The Basics for Club Members

After logging on to the system, members may update their personal profile, address, telephone, email information, and change their password. Add friends, update the status of tasks assigned in relation to new members, book (and cancel bookings) for club events and volunteering, and view the club directory.

Logging In
Login to access the features of ClubRunner.

How to login
- Click on the **Login** tab.
- In the **Member Login** page, enter your login name and password.

Member Login

Welcome members.
Please log in with your Login Name and password for access to your club's services and latest news and information.

Login Name: |
Password: |

Forgot your password?
New User? Click the above link to have your password sent to your email address.

Login

- Click on the **Login** button.

Alternatively, you will also see a **Login** link underneath the **greeting** that appears on the Home Page of the site. Clicking on this link will take you to the same **Member Login** page as the tab.

Change my password
- **Login** first, then go to the **Admin** tab.
- In the **My ClubRunner** section, click on the **Change My Password** link.

Old Password |
New Password |
Confirm Password |

Change Password   Cancel

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

Retrieve my Login Name & Password There is an easy automatic way to get your login name and password if you are a new user, or have forgotten your password.

- Click on the **login** tab.
- In the **Members Login** page, click on the link **Forgot your password?**.

Member Login

Welcome members.
Please log in with your Login Name and password for access to your club's services and latest news and information.

Login Name: [   ]
Password: [   ]

Forgot your password?
New User? Click the a   e link to have your password sent to your email address.

[Login]

- In the **Get Password** page, type in your **last name** and **email address**.
- Click on **Get Login Info**
- Check your email for your default username password.

Get Password

Enter your Last Name and email address to receive your login name and password immediately by email.

Last Name: [   ]
Email Address: [   ]

[Get Login Info] [Return]

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

Why this might not work:
The system will perform a security check by matching the last name submitted with the email address provided. If the email address we have on file (either inputted by your club director or imported from the District) is different from the one you provide, we have no way of knowing you are yourself. In this case, you will have to get your username and password from ClubRunner support by emailing clubrunner@doxess.com.

My Personal Profile
Keeping your personal profile current and up to date is important, especially when it comes to your email address.

Update my Personal Profile
- **Login** as usual, and go to the **Admin** tab.
- Click on the link **Edit My Profile**
- This will take you to **My Personal Information** page
- Make any changes in the fields displayed.
- Click on the **Save** button to save your changes.

How private is my personal information?

- Other members in **your club only** will be able to see the information in your profile.
- Your club's directors can edit your profile, **except for your password**.
- Your site administrator can reset your password (without seeing what the previous one was).
- Your District executives can edit your profile (applies only if your District has a ClubRunner site).

ClubRunner is committed to protecting your privacy. Please read ClubRunner's Privacy Policy.

Change My Email Address

1. **Login** as usual, and go to the **Admin** tab.
2. Click on the link **Edit My Profile** from the My ClubRunner section.
3. This will take you to **My Personal Information** page.
4. Update your email address.
5. Click on the **Save** button to save your changes.

Upload My Photo
- **Login** as usual and click on **Admin**.
- Click on the link **Upload My Photo** from the **My ClubRunner** secton.
- Click on the **Browse** button and locate the photo from your computer.
- Click on the **Save** button to upload your photo.

Please note:
Only the following image formats are acceptable for upload:
- GIF, BMP, JPG, JPEG
- Please ensure that there are no dots (.) or other special characters in your file name.

My Friends

The term **friends** refers to any person you wish to keep informed of your club's activities. They can be prospective members, past speakers, personal friends, etc. When you add a friend to ClubRunner, they will receive all the bulletins sent out by your club, as well as invitations to club events.

Add and remove my friends
- **Login** as usual, and go to the **Admin** tab
- Under the section **My ClubRunner**, click on the link **My Friends**.
- This will show you a list of all your friends in the system. For each friend, three links will appear to the right: **Bulletin**, **Edit**, and **Delete**
- Click on **Bulletin** to see that friend's bulletin (it will open in a new window).
- Click on **Edit** to change the particulars of that person.

- Click on **Delete** to remove them from the database. They will no longer receive your club's eBulletins and event invitations.

*Just note that once you delete a friend, you will not be able to **undo** the deletion.*

Adding a Friend:
- Click on the **Add New Friend** link on the top right of the listing.
- Type in the particulars of the friend. Only the first and last name are required, however, entering an email address is strongly suggested.
- Click on the **Save** button to save your work.

Participating

View my personalized ebulletin   There are a couple of reasons why you would want to view your eBulletin even though it is sent to your email by the Bulletin Editor:
- You deleted it, but now wish to read it.
- You don't have an email address, but have Internet access.

- **Login** as usual and then go to the **Admin** tab.
- Under the heading **My ClubRunner**, click on the **View My Bulletin** link.
- If you wish to print, click on **File**, then **Print...**

View my commitments

ClubRunner maintains information about your commitments (as well as those of friends and family that you've booked on their behalf):
- Duty Roster (meeting responsibilities)
- Events that you're booked for (both club and district)
- New member tasks assigned to you
- Volunteer tasks **Note:** Your commitments also appear on your eBulletin mailed to you.

- First **login**, then go to the **Admin** tab.
- Under the section **My ClubRunner**, click on **My Commitments**

Club Directory

Print a club directory

To print a club directory, please follow these steps:
- Login as usual, and go to the **Admin** tab.
- Click on **Printable Club Directory** under the **My ClubRunner** section.
- Click the **Generate** button to create a current directory.
- Click the **View Word** button to view the directory.
- Print the Club Directory.

> **Please note:**
> The PDF version of the directory is no longer supported.

Club Documents

Add a club document

To add a club document, follow these steps:

- Login as usual, and go to the **Admin** tab.
- Click on **Edit Club Documents** under the **Website Manager** heading.
- Click **Add New Document**.
- Enter a name and locate the document you wish to add using the **Browse...** button.
- Click **Save**.

> **Please note:**
> - Verify that there are no dots (.) or other special characters in your file name.
> - You must have editor rights to add a club document.