



# Rotary District 9780

*Vic and SA, Australia*

[Home](#) [Site Pages ▾](#) [News ▾](#) [Calendar ▾](#) [District ▾](#) [Club Support ▾](#) [Contact US ▾](#) [Online HELP](#)

## Using Clubrunner

District 9780

[www.rotary9780.org](http://www.rotary9780.org)

# Get Login Information



The screenshot shows the homepage of the Rotary District 9780 website. The header features the Rotary International logo on the left, the text "Rotary District 9780" in large white letters, and "Vic and SA, Australia" in a script font below it. On the right of the header is a yellow banner for "National Award Services, Inc." with the text "ENTER HERE" and "CUSTOM LAPEL PINS". Below the header is a blue navigation bar with links: Home, Site Pages, News, Calendar, District, Club Support, Contact US, Online HELP, and Login. A red arrow points from the text "Click on Login" to the "Login" link. The main content area is divided into three columns. The left column, titled "Site Pages", lists links: Meet our District Governor 2010 - 2011, DG Newsletter, Club Administration, District Information, Membership and Support, Rotary Leadership Institute, Service Projects, and Community Service. The middle column has a "100 Years" anniversary graphic and text: "Welcome to the District 9780 Website!", "District Governor: Jessie Harman", "District Governor's Club Home Page.", and "Service Above Self". Below this is a "Stories" section with the title "Welcome to District 9780". The right column, titled "News", contains the text: "District Web Address Jul 20, 2010", "by Pauline Stewart", "The District website address is", and "www.rotary9780.org".

**Rotary District 9780**  
*Vic and SA, Australia*

**Site Pages**

- Meet our District Governor 2010 - 2011
- DG Newsletter
- Club Administration
- District Information
- Membership and Support
- Rotary Leadership Institute
- Service Projects
- Community Service

**Stories**

Welcome to District 9780

**News**

District Web Address  
Jul 20, 2010  
by Pauline Stewart

The District website  
address is  
[www.rotary9780.org](http://www.rotary9780.org)

**Click on Login**

# Login

**First time users click  
on "I forgot my  
password"**

**If you are a new Rotarian and get no  
response you may have to have your  
club secretary check that they have  
added you in to the system.**

Enter your login information below:

User Name:

Password:

[I forgot my password](#)

[Online Help](#)

☒ Remember me on this computer

**If you know login  
and password, then  
type in and press  
sign-in**

# Get your Username and Password

**ClubRunner™**


Connect. Collaborate. Communicate.

## Forgot Your Password?

All members in the District have login accounts in the system. If you cannot retrieve your login information through this page, please contact your Club President, or email to [clubrunner@doxess.com](mailto:clubrunner@doxess.com).

Select your club and enter the information required to receive your login name and password immediately by email.

\* Denotes a required field.

Select Club:  

Last Name:

Email Address:

1. select your club from drop down list.

2.

3.

4. Get login - you will receive an email with details \*

**If you get this response  
ask your club secretary to  
add you into clubrunner**

[www.rotary9730.org](http://www.rotary9730.org)

The email address you supplied does not match the one in your profile. Please try again.

## Admin

[Link to old admin screen](#)

### Home Page Editing

[Home Page Stories](#)  
[Story Management](#)  
[External URL links](#)  
[Download Files](#)  
[News Management](#)  
**[Events Management](#)**  
[Pages Management](#)  
[Journals Management](#)  
[Documents Download](#)  
[Website Sponsoring Area](#)  
[Website Sponsoring Guide](#)  
[Website Designer 2.0](#)

### Communication Services

[Email Message Services](#)  
[Send District Bulletin](#)  
[District Organization Chart](#)  
[Committee Management](#)  
[Members Email Status report](#)  
[Email Traffic Report](#)  
[MyEventRunner Registration](#)

### For Event Registrations, visit the

[Event Calendar](#)

### District, Clubs & Membership

[Club & Membership Detail](#)  
[Member Detail](#)  
[Member Access Rights](#)  
[Clubs Attendance Management](#)  
[Define Current and Next Year Executives](#)  
[Download Member Data](#)  
[Member Data Changes](#)  
[RI Reporting](#)  
[Member Designation](#)

### For Members

[Edit My Profile](#)  
[Change My Password](#)  
[RI eDirectory](#)  
[Search Member eDirectory](#)  
[My Committees](#)

