ClubRunner

Getting Started
www.rotary5470.org

Your District has just subscribed to ClubRunner, a powerful Communication tool that will facilitate reporting and correspondence. This guide will show you how to retrieve your password, login, and update your profile.

1 Finding Out Your Username and Password

Go to the District website (address at the top). Click on the Login tab, located at the top of the page, as well as the top left hand side of the homepage. Click on the "**Forgot Your Password**?" link.

This will take you to the "**Get Password**" screen.

You will be asked to enter your club, last name and your email address, and then click on the "**Get Login Info**" button. You should receive an email with your login information shortly.

Please note that the last name and email address you provide must match what is on record for security purposes. If you are unable to get your password, please email support@clubrunner.ca with your name and club and it will be emailed to you, or contact your Club Secretary.

2 Login to your District Website

Start at your District home page (address at the top). To login, click on the Login tab located at the top of page, or click on the Login button at the top right of the Home page.

🖳 Home Page

This will take you to the **Member Login** page. Enter your login name and password in the appropriate fields and click on the **Login** button. If your login has been successful, you

will be directed to the **Admin** page. You should see your name at the top right.

The Admin tab is a members-only page where you will go to change your profile, update club information, view the directory, report attendance, and much more.

If you have trouble logging in
This may be due to an invalid password or login name. You can try to login again by copying and pasting the login name from your email. If you still cannot get into the system, email **support@clubrunner.ca** with your login name and password and you will get a new password assigned.

3 Editing Your Profile

Next you will check your member profile. This step is vital if you want to receive all email correspondence.

1. Login, then click on the **Admin** tab.
2. Click on **Edit My Profile** in the "For Members" area, where you will see all your information.
3. Update your profile. The **email address** is the most important piece of information to include.
4. Click on **Save**, located at the bottom of the page.

4 Editing Your Club Info

Note that you must be a club executive to do this.
1. Login, then click on the **Admin** tab.
2. Click on **Club Information Page** in the "For Club Executives" area.
3. Update your club meeting time and place.
4. Click on **Save**, located at the bottom of the page.

This guide is an excerpt of the extensive online help available on your website. To access the online help, click on the **Help** tab at the top of your homepage.

Your District website is at:

www.rotary5470.org

For future reference, record your login information below.

Login name:	
Password:	