District Website Guide

For All Members
And Club Executives

2007-2008

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Introduction

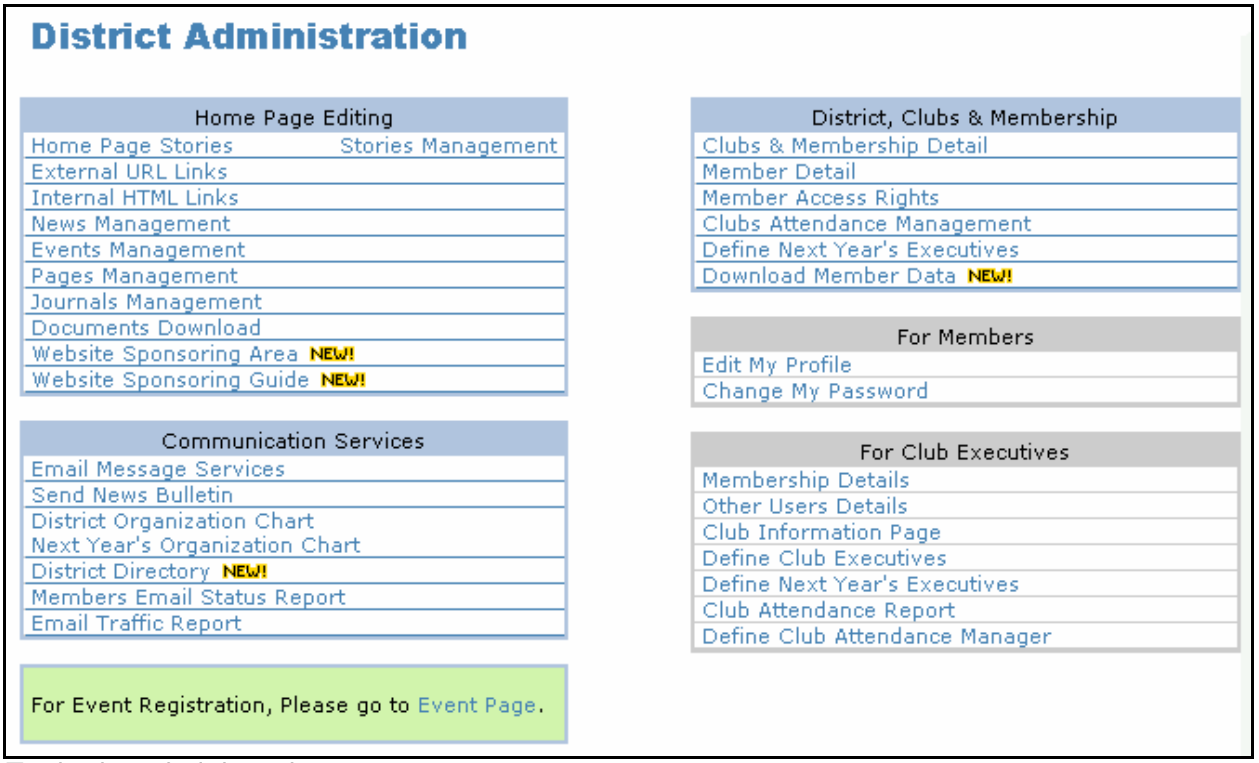
Your district has just subscribed to ClubRunner, an interactive website and membership management service that will facilitate easier information sharing and communication with every member in the district. All Rotarians already have a login name and password defined, and depending upon your role in the club or district, various features will become available to you once you enter the members only section.

This guide is will show you how to modify your personal and club information on the District website. In addition, club executives can update the club meeting place, day and time, and website URL, as well as report monthly attendance, register for events, download district directories, and more.

ClubRunner already has some key information regarding your club, and will be using this data to create the District Directory. Therefore, it is vital that you check this information. Following along the guide should accomplish this.

If you have the club version of ClubRunner set up, you have access to much more functionality in addition to those discussed in this guide, including having your own personalized web site. If you require help with your site, please refer to the Help section on your club website.