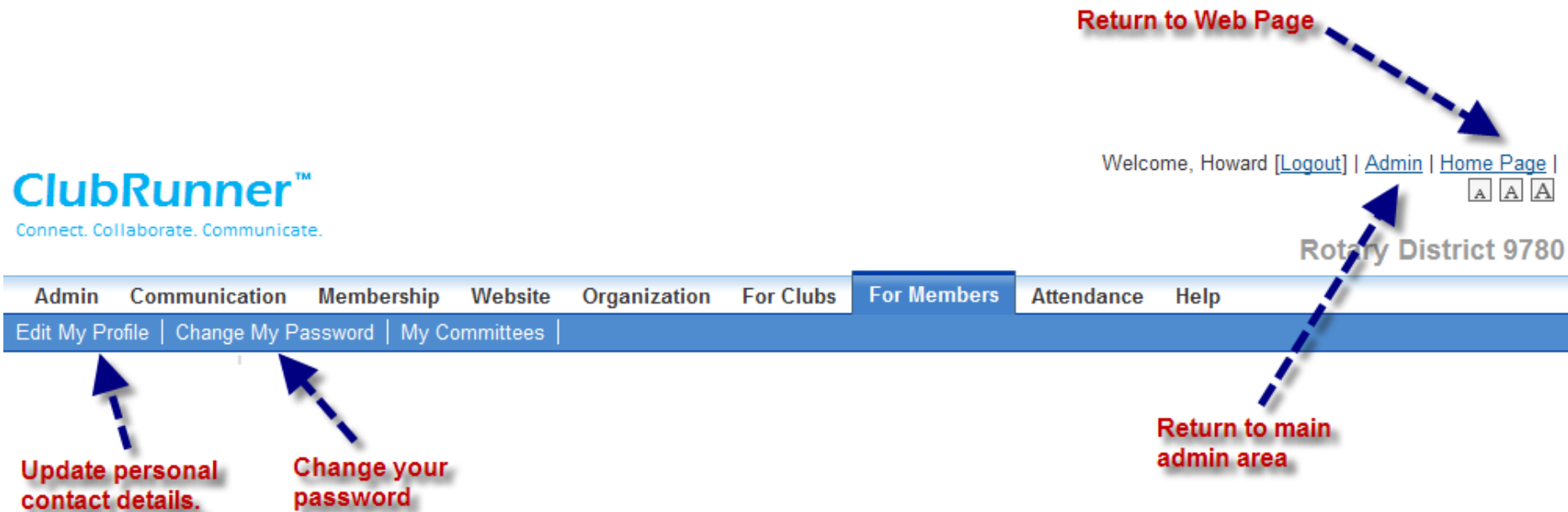
**Edit your Profile to  
update your details.  
All Rotarians can do  
this.**

### For Club Executives

[Active Members List](#)  
[Other Users List](#)  
[Inactive Member List](#)  
[Club Information Page](#)  
[Define Club Executives](#)  
[Define Next Year's Executives](#)  
[Club Attendance Report](#)  
[Define Club Attendance Manager](#)  
[Club RI Reporting](#)

Here  
you  
are  
after  
login

# Navigating around



## Member Profile



**Howard Randall**

[Printable Version](#)

[Update](#)

Personal Tab  
to update  
details.

Press Edit to make any  
changes to your  
personal profile

**Personal** [Rotary](#) [Biography](#) [Commitments](#) [Settings](#)

[Edit](#)

### Member Details

<b>Title</b>		<b>Gender</b>	Male
<b>First Name</b>	Howard	<b>Birthday</b>	
<b>Middle Name</b>		<b>Anniversary</b>	
<b>Last Name</b>	Randall	<b>Spouse/Partner First Name</b>	Jill
<b>Nickname</b>		<b>Spouse/Partner Last Name</b>	Randall
<b>Suffix</b>		<b>Spouse/Partner Nick Name</b>	
<b>Preferred Address</b>	Home	<b>Spouse/Partner Birthday</b>	
<b>E-mail</b>	howard@macquarie.vic.edu.au	<b>Alternate E-mail</b>	

*\*All emails will only be sent to the primary email address      Birthday and anniversary years can only be viewed by Club Executive level or higher.*

### Home

<b>Address Line 1</b>	22 Muirfield Ave.	<b>Home Phone</b>	0352612803
<b>Address Line 2</b>		<b>Cell</b>	0412525197
<b>City</b>	Jan Juc	<b>Home Fax</b>	0352242100
<b>State/Province</b>	Vic		
<b>Zip/Postal Code</b>	3228		
<b>Country</b>	Australia		

