

Managing Your Rotary Logon Information

ClubRunner

This may be referred to our “local” management systems.

www.rotarydistrict5650.org is managed through ClubRunner.

Your Club Website may also be managed through ClubRunner.

Your logon information is the same on any ClubRunner managed website.

Your ClubRunner logon information was set by the club officer that set up your initial profile. They may have provided you with your logon ID when you first joined. And, they can easily change it.

If you do not know your password but know your Username:

Select Member Logon from the home page upper right hand corner

Enter your Username

Leave the Password Field blank

Select the Forgot password? link

You will be provided with steps, instructions from there.

If you do not know your Username

Select Member Logon from the home page upper right hand corner

Leave the Username Field blank

Select the Forgot username? link

You will be provided with steps, instructions from there.

You can also ask your club officers or exec@rotarydistrict5650.org to reset either / both fields.

Rotary International

This is information maintained by Rotary International. The information that we enter through ClubRunner “rolls up” to Rotary International.

<https://www.rotary.org/en> Then select My Rotary

or

<https://my.rotary.org/en>

The first time you register for an account at rotary.org, they will automatically assign your email address on record at rotary.org as your Login ID (called your Login Email Address). You set the password.

Changing your email address on ClubRunner DOES NOT CHANGE YOUR LOGIN EMAIL ADDRESS at rotary.org (see more below).

If you forget your password:

Select Sign In from the home page upper right hand corner

Enter your Login Email Address

Select the Need help signing in? link

Select the Forgot password? link

You will be provided with steps, instructions from there.

To change your Login Email Address or password

Sign In from the Rotary.org / my rotary home page (upper right corner / scroll to the bottom to enter)

Your name appears in the upper right corner – select the down arrow

Select Account Settings

You will see options to:

Change Password

Change Login Email Address

Security Question

For assistance verifying your Login Email Address, contact

exec@rotarydistrict5650.org; only Rotary.org can assist you with actually changing the information.

Email for communication – if you do not have a Rotary.org account set up, your communication email can be changed in ClubRunner and it will “roll up” to Rotary International. If you have an account at Rotary.org, changes in email addresses on ClubRunner will not update Rotary.org. After verifying that your ClubRunner Email for communication is correct, Logon to Rotary.org, Select My Profile (down arrow by your name at the top of the screen), Edit your Contact Information.