The District Administration Page



District Administration Page

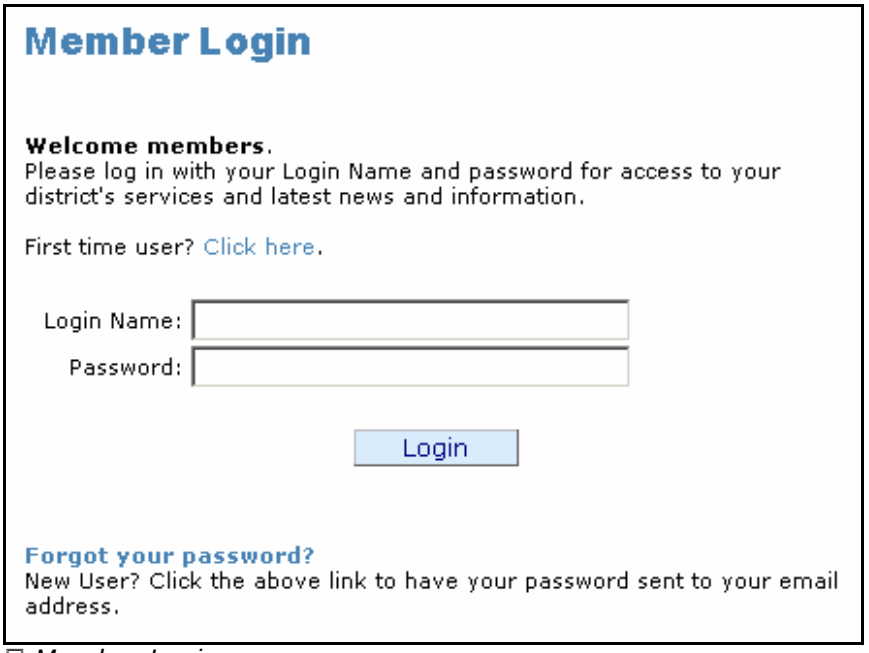
Getting Started

To access any interactive feature of your District website, you need to login with you personal login name and password. Logging in allows you to update your information, register online for district events, book yourself and others for volunteer positions, use the discussion forum, access the password-protected documents, and download the district directory.

Find Out Your Username and Password

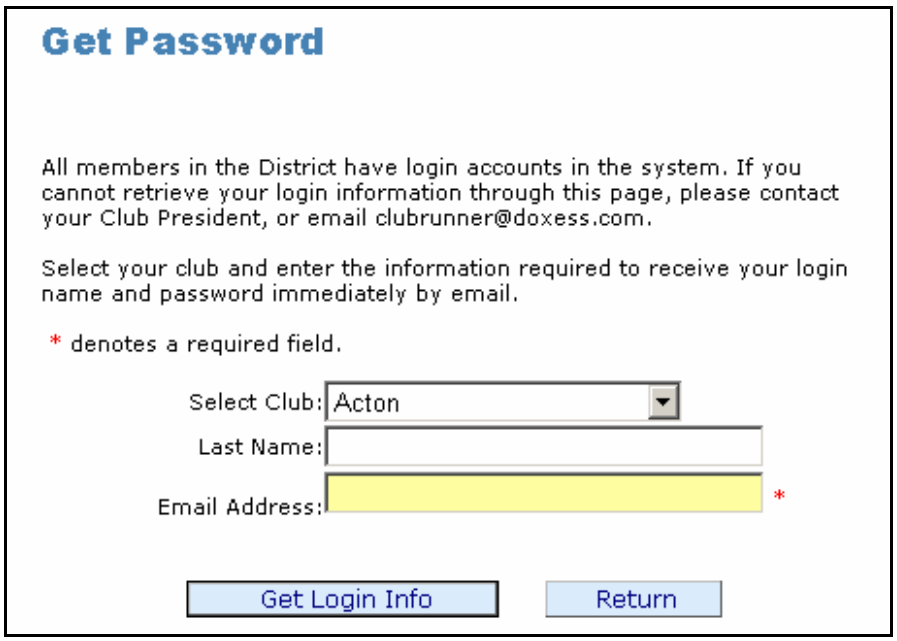
There is an easy automatic way to get your login name and password emailed to you as a member of the District.

