Welcome to ClubRunner!

District Training Presentation to Clubs

Press <space> or left-click on mouse to advance to the next slide

What is ClubRunner?

Congratulations! Your District is subscribed to ClubRunner, a software service that manages club and membership information as well as facilitate easier communication between the District and its clubs.

ClubRunner…

- Is a private software company that has been serving thousands of Rotary clubs worldwide for nearly 10 years.
- Was created by and is operated by 3 Past Presidents in Canada
- Is the largest software provider to Rotary clubs worldwide, in six continents
- Was the first company to integrate its database with Rotary International in November 2010 and is the leader in terms of fields integrated
- Is an Official Rotary International Licensee

What Does ClubRunner Do?

ClubRunner will help your district with the following tasks:

- Seamlessly integrate the **district database** with Rotary International, securely
- Produce **unlimited reports** to help identify membership growth
- Maintain **organizational charts** with committee structures
- Maintain club executive/director listings, accessible by Rotarians in the district
- Generate password-protected **district directories** in several formats
- Track and report **club attendance**
- Send out targeted and personalized **email communication and newsletters**
- Manage **event registrations** and reporting, with **online payment**
- Allow every club to login and maintain their own information

District Website

Access useful content aimed for club executives and Rotarians

Access the publicly available Club and District Info

Calendar for upcoming District events

Access links to other websites related to Rotary

Club Directory

The Club Directory page displays all clubs, their meeting days and times, along with President names, and links to club websites

Choose from Alphabetical listing or Sorted by Meeting Day/Time

Club Directory & Contact

ID#	Club	President	Internal	External	Map	Meeting Day and Time
4757	Avon	Johannes Koomen		Website	Map	Tuesday 6:00 PM
4758	Bath	Bernard Burns			Map	Thursday 12:00 PM
4759	Belmont	James Arthur			Map	Wednesday 6:00 PM
4761	Bloomfield	Donald Cicchino		Website	Map	Monday 7:30 AM
4762	Brighton	Richard Marchese		Website	Map	Monday 6:00 PM
4763	Brockport	Fred Kimmel		Website	Map	Thursday 6:15 PM
4764	Caledonia-Mumford	Chris Wood		Website	Map	Tuesday 6:00 PM
4765	Canandaigua	Linda Collins		Website	Map	Thursday 12:15 PM
4766	Canisteo	Linda Mullen			Map	Wednesday 12:00 PM
26837	Chemung County Sunrise	RC Ike		Website	Map	Wednesday 7:00 AM