### Work

<b>Company Name</b>	Macquarie Commercial College	<b>Position/Title</b>	Principal
<b>Address Line 1</b>	71 Lt Malop Street	<b>Business Phone</b>	0352213577
<b>Address Line 2</b>	PO Box 967	<b>Business Fax</b>	0352242100
<b>City</b>	Geelong	<b>Website URL</b>	http://www.macquarie.vic.edu.au
<b>State/Province</b>	Vic		
<b>Zip/Postal Code</b>	3220		
<b>Country</b>	Australia		

### Custom Fields

[Edit](#)

Last updated on Aug 11 2010 by Randall, Howard

[Go Back](#)

# For Members

## Member Profile



**Howard Randall**  
[Printable Version](#)

In edit mode.

Make changes and press Save.  
All red fields are required  
(cannot save if empty)

**Personal** **Rotary** **Biography** **Commitments** **Settings**

Save Cancel

Fields marked in red are required.

**Member Details**

Title		Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
<b>First Name</b>	Howard	Birthday	
Middle Name		Anniversary	
<b>Last Name</b>	Randall	Spouse/Partner First Name	Jill
Nickname		Spouse/Partner Last Name	Randall
Suffix		Spouse/Partner Nick Name	
Preferred Address	<input checked="" type="radio"/> Home <input type="radio"/> Work	Spouse/Partner Birthday	
E-mail	howard@macquarie.vic.ed	Alternate E-mail	hwrandall@gmail.com

\*All emails will only be sent to the primary email address

Birthday and anniversary years can only be viewed by Club Executive level or higher.

**Home**

<b>Address Line 1</b>	22 Muirfield Ave.	Home Phone	0352612803
Address Line 2		Cell	0412525197
<b>City</b>	Jan Juc	Home Fax	0352242100
State/Province	Vic		
Zip/Postal Code	3228		
<b>Country</b>	Australia		

**Work**

Company Name	Macquarie Commercial Co	Position/Title	Principal
Address Line 1	71 Lt Malop Street	Business Phone	0352213577
Address Line 2	PO Box 967	Business Fax	0352242100
City	Geelong	Website URL	http://www.macquarie.vic.v
State/Province	Vic		
Zip/Postal Code	3220		
Country	Australia		

**Custom Fields**

Save Cancel

# For members



# Rotary Membership Details

Personal

**Rotary**

Biography

Commitments

Settings

Rotary Membership Details.

Can edit and save details.

Edit

Rotary Membership Details

<b>Club</b>	Torquay (ID# 25307)	<b>Membership Type</b>	Active
<b>Rotary Member No.</b>	1626863	<b>Classification</b>	Training Services
<b>Membership</b>		<b>Date Joined</b>	Jun 01 1989
<b>Office</b>	Programs, ClubRunner and Webmaster		
<b>Sponsor</b>	David Lee		

Rotary Member Designations

[Edit Member Designations](#)

Four Avenues of Service Citation  
Past President  
Paul Harris Fellow

Club Attendance

<b>Current YTD Attendance</b>	83.33 %
<b>Last Year's YTD Attendance</b>	100.00 %
<b>YTD Attendance Report</b>	<a href="#">View Report</a>

Edit

Last updated on Aug 11 2010 by Howard Randall

# Rotary Settings

Personal

Rotary

Biography

Commitments

Settings

Edit

System Login

Club Access Level 30 - Site Administration

Login Name howard@macquarie.vic.edu.au


Password [Change Password](#)

Custom Email Signature

Regards


Howard Randall  
Rotary Club of Torquay  
RI District 9780

M 0412525197  
[www.torquayrotary.org.au](http://www.torquayrotary.org.au)



Help end polio worldwide.

Rotary. Humanity in motion. [rotary.org/endpolio](http://rotary.org/endpolio)



Edit

Last updated on Aug 11 2010 by Howard Randall

Create a signature.  
This is placed at the  
bottom of emails.

Change your  
password to  
something you will  
remember.

