

# Rotary District 7080 How-To Resources

## Topic: Promote Your Club's Event to Members Across The District

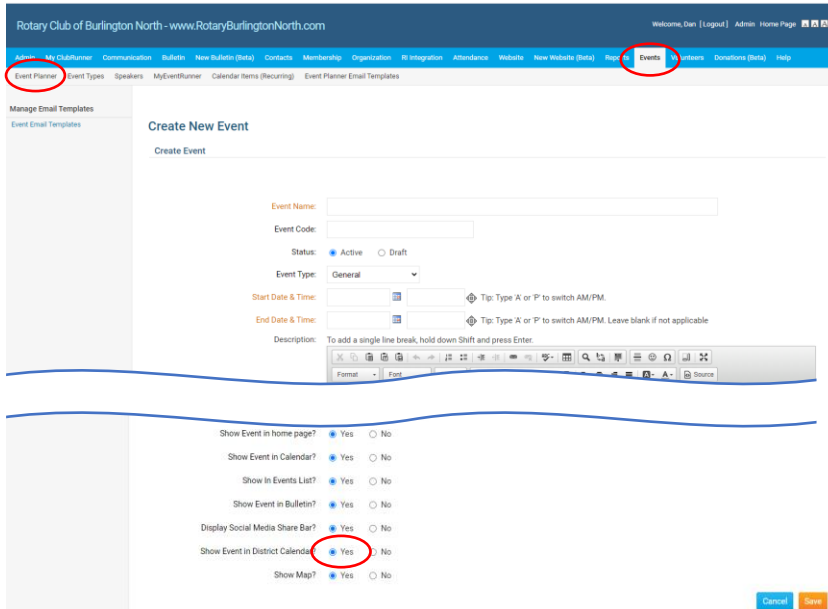
Do you have an event that you want to promote to members within the District? Here are the approved ways to do it within District 7080.

1. Create an Event within your club's ClubRunner website and 'link' it so it also shows on the [District's Events Calendar](#). (See screen grab below.) This calendar is published on the District's website and posted in the District's monthly bulletin.
2. Post your Event within the [District 7080 Facebook Community](#). Note, this is a closed Facebook Group, so you need to join the group before you can do this.
3. Create a Post directly on the [District's Facebook Page](#). We will review your post and then publish it to the page. (Note we limit each club to just 4 posts per year). If you prefer, you can also just email the link to your club's Facebook post to us at: [connects@rotary7080.org](mailto:connects@rotary7080.org)
4. Tag District 7080 when you post your event to your club's Instagram account ([@rotarydistrict7080](#)). We'll aim to share your post at least once on the District's Instagram account.

Please note, we do not publish articles for upcoming club events in the monthly bulletin. We are happy to publish article about events after they happen to share success stories and 'lessons learned'.

Club members with access to the District's email app in ClubRunner do not have permission to use this tool to promote club events.

### Linking Events in ClubRunner



Rotary Club of Burlington North - www.RotaryBurlingtonNorth.com

Welcome, Dan | Logout | Admin | Home Page

My ClubRunner | Communication | Bulletin | New Bulletin (Beta) | Contacts | Membership | Organization | Integration | Attendance | Website | New Website (Beta) | Reports | **Events** | Settings | Donations (Beta) | Help

Event Planner | Event Types | Speakers | MyEventRunner | Calendar Items (Recurring) | Event Planner Email Templates

Manage Email Templates  
Event Email Templates

#### Create New Event

Create Event

Event Name:

Event Code:

Status:  Active  Draft

Event Type: General

Start Date & Time:   Tip: Type A or P to switch AM/PM.

End Date & Time:   Tip: Type A or P to switch AM/PM. Leave blank if not applicable.

Description:

To add a single line break, hold down Shift and press Enter.

Show Event in home page?  Yes  No

Show Event in Calendar?  Yes  No

Show In Events List?  Yes  No

Show Event in Bulletin?  Yes  No

Display Social Media Share Bar?  Yes  No

Show Event in District Calendar?  Yes  No

Show Map?  Yes  No

Cancel Save