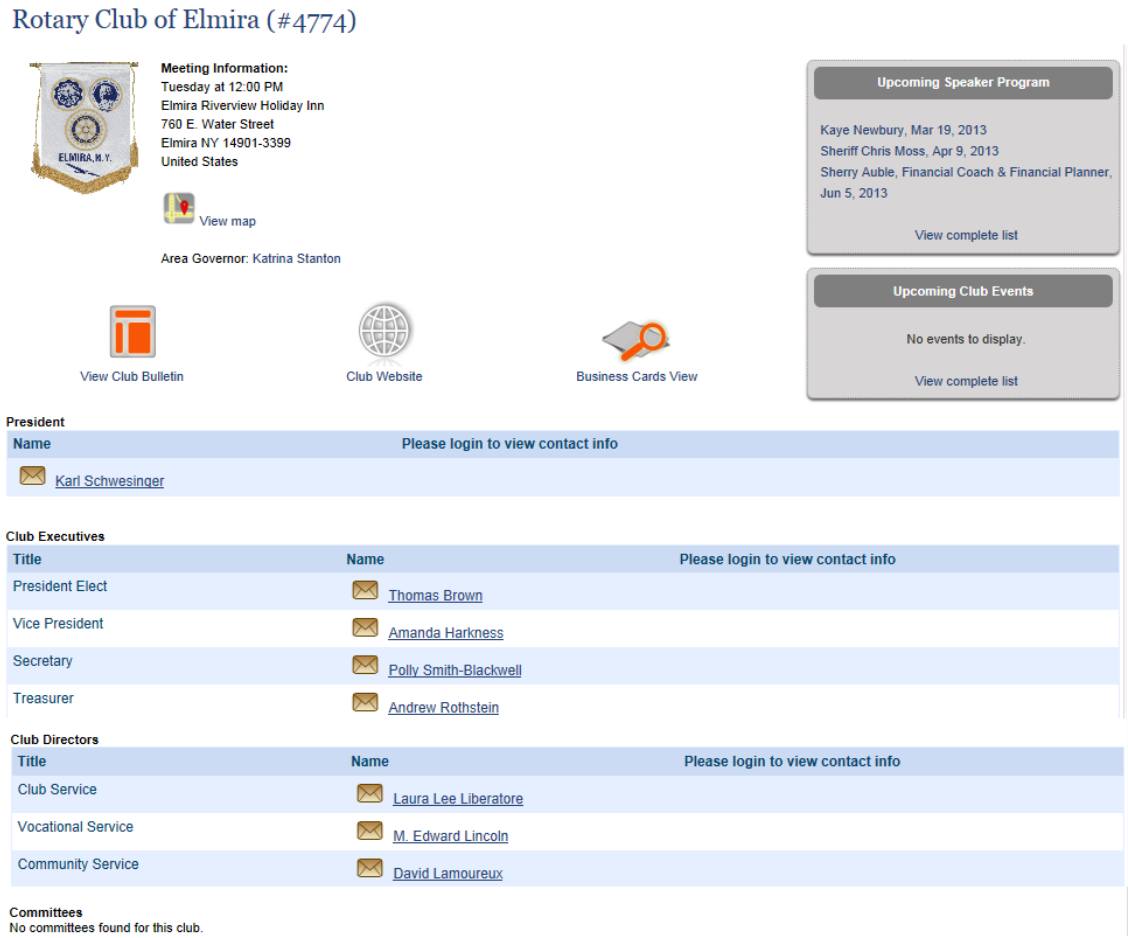
When & Where Clubs Meet

Club	President	Location	Map	Meeting Day and Time
Bloomfield	Donald Cicchino	Location	Map	Monday 7:30 AM
Naples	William Grove	Location	Map	Monday 12:00 PM
Geneseo	Matthew Gaynor	Location	Map	Monday 12:15 PM
Brighton	Richard Marchese	Location	Map	Monday 6:00 PM
Gananda	Dawn Reeners	Location	Map	Monday 6:00 PM
Fairport	Robert Hunt	Location	Map	Monday 6:15 PM
Livonia	George Harvey	Location	Map	Monday 6:15 PM
Spencerport	William Ewsuk	Location	Map	Monday 6:15 PM
Williamson	James Hoffman	Location	Map	Monday 6:15 PM
Waterloo	Paula Kenny	Location	Map	Monday 6:30 PM

Club Details Page

Clicking on a club name will display details for that club, including:

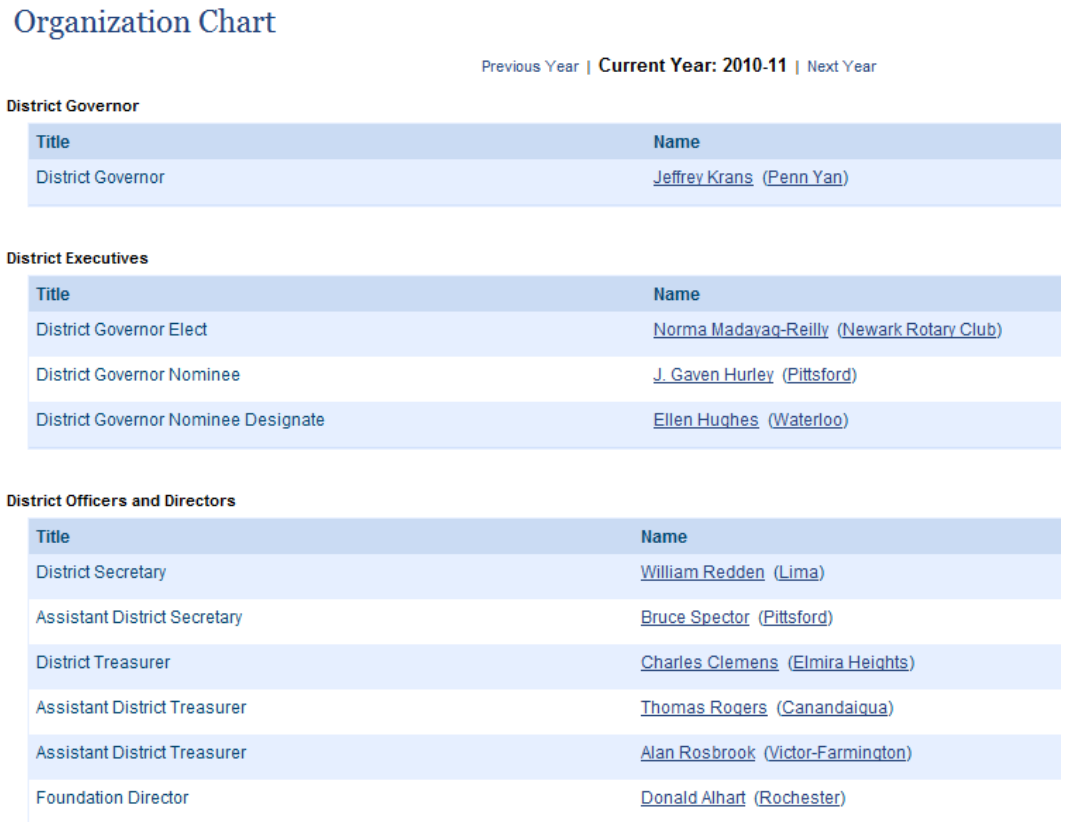
- Meeting day/time
- Meeting location
- Assistant Governor
- Club President
- Executives/Directors
- Committees
- Upcoming Speakers
- Upcoming Events
- Link to Club Bulletin
- Link to Club Site



District Organization Chart

Displays all District Executives, Officers, Assistant Governors and their clubs and executives, committee directors and sub-committee chairs.

Links go to a private email form to allow members to be contacted by public without divulging email addresses.



Organization Chart

Previous Year | **Current Year: 2010-11** | Next Year

District Governor

Title	Name
District Governor	Jeffrey Krans (Penn Yan)

District Executives

Title	Name
District Governor Elect	Norma Madayag-Reilly (Newark Rotary Club)
District Governor Nominee	J. Gaven Hurley (Pittsford)
District Governor Nominee Designate	Ellen Hughes (Waterloo)