- Click on the Login tab or the Login button from the home page.
- In the **Member Login** page, click on the link **Forgot your password?**.



Member Login

- In the **Get Password** page, choose your club name from the drop down list, type in your last name and email address.



Get Password

- Click on **Get Login Info** to immediately receive your login and password via email.
- Check your email for your login information, it should arrive in a few minutes.

Note: Be sure to change your password when you login to keep your account secure!

Why this might not work:

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 request and it will be emailed to you. Make sure to include your District number, club name and full name.

How to Log In to the District Website

Anybody can visit and view the District website. However, in order to access private functions intended for members and club executives, you need to log in first.

- Click on the **Login** link on the top of the home page, or the Login button on the top left.

Home Page

- In the Members Login page, enter your assigned login name and password.
- Click on the **Login** button. You will be taken to the District **Admin** page.

Trouble Logging In

If you receive a red "*I didn't recognize your login and password combination*" message, then either your username or password is incorrect. Please retrieve your login information outlined in "Get your username and password".

However, if after you click on Login, the fields blank out and you remain on the same page, you may have cookies disabled on your browser. To fix this problem on Internet Explorer, follow these steps (this will only enable cookies to be accepted from ClubRunner):

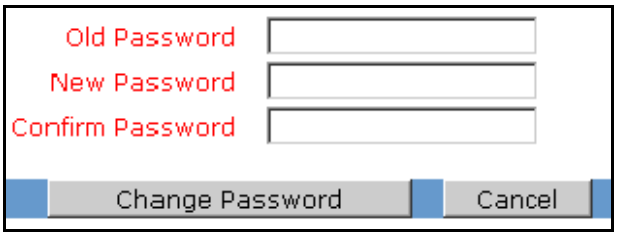
1. Go to Tools -> Internet Options
2. Click on the **Privacy** tab
3. Click on the **Edit** button under Web Sites
4. Type in **clubrunner.ca** (DO NOT HIT ENTER!)
5. Press the **Allow** button. You should now see it under the list of managed web sites.
6. Press **OK**, then **OK** again.

Restart your browser and try to log in again. If you are still experiencing problems, contact support@clubrunner.ca.

Change Your Password

To change your password for all ClubRunner sites:

- Login to the District site
- In the **For Members** section, click on **Change My Password**.



- Type in your old password for verification purposes.
- Type in the new password **twice**.
- Click on the **Change Password** button to save your changes.

Update Your Personal Profile

- Login to the District site
- In the **For Members** section, click on **Edit My Profile**.
- This will take you to the **Edit Member Profile** page
- Make any changes in the fields displayed.
- Click on the **Save** button at the bottom to save your changes.

How private is my personal information?

- Club executives in your club only will be able to view and edit the information in your profile.
- The District's Site Administrator can reset your password.
- Your District executives can view and edit your profile.

ClubRunner, the District website provider, is committed to protecting your privacy. Please read ClubRunner's Privacy Policy which can be found at:

http://www.clubrunner.ca/CRWeb/subscribers/privacypolicy.asp

Accessing the district directory

- Login to the District website using your username and password.
- Click on **District Directory** under the **Communication Services** heading.
- Select which directory you wish to view, and click on the type of file in which you would like to view it.

ClubRunner is committed to protecting your privacy. Please read ClubRunner's Privacy Policy which can found at http://www.clubrunner.ca/CRWeb/subscribers/privacypolicy.asp.

For Club Executives

If you are a club executive, you can update your club and membership information, report monthly attendance, and register your members for district events and volunteer positions.

For help logging in and updating your own information, please see the section For All Members.