# Navigating

The screenshot shows the ClubRunner website interface. At the top left is the ClubRunner logo with the tagline "Connect. Collaborate. Communicate." Below it is a navigation bar with the following links: Admin, Communication, Membership, Website, Organization, For Clubs, For Members (highlighted), Attendance, and Help. Below this bar are links for "Edit My Profile", "Change My Password", and "My Committees". In the top right corner, there is a user greeting "Welcome, Howard" followed by links for "[Logout]", "Admin", and "Home Page", and three small square icons. The text "Rotary District 9780" is displayed below the user links. Three red annotations with dashed blue arrows point to specific areas: one points to the "Membership" link with the text "Can also navigate using this area. Your access rights may limit what you can use."; another points to the "Admin" link with the text "Return to Web Page"; and a third points to the "Admin" link with the text "Return to main admin area".

ClubRunner™  
Connect. Collaborate. Communicate.

Can also navigate using this area. Your access rights may limit what you can use.

Return to Web Page

Welcome, Howard [Logout] | Admin | Home Page |

Rotary District 9780

Admin Communication Membership Website Organization For Clubs For Members Attendance Help

Edit My Profile | Change My Password | My Committees |

Return to main admin area

# eDirectory Search

Home Page Editing	District, Clubs & Membership
<a href="#">Home Page Stories</a>	<a href="#">Club &amp; Membership Detail</a>
<a href="#">Story Management</a>	<a href="#">Member Detail</a>
<a href="#">External URL links</a>	<a href="#">Member Access Rights</a>
<a href="#">Download Files</a>	<a href="#">Clubs Attendance Management</a>
<a href="#">News Management</a>	<a href="#">Define Current and Next Year Executives</a>
<b><a href="#">Events Management</a></b>	<a href="#">Download Member Data</a>
<a href="#">Pages Management</a>	<a href="#">Member Data Changes</a>
<a href="#">Journals Management</a>	<a href="#">RI Reporting</a>
<a href="#">Documents Download</a>	<a href="#">Member Designation</a>
<a href="#">Website Sponsoring Area</a>	
<a href="#">Website Sponsoring Guide</a>	<b>For Members</b>
<a href="#">Website Designer 2.0</a>	<a href="#">Edit My Profile</a>
	<a href="#">Change My Password</a>
	<b><a href="#">RI eDirectory</a></b>
	<a href="#">Search Member eDirectory</a>
	<a href="#">My Committees</a>
<b>Communication Services</b>	<b>For Club Executives</b>
<a href="#">Email Message Services</a>	<a href="#">Active Members List</a>
<a href="#">Send District Bulletin</a>	<a href="#">Other Users List</a>
<a href="#">District Organization Chart</a>	<a href="#">Inactive Member List</a>
<a href="#">Committee Management</a>	<a href="#">Club Information Page</a>
<a href="#">Members Email Status report</a>	
<a href="#">Email Traffic Report</a>	
<a href="#">MyEventRunner Registration</a>	

**Search for a  
Rotarian's Contact  
details**



# How to search eDirectory



**Admin** | Communication | Membership | Website | Organization | For Clubs | For Members | Attendance | Help

Admin |

## Search Member

1 Result(s) Returned

Click on the plus sign  to expand listing. Click on the envelope icon  to email a member.

Email	Name	Club	Classification	Work Phone
	 <a href="#">Jessie Harman</a>	Wendouree Breakfast	Lecturer in Marketing	Ph # removed for privacy

Page 1 of 1

Search Again

Club:

First Name:

Last Name:

Email:

Classification:

**Search Result** (points to the search result table)

**Select club or use all clubs** (points to the Club dropdown)

**Insert information for at least 1 field of information.** (points to the First Name, Last Name, Email, or Classification input fields)

**Press Search** (points to the Search button)

# Return to Admin

Can also navigate using this area. Your access rights may limit what you can use.

**ClubRunner™**  
Connect. Collaborate. Communicate.

Welcome, Howard [[Logout](#)] | [Admin](#) | [Home Page](#) | [A](#) [A](#) [A](#)

**Rotary District 9780**

[Admin](#) [Communication](#) [Membership](#) [Website](#) [Organization](#) [For Clubs](#) [For Members](#) [Attendance](#) [Help](#)

[Edit My Profile](#) | [Change My Password](#) | [My Committees](#) |

**Return to Web Page**

**Return to main admin area**

The image shows a screenshot of the ClubRunner website interface. At the top left is the ClubRunner logo with the tagline 'Connect. Collaborate. Communicate.'. Below the logo is a navigation bar with links: Admin, Communication, Membership, Website, Organization, For Clubs, For Members (which is highlighted), Attendance, and Help. Below this bar is a secondary navigation bar with links: Edit My Profile, Change My Password, and My Committees. In the top right corner, there is a user greeting 'Welcome, Howard' followed by a Logout link and an Admin link. To the right of the Admin link are three small square icons. Below the user greeting, the text 'Rotary District 9780' is displayed. Two red dashed arrows with blue arrowheads point to specific links. One arrow points from the text 'Can also navigate using this area. Your access rights may limit what you can use.' to the 'Admin' link in the top right. The other arrow points from the text 'Return to main admin area' to the 'Admin' link in the top right. A third red dashed arrow points from the text 'Return to Web Page' to the 'Home Page' link in the top right.