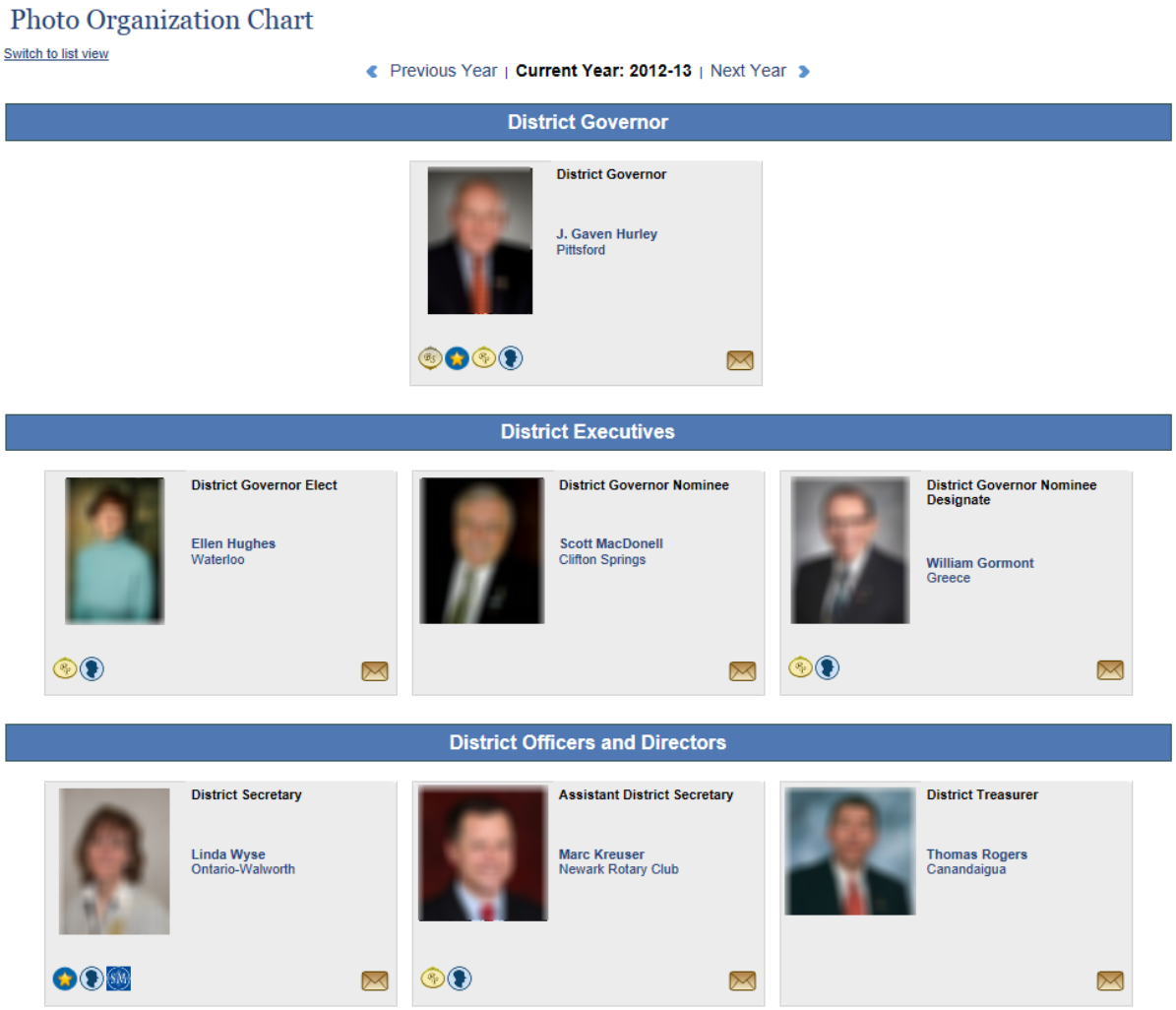
District Officers and Directors

Title	Name
District Secretary	William Redden (Lima)
Assistant District Secretary	Bruce Spector (Pittsford)
District Treasurer	Charles Clemens (Elmira Heights)
Assistant District Treasurer	Thomas Rogers (Canandaigua)
Assistant District Treasurer	Alan Rosbrook (Victor-Farmington)
Foundation Director	Donald Alhart (Rochester)

District Photo Organization Chart

Displays all District Executives, Officers, Assistant Governors and their clubs and executives, committee directors and sub-committee chairs.

Links go to a private email form to allow members to be contacted by public without divulging email addresses.