Update Your Club's Membership Information

Your club's membership information can be found in the "For Club Executives" section. Click on the link Membership Details to view it.

The club's membership information is displayed, along with their email addresses. You can tell at a glance the members without email addresses. It is very important that members' email addresses are current in order for the District to properly communicate.

As a club executive, you have the ability to reset members passwords and change their profile. You can also add and remove members.

Sunnytown — Sort by First Name — Add New Member

Name	Email	
Bain, Richard	kandrbain@iprimus.com.au	PW | Edit | Mark EX
Bush, Kate	support@clubrunner.ca	PW | Edit | Mark EX
Case, Murray		PW | Edit | Mark EX
Churchill, Winston		PW | Edit | Mark EX
Connery, Sean	support@clubrunner.ca	PW | Edit | Mark EX
Correa, Paul	paulroman@libertypr.net	PW | Edit | Mark EX
Davies, Ian	support@clubrunner.ca	PW | Edit | Mark EX
Davis, Mark	support@clubrunner.ca	PW | Edit | Mark EX
Day, To		PW | Edit | Mark EX
Dunn, Jane		PW | Edit | Mark EX
Hada, Mary		PW | Edit | Mark EX
Hanson, Errol	winwinwins@bellsouth.net	PW | Edit | Mark EX
Hanson, Louise	support@clubrunner.ca	PW | Edit | Mark EX

Membership Details Page

Update Member Profiles

Updating a member's profile is vital if you want that member to be listed accurately in the directory, and to be contacted if necessary.

To change a specific member's profile:

- Login, and go to the **Admin** page.
- Click on **Membership Details**, located under the "For Club Executives" section. Here you will see all your members. If they have an e-mail address in the system already, you will see that next to their name.
- Click on **Edit** to view or change a member's profile.

  TIP: The name that appears at the top right of the page is actually the person currently logged in to ClubRunner, and NOT the person whose information you are editing. Refer to the First Name and Last Name input boxes instead.

- Fill in as many details as you need
- Click **Save**, located at the bottom of the page.

Add or Remove Members

If you have a new member or find that one is missing from ClubRunner, you can add that member easily.

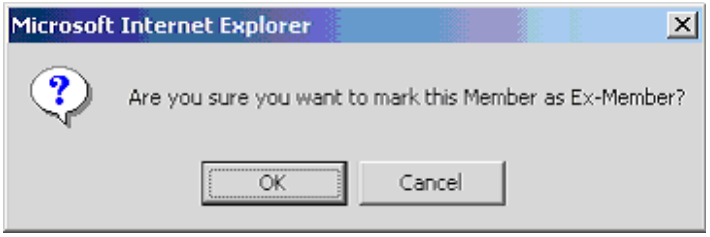
To add a member:

- Login and go to the **Admin** page.
- Click on **Membership Details**, located in the "For Club Executives" section.
- Click on **Add New Member**, located at the top right.
- Fill in that member's information, including their login name and password.
- Click on **Save**, or Cancel if you do not wish to add this member.

If you want to remove a member, there are 2 steps you can take. First you must change their status to an Ex-member. This is recommended in order to keep information on the member in case he or she returns, as well as keep in touch with them. If you want to indefinitely remove them from your website, you must delete them from the Other Users listing.

To mark a member as an Ex-member:

- Login and go to the **Admin** page.
- Click on **Membership Details**, located in the "For Club Executives" section.
- Click on **Mark EX** next to the member. You will be asked if you want to mark this member as an Ex Member, as a confirmation.



Confirming a Member as an Ex-Member

- Press **OK**. You should now see this member listed under the Other Users list.

Add or Remove Other Users

Other Users is the term used for anyone who might login and participate in your club or district, but is not an official, active member.

Some examples of other users are:

- Ex Members
- Exchange Students
- Honorary Members
- Staff
- Others

Adding users is done in the same way as Members. In addition, you can delete users.
Warning: Once you delete a user, there is no way to undo this!

