club Executives and Directors **Anaconda**

Club: Refresh

« Previous Year | 2022 - 23 | Next Year »

Carry Over Next Year Add New Position

Drag and drop positions to change their sequence

Title	Position	Name	Actions
President	President		Edit Clear Delete
President Elect	President Elect		Edit Clear Delete
President-elect Nominee	President-elect Nominee		Edit Clear Delete
Secretary	Secretary		Edit Clear Delete
Vice President	Vice President		Edit Clear Delete
Treasurer	Treasurer		Edit Clear Delete
Foundation Chair- Anaconda	Rotary Foundation, The		Edit Clear Delete

7. Use add new position to populate addition executives

i.e.: Past President
Membership
Youth Services...

Membership Lists Define Club Executives Edit Club Information RI Integration (New) Missing RI Member ID Club Attendance Report Member Updates Archive Club Updates Archive Executive Compare & Synchronize RI Member Synchronization

Go back

Club Executives and Directors Anaconda

Club: Anaconda Refresh

Previous Year | 2022 - 23 | Next Year

Carry Over Next Year Add New Position

Drag and drop positions to change their sequence

Title	Position	Name	Actions
President	President		Edit Clear Delete
President Elect	President Elect		Edit Clear Delete
President-elect Nominee	President-elect Nominee		Edit Clear Delete
Secretary	Secretary		Edit Clear Delete
Vice President	Vice President		Edit Clear Delete
Treasurer	Treasurer		Edit Clear Delete
Foundation Chair- Anaconda	Rotary Foundation, The		Edit Clear Delete

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https://admin.clubrunner.ca/50013/ClubExecutive/Add?Year=2022&ClubId=18358&SelectedId=36628ba5-f4db-4720-91fd-af5212d7103c