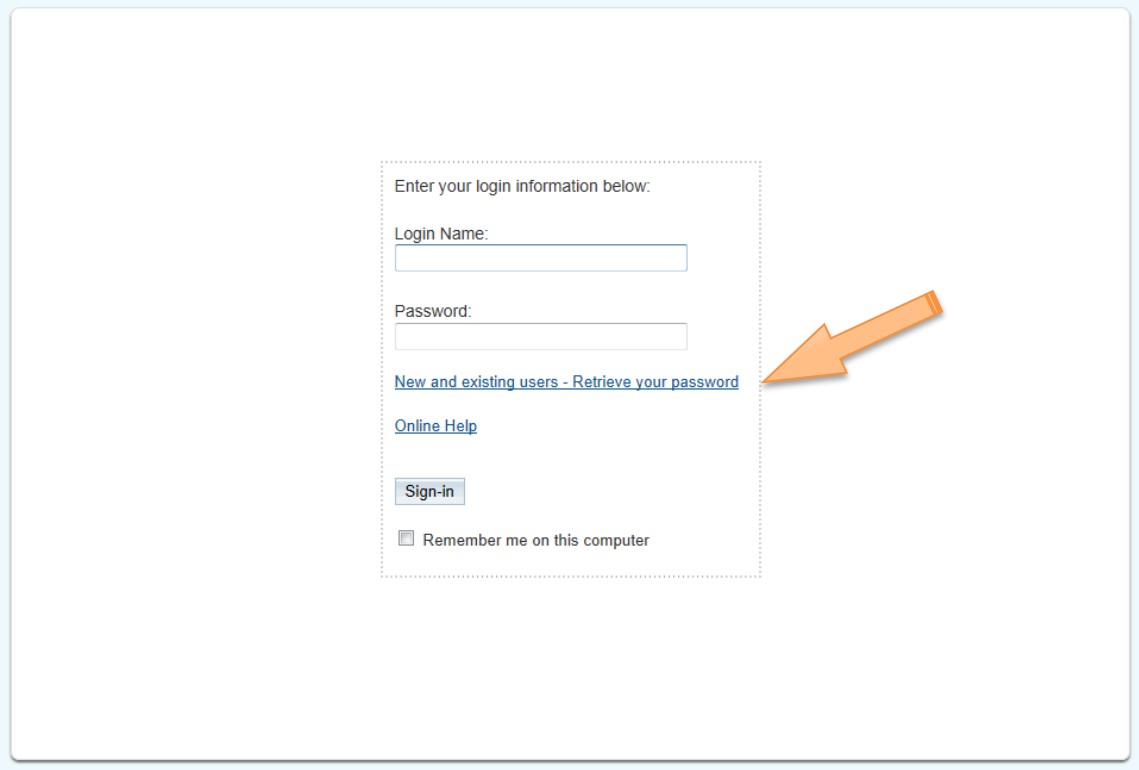
Private Email Form

Logging In

- Start at the District homepage, located at: www.clubrunner.ca/XXXX (Where XXXX is your District #)
- Click on the Login link at the top right. All members in the District can login. The system will recognize your level automatically and grant you the appropriate access.

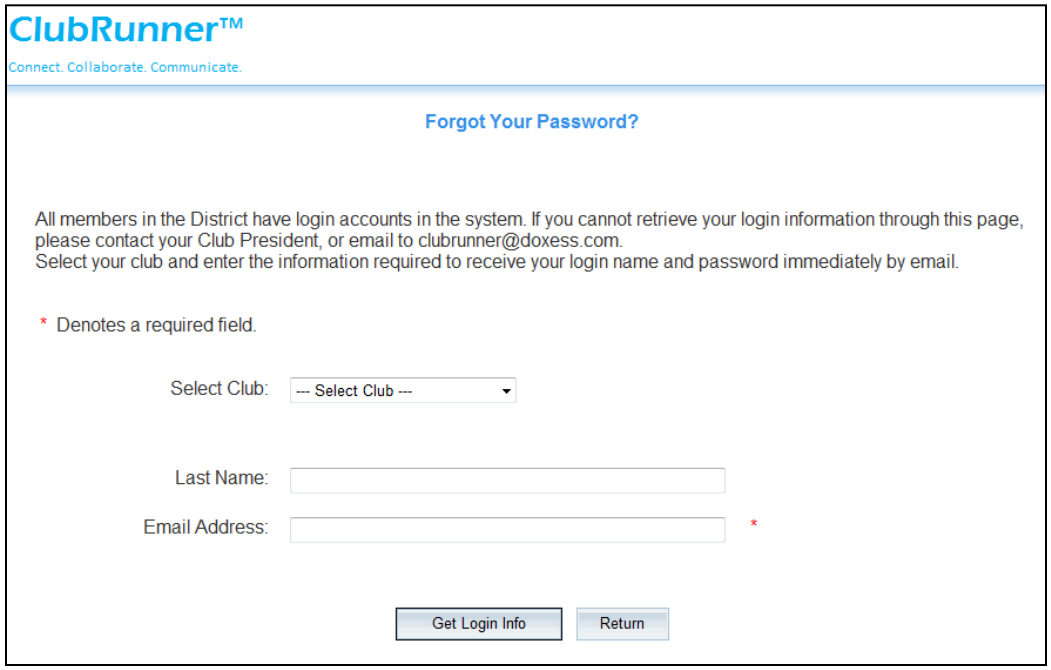
Logging In – Request Password

- On the Login page, click on ‘New and Existing Users – Retrieve Your Password’



Logging In – Request Password

- Choose club from list, enter last name and email address
- Press Get Login Info button. Watch for the email to arrive in your inbox.



