

**Clubrunner is a web Portal**

This means that it is a database of all Rotarians in the District and uses this information to connect to Club roles, District Committees and District roles. For example this enables the DG Newsletter to be emailed to every Rotarian in the District (if they have an email address listed in their Member Profile).

**Accurate Data is Critical**

* Enables easy communication
* Provides immediate up to date District Data
* Ensures the Online District Directory is accurate
* Ensures the District Committees/Chairs can direct information to key members of your Club

**All Rotarians**:

* Can check contact details and password (update as required)
* Can access District Directories – these are updated as soon as member updates their details.
* Should include an email and mobile phone contact in their profile

**Club Details – Club Executive access only**

* Members List and contact details
* Club Information – where and when you meet
* Define Club Executives – this year and NEXT year
* Attendance Reports (if this is still recorded for your club)



1. Ensure your contact details are current and correct
2. Ensure your Club Information is current and accurate
3. Ensure your Club members details are current and accurate
4. Provide each Club member with their login and password
5. Define your Executives
6. Define Attendance Manager

(for assistance contact Website Administrator Pauline Stewart Pauline.Stewart@rotary9780.org)