Update Your Club's Information

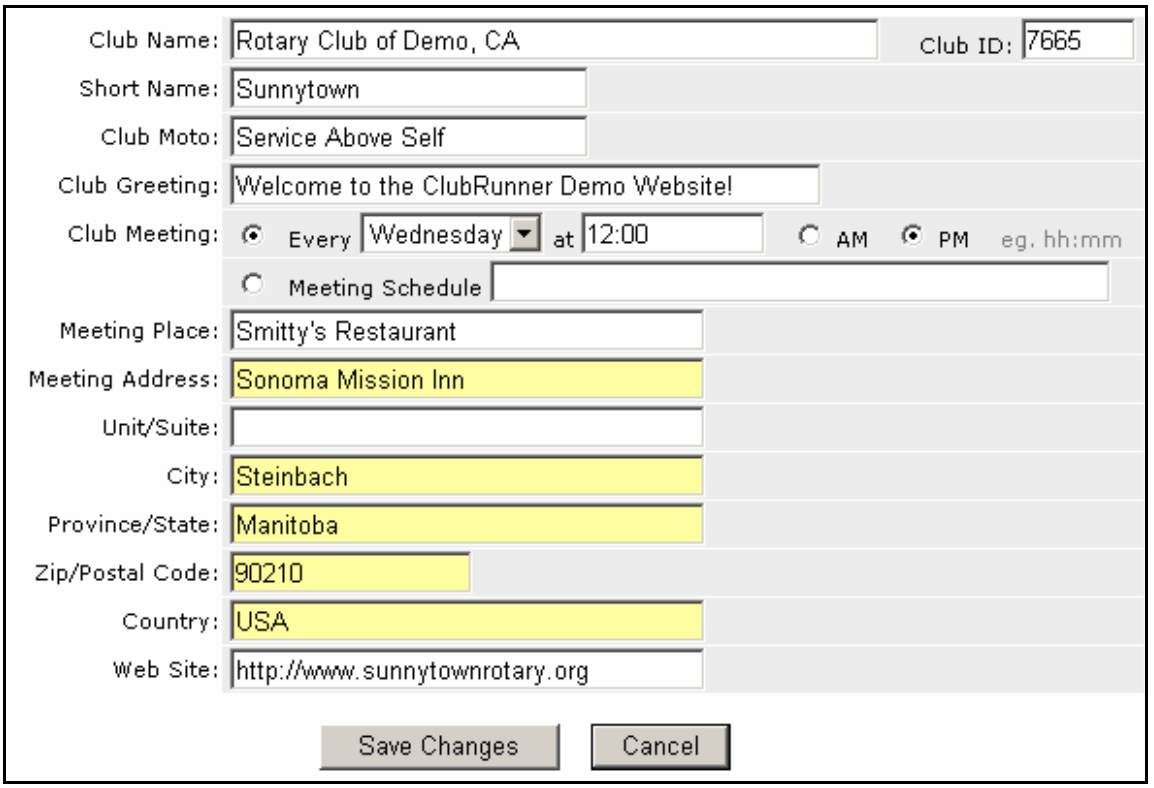
It is important to update your club information such as:

- club name
- meeting time and place
- website address

This information is posted for all clubs in the Club Directory and "Where Clubs Meet" pages

To change your club's information, follow these steps:

- Login, and go to the **Admin** page.
- Click on **Club Information Page**, in the "For Club Executives" section. This will take you to a page with all your club's settings and information.



Club Information Page

- If your club does not have a ClubRunner website, make sure you provide your **website address** on this page so that visitors to the District site can find your site.
- Click on **Save**.

TIP!
Don't forget the HTTP:// before your website address. The link will not work if you omit this part. It's best to copy and paste your entire website address from the browser.

Change the Meeting Time and Location

To edit your club's information:

- Login and go to the **Admin** page.
- Click on **Club Information Page**, located under the "For Club Executives" section. This will bring you to the Update Club Information page.
- Verify your *club name*, *meeting day and time*, and *address*.
- Click on **Save**.

