

The Basics For Club Executives



If you are a club executive, you can update your club and membership information and report monthly attendance. For help logging in and updating your own information please see [The Basics for All Members](#) on the Website's HELP section.

Update Membership Information

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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 under 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 under 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.
- 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. There are 5 types of Other Users:

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

To add a new user:

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

To remove a user:

- **Login** and go to the **Admin** page.
- Click on **Other Users Details**, located under the "For Club Executives" section.
- Click on **Delete** next to the user. That user's profile will open as a confirmation.
- Scroll down and click on **Delete** to remove this user, or **Cancel** if you don't want to delete the user.

Update a member's profile

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, then click **Save**, located at the bottom of the page.

Assign my club's attendance manager

Each club has an attendance contact (called the Attendance Manager) who is the person that will be reached 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.

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.
- Press **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?".
- Press **Select**.

Report monthly attendance

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

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

- **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.
- Press **Save**.

Note: For clubs using ClubRunner, you can report attendance either through the District site or through your club site. For help reporting through your club site, please refer to the Help section on your site.

Generate a monthly attendance report

A monthly report is available to District that displays all clubs' member counts as of the end of last year and this month, along with the current month's attendance percentage. To generate the monthly attendance report:

- Login to the District website, and go to the **Admin** page.
- Click on **Clubs Attendance Management**, under the "District, Clubs and Membership" section.
- Click on **District Monthly Attendance Report**.
- Select the **report month** from the drop down list.
- Press **View**, or Return to cancel. The report will display in a new browser window. Click on the **Printer Friendly Version** link at the top to view in a less graphic-intensive format.

Change the meeting time and location

It is important to update your club's meeting time and place on the district website. This information is posted for all clubs in the Club Directory and "Where Clubs Meet" pages. 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.

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.

- Click on Save.

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.
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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 [Support](#) with your club name and address for support.

Specify my executives and directors

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

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 **Add or remove members** from the previous screen.

Specify my club's website

Your District site has a listing of clubs and their website links. To change your club's website link, 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.
- Fill in your website address next to **Website**.

TIP: Don't forget the HTTP:// before your website address. The link will not work if you omit this part.

- Press **Save**

CLUB RUNNER PROVIDES US WITH A HELP SECTION TO ASSIST US IN NAVIGATING AND LEARNING TO USE THE SITE.

This help manual is available without even logging into the site – Just click on the **HELP** button on the face page of the site above “WELCOME TO THE DISTRICT 5910 WEBSITE”.

This is the index of what is covered in the manual.

Help

The Basics for All Members

How to retrieve your password, login and update your profile.

The Basics for Club Executives

In addition to the above, club executives can update their member's profiles, add or remove members, specify club executives and directors, update club meeting information, and report monthly attendance.

Attendance

How to compile attendance statistics and reports for all clubs in the district, and send e-mail reminders.

District, Club & Membership

Manage all clubs and membership information, and update the District organization chart.

Event Planner

How to use the Event Planner to list an event on the site, send email invitations, get online registrations, and print nametags.

Editing the District Website

How to maintain the district website; add stories, news, and links, create custom site pages and photo journals.

Email Communication

Communicate with club executives, District executives, or broadcast a newsletter to all members.

