**IMPOTRANT THINGS EVERYONE NEEDS TO DO SO THE DIRECTORY IS COMPLETE & ACCURATE**

* **Check Your Member Profile on Club Runner to assure all information is Complete & Accurate**

**(All members have access)**

**How to do it:**

**1) Log into Club Runner:** [**www.rotary7910.org**](file:///C%3A%5CUsers%5CJIM%5CDesktop%5CDG%5CDistrict%20Directory%5C2016%20Doyle%5Cwww.rotary7910.org)

**2) Go to Administration**

**3) Go to “For Members”**

**4) Click on “Edit My Profile” (Insert head shot photo is possible)**

* **Assure that all Club Positions are filled in for the 2017-2018 Rotary Year**

**(PEs, Secretaries & Executive Secretaries have access)**

**How to do it:**

**1) Log into Club Runner:** [**www.rotary7910.org**](file:///C%3A%5CUsers%5CJIM%5CDesktop%5CDG%5CDistrict%20Directory%5C2016%20Doyle%5Cwww.rotary7910.org)

**2) Go to Administration**

**3) Go to “District, Clubs & Membership”**

**4) Click on “Edit Executives & Directors”**

**5) Click on the “2016-2017” tab**

**6) Click “Edit” for each position and use the drop down menu to select the member**

**Important: Do not change the “Sequence” or “Title” for any Position**

**Note: If your club has a position that does not show click “Add New Position”**

* **Place an Ad in the District Directory so we can do Business with Rotarians**

**How to do it:**

**1) Fill in the Yellow Page Order Form**

**2) Assure that you enter “Classification Requested” (only 1 classification per ad)**

**3) For Business Card Size Ads include you business card**

**4) For ½ Page or Full Page Ads include your business card and your ad copy**

**5) Mail the order form along with your check, business card and ad copy (#4 only) per instructions on the Yellow Page Order Form**

**Note: To place more than 1 ad enclose a separate order form for each ad.**