  TIP: *Make sure your meeting address is an actual street address, not just a location. This data will be used to display your meeting place on a map. We will check this in the next step.*

To check the map:

- Click on the **Home** tab located at the top of the page.
- Click on **Where Clubs Meet**, on the left hand side of the page, under the section called "District Info".
- Locate your club from the list of all district clubs (they are ordered by meeting time), and click on **Map**. A new window will appear that leads to Yahoo! Maps. Check that the location is correct.

If the map is incorrect

There may be a spelling mistake in the address, or a part of the address missing, such as the city or province. Also make sure you didn't input the actual address under "Meeting Place", which should really be the name of the venue. If you still encounter problems with your map, email ClubRunner Support at support@clubrunner.ca with your club name and address for support.

Define Your Club's Executives and Directors

Your club's listing of executives and directors appears in several places:

- The District organization chart
- The District's auto-generated group mailing lists
- Your club's website (if you are on ClubRunner)

It is important to state who your executives are so that any one of them will be granted access when they try to login to the District site. To specify your executives and directors:

- Login, and go to the **Admin** page.
- Click on **Define Club Executives**, in the "For Club Executives" section. This will take you to a page with many different positions listed. You do not need to fill each one in! Whatever you don't specify will simply not be listed on the site.
- To assign a person to a position, click on **Edit**.
- Choose the **member's name** from the drop down list.
- Click on **Save**.

NOTE: If you do not see the member's name in the listing, you will need to add this member to your club directory. See the page Add or Remove members.

Rotary Club of Demo, CA — Add New Position

Title	Name	
President	John Smith	Edit | Delete
President-Elect	Cynthia Wong	Edit | Delete
Secretary	Alfred E Newman	Edit | Delete
Treasurer	Ian Davies	Edit | Delete
Webmaster	Sarah Nelson	Edit | Delete
Internet Officer	Bradd Pitt	Edit | Delete
CLUB SERVICE DIRECTOR	Linda Smith	Edit | Delete
Foundation Chair	Mark Davis	Edit | Delete
COMMUNITY SERVICE DIRECTOR	Julia Roberts	Edit | Delete
Webmaster	George Wong	Edit | Delete
Assistant President	Mark Davis	Edit | Delete
Directory - Club Administration		Edit | Delete

Club Executives and Directors

NOTE: Although your executives' names appear on a web page, their email addresses do not.

Don't Forget!
Don't forget to keep next year's list up-to-date for an easy transition! Click on Define Next Year's Executives to update.

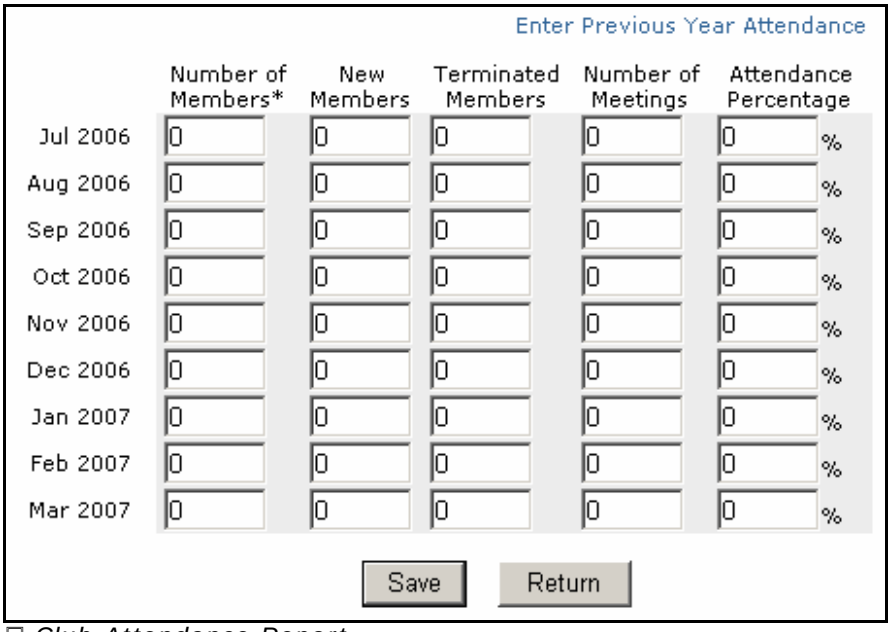
Report Club Attendance

The District website has an easy attendance reporting section that will make reporting attendance easier than ever.

You must be a club executive to be able to report attendance for your club.

To report your club's monthly attendance, follow these steps:

- Login to your District site.
- Click on **Club Attendance Report** under the "For Club Executives" section.
- Enter the number of members as of the end of the month shown.
- Enter the attendance percentage for that month.
- Click on **Save**.



Club Attendance Report

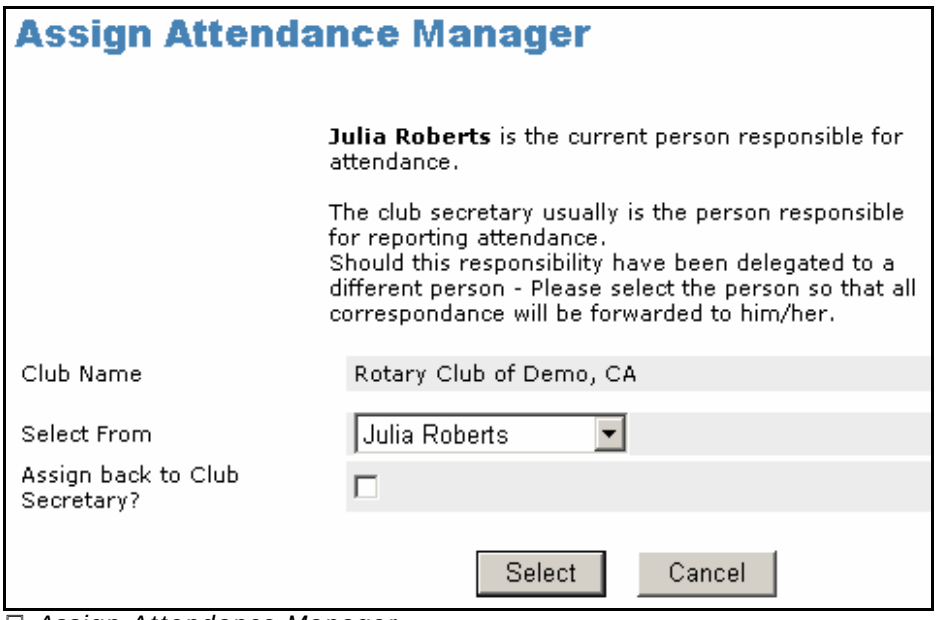
For clubs using ClubRunner

You can report attendance through both the District site or through your club site. For help reporting through your club site, please refer to the attendance section.

Assign Your Club's Attendance Manager

Each club has an **Attendance Manager** who is the person that will be contacted by the district for information regarding the club's attendance.

By default this is the **Club Secretary**, but you can change this to be any member of your club. If the person handling attendance is the club secretary, you don't need to define the attendance manager.



Assign Attendance Manager

To change the Attendance Manager for your club:

- Login to your District site.
- Choose the **Define Club Attendance Manager** option from the For Club Executives section.
- Choose the new contact person from the drop down list of your members.
- Click on **Select**.

To change the Attendance Manager back to the club secretary:

- Login to your District site.
- Choose the **Define Club Attendance Manager** option from the For Club Executives section.
- Check off the box next to "Assign back to club secretary?".
- Click on **Select**.

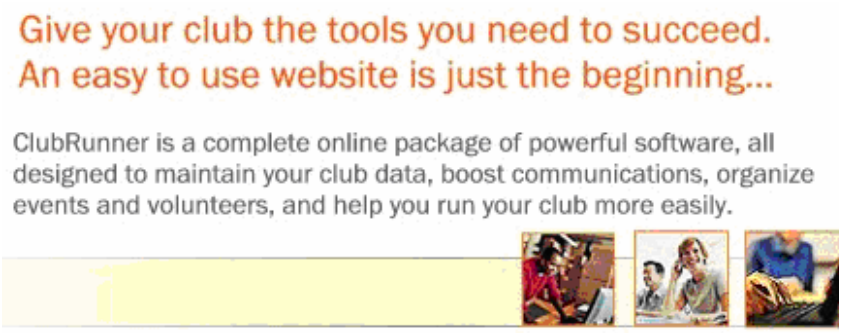
Does Your Club Have ClubRunner?

Did You Know?

Your District is using ClubRunner. But, did you know there is version of ClubRunner just for clubs?

Visit us today at:
www.MyClubRunner.com

Call 1-877-469-2582



Better Communication

Keeping members in the loop is now easier than ever. Broadcast important announcements and your club bulletin in a snap, without ever having to remember a single email address. ClubRunner will keep track of all member commitments and generate reminders automatically, resulting in a better organized club. Better communication makes for a more effective club, keeps members connected from anywhere, and allows people to do more with their time.

Better Sharing

Your ClubRunner subscription gives you an easy to update website, or can integrate into your existing website. Editing contents online is easy and fast, and doesn't require webmaster experience. Announce your speakers. Add feature stories and photos outlining your club's most recent activities. Post club documents such as registration forms and guides in one area so all members can access them. Maintain a secure, password-protected online document folder for important information to keep year after year.

Better Event Planning

Spend less time administering your club and more time enjoying fellowship. Let ClubRunner handle event invitations, online registrations, and volunteer signup sheets to keep your members organized. Keep in touch with members, friends of the club, event attendees, volunteers, and sponsors all without having to remember a single email address. Print nametags, and up-to-date attendee list, and more. ClubRunner makes it easy to plan and promote your club events so you can do more with your time.

Better Membership

ClubRunner improves the way your club welcomes new members by creating a customized orientation process and assigning various tasks to different members. Maintain a prospective members list in one location, and they will automatically receive a personalized eBulletin every week. As more people get informed of your club's activities, they are encouraged to get involved. And it's not just for members; keep past members, honorary members, exchange students, and sponsors in the loop.

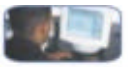
Websites That Do More

ClubRunner is much more than just an easy-to-use website!

It is a **complete online package** comprised of several modules, all designed to maintain your members' **data**, facilitate two-way **communication**, organize your **events** and **volunteers**, distribute your **newsletter**, and help you run your club more efficiently. Click on any of the modules below for more details.

Event*Planner*

Plan your event from **invitations** to **online registrations** to volunteer task management.



Website*Manager*

Publish your own club's easy to manage website, which allows multiple people to add **stories**, **links**, and **pictures** on-line.

Member*Directory*

Keep your members connected with a **secure** online member directory.

Message*Centre*

Send emails within your club, within your board, or create **centralized** custom lists to keep everyone in the loop. No more juggling email addresses!

Photo*Manager*

Post photos onto your website quickly and easily without the need to **resize** or **compress** your images.

e*Bulletin*

Create your own eBulletin online, and distribute to all **members** and **prospective members** with one click.

Attendance*Manager*

Keep track of meeting attendance. Option to send numbers to District automatically.

Discussion*Forum*

Share ideas and opinions within your club. Choose whether to make threads public or member-only. Pose questions, hold a poll, brainstorm fundraising ideas, or even share jokes!

Get a free no-obligation 30 day trial!
Visit **www.clubrunner.ca/trial**

Notes

Request a free, no-obligation 30-day trial today, visit:
www.clubrunner.ca/trial

ClubRunner

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