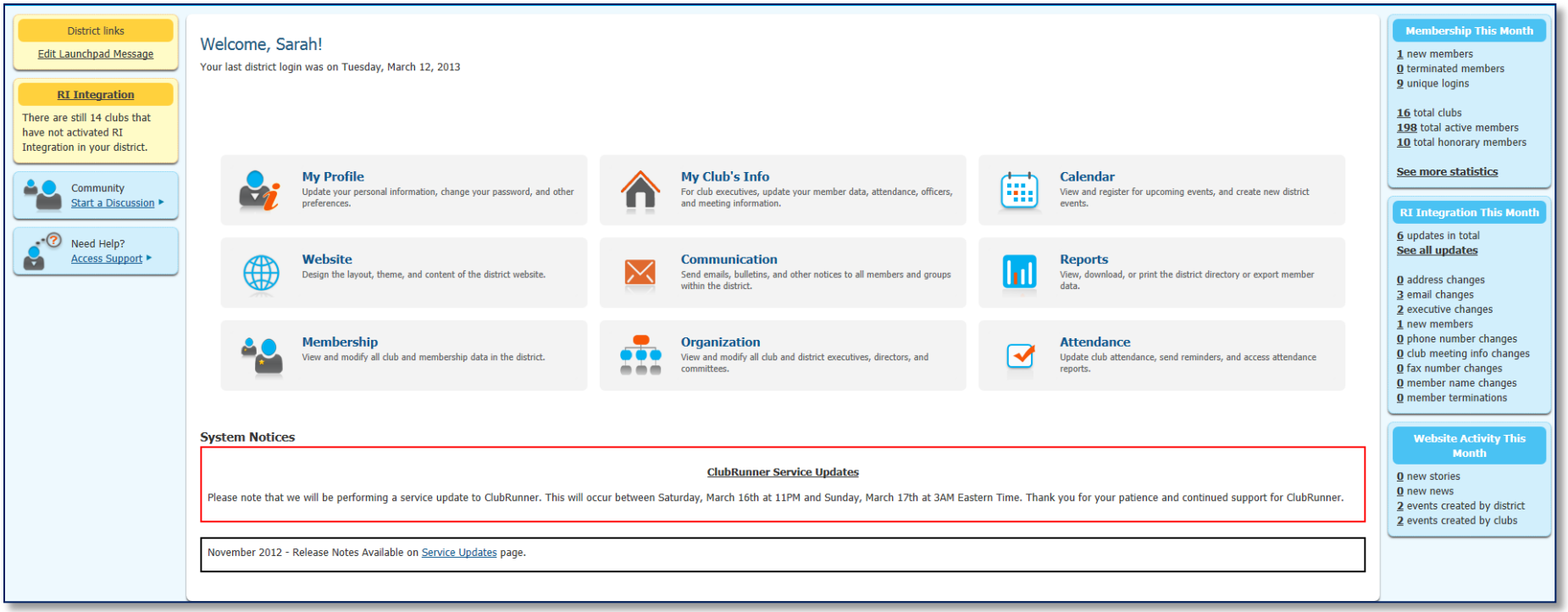
Access Levels to Members Area

There are 3 main levels of access to the Communication Intranet:

- **District Level** – can access and maintain all District organization charts, as well as all Club listings
- **Club Executive Level** – can access and update all information pertaining to your club and members, including attendance reporting, club executive listings, and membership adds/edits/terminations.
- **Member Level** – can access and update your own membership profile directly regardless of position in club or district. Can also access district directories once logged in.

Launchpad

Your starting point when logged into the District site.



What can Regular Members Do?

Once logged in, any Rotarian in the District can:

- Update their own membership profile
- View and download district directory reports
- Search for members in the online directory
- Register for any District event
- Access District Committees and view/post info if a member of that committee

What Can Club Executives Do?

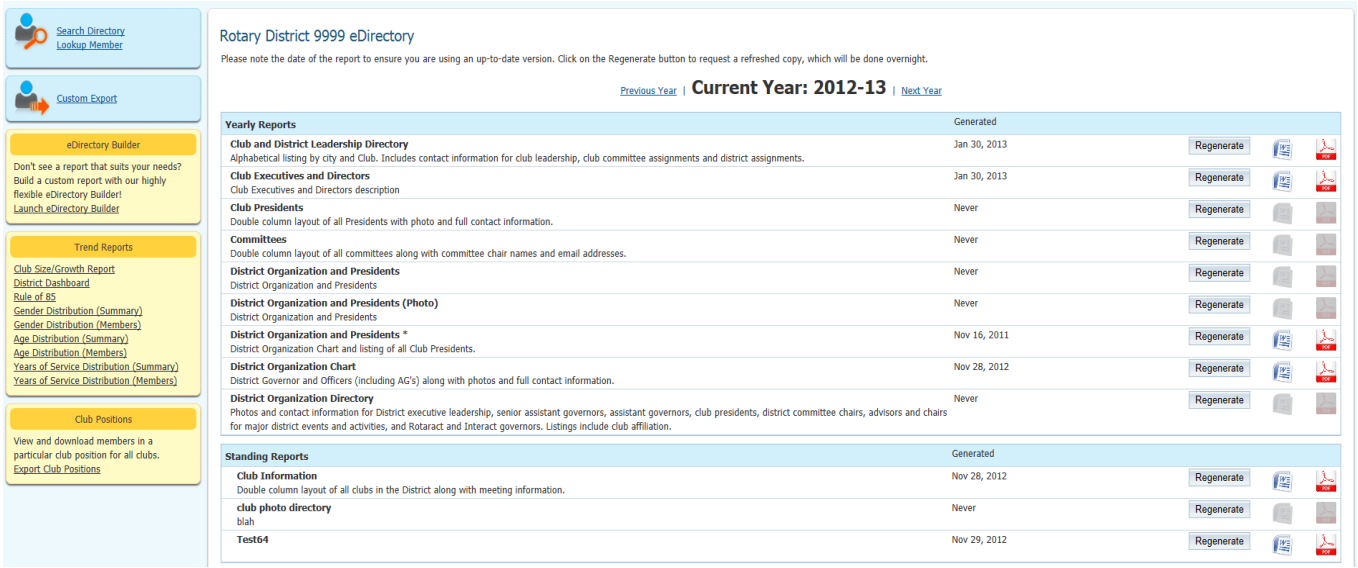
Everything a regular member can do, plus:

- Update their club membership listing
- Specify current and next year's club executives
- Update their club information such as meeting time, date, location, and website address
- Report monthly attendance
- Register members for district events

District Directories & Reports

All members can download a Word or PDF version of the District Directory, which is generated from all the data on the website

Choose from a variety of district directories, search the directory, view trend reports such as the District Dashboard, Age/Gender Distribution reports. View a report showcasing club positions. Build a custom report with the eDirectory builder.



Reports available include:

Club size/Growth Report
District Dashboard
Rule of 85
Gender and Age Distribution
Years of Service Distribution

District Directories & Reports

A sample of one of the available directories.

Members can print this at home, or save on their computer for future use.

A text version of the download is also available for import into Handhelds or contact software.

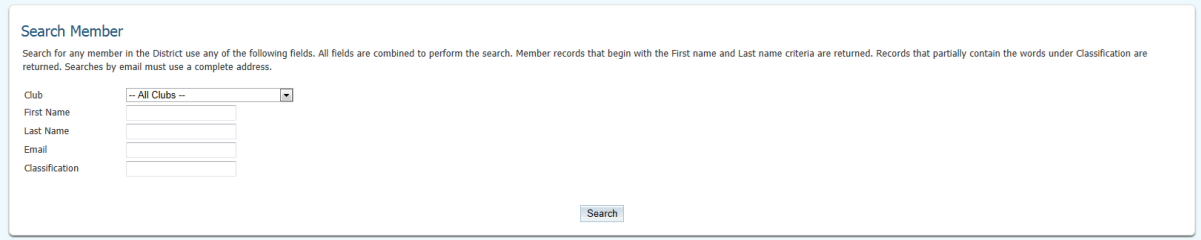
Rotary International
District 9999 Directory

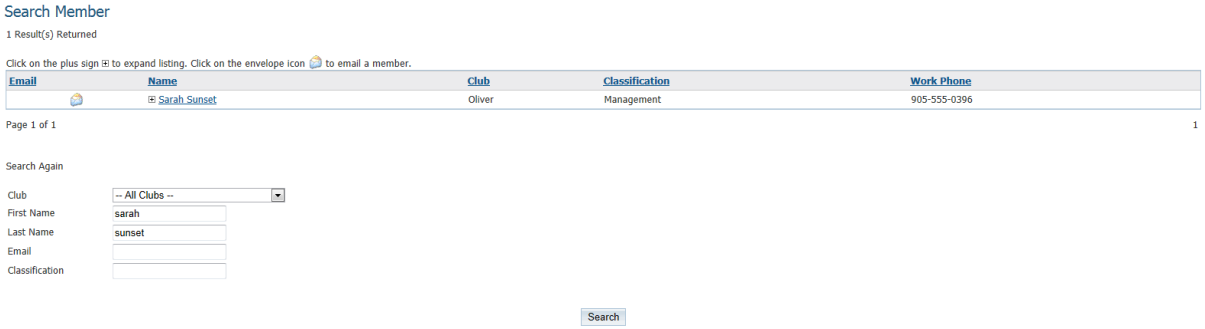
Date: August 8,

Name	Position	Club	Email	Home Tel	Work Tel
Brad Pitt	District Governor	Sunnytown	support@clubrunner.ca		
Leslie Reinhart	governor elect	Sterling Heights			
Bruce Street	Secretary	Belleville	clubrunner@doxess.com		
Mike Wilson	Treasurer	Westmount	support@clubrunner.ca		
April Wilkins	District Trainer	Dawson Creek	clubrunner@doxess.com		
April Wilkins	RYLA Chair - 2005	Dawson Creek	clubrunner@doxess.com		
Homer Simpson	District Assistant Governor	Anaheim	support@clubrunner.ca		
Louise Hanson	District Assistant Governor	Sunnytown	support@clubrunner.ca	555-1234	555-8675
Bill Wilson	Vocational Services	Dawson Creek	clubrunner@doxess.com		
Carl Carlson	President	Anaheim	clubrunner@doxess.com		
Homer Simpson	President-Elect	Anaheim	support@clubrunner.ca		
Lisa Simpson	Secretary	Anaheim	clubrunner@doxess.com		
Marge Simpson	Treasurer	Anaheim	support@clubrunner.ca		
Bruce Street	President	Belleville	clubrunner@doxess.com		
Crystal Warden	President-Elect	Belleville	clubrunner@doxess.com		
Crystal Warden	Secretary	Belleville	clubrunner@doxess.com		
Bill Wilson	President	Dawson Creek	clubrunner@doxess.com		
April Wilkins	Secretary	Dawson Creek	clubrunner@doxess.com		
Leslie Reinhart	President	Sterling Heights			
Leslie Reinhart	Secretary	Sterling Heights			
John Joyce	Treasurer	Sterling Heights			
Sarah Nelson	President	Sunnytown	support@clubrunner.ca	905-555-8989	905-555-0396
Cynthia Wong	President-Elect	Sunnytown	support@clubrunner.ca		
Laura Gibbons	Secretary	Sunnytown	support@clubrunner.ca	555-1234	555-9090
Ian Davies	Treasurer	Sunnytown	support@clubrunner.ca		
Steven Shen	President	Test Club	steven.shen@doxess.com		
jenni jenni	President-Elect	Test Club	jennie.jiang@doxess.com		
Prospective Jiang	Secretary	Test Club	jennie.jiang@doxess.com		
Don Brown	President	Westmount	clubrunner@doxess.com		
Linda Harris	President