# Rotary District 9780 eDirectory

<b>Home Page Editing</b>	<b>District, Clubs &amp; Membership</b>
<a href="#">Home Page Stories</a>	<a href="#">Club &amp; Membership Detail</a>
<a href="#">Story Management</a>	<a href="#">Member Detail</a>
<a href="#">External URL links</a>	<a href="#">Member Access Rights</a>
<a href="#">Download Files</a>	<a href="#">Clubs Attendance Management</a>
<a href="#">News Management</a>	<a href="#">Define Current and Next Year Executives</a>
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<a href="#">Documents Download</a>	<a href="#">Member Designation</a>
<a href="#">Website Sponsoring Area</a>	
<a href="#">Website Sponsoring Guide</a>	<b>For Members</b>
<a href="#">Website Designer 2.0</a>	<a href="#">Edit My Profile</a>
	<a href="#">Change My Password</a>
<b>Communication Services</b>	<a href="#">RI eDirectory</a>
<a href="#">Email Message Services</a>	<a href="#">Search Member eDirectory</a>
<a href="#">Send District Bulletin</a>	<a href="#">My Committees</a>
<a href="#">District Organization Chart</a>	
<a href="#">Committee Management</a>	<b>For Club Executives</b>
<a href="#">Members Email Status report</a>	<a href="#">Active Members List</a>
<a href="#">Email Traffic Report</a>	<a href="#">Other Users List</a>
<a href="#">MyEventRunner Registration</a>	<a href="#">Inactive Member List</a>
	<a href="#">Club Information Page</a>

**Use District  
eDirectory.**

# Temporary Inconvenience

- Many changes have been implemented in recent months
- The new system is so much better
- However a few items still in development
- At present this eDirectory link goes to the old site
- You need to login in again (same login and password)

For Members	
<a href="#">Edit My Profile</a>	<a href="#">[Old Version]</a>
<a href="#">Change My Password</a>	<a href="#">[Old Version]</a>
<a href="#">RI District 9780 eDirectory</a>	<b>NEW!</b> 
<a href="#">District Directory</a>	
<a href="#">Search Member eDirectory</a>	<b>NEW!</b>
<a href="#">My Committees</a>	<b>NEW!</b>



# Obtain eDirectory

## RI District 9780 eDirectory

To update the directories to display the most current contact information, press the 'Regenerate' button adjacent to the report you are interested in. Please be patient as it may take a few minutes to regenerate the directory. Next press the PDF button or Word button, and then either OPEN or SAVE and the directory will display on screen.

**Step 1 Press Regenerate and wait until finished. This gives you most up to date information.**



**Step 2**

**Choose either word or pdf document.**

**Press button and either open or save to your computer.**

**You can obtain an updated directory any time you need it.**

**Select the directory you wish to access.**

### Current Year

#### District 9780 Organization Directory

Photos and contact information for District 9780 executive leadership, senior assistant governors, assistant governors, club presidents, district committee chairs, advisors and chairs for major district events and activities, and Rotaract and Interact governors. Listings include club affiliation.

Regenerate

PDF

Word

Created on July 31, 2010

#### Club & District Leadership Directory

Alphabetical listing by city and Club. Includes contact information for club leadership, club committee assignments and district assignments.

Regenerate

PDF

Word

Created on August 09, 2010

#### Directory by Club

The meeting day, location and address of each Rotary Club in District 9780. Includes contact information for the club president and either the business, mobile or home telephone number of all club members. **Note:** users must "Regenerate" for each club.

Please select the Club :

Apollo Bay Otways

Regenerate

PDF

Word

Created on August 10, 2010

### Next Year

#### District 9780 Organization Directory

Photos and contact information for District 9780 executive leadership, senior assistant governors, assistant governors, club presidents, district committee chairs, advisors and chairs for major district events and activities, and Rotaract and Interact governors. Listings include club affiliation.

Regenerate

PDF

Word

Created on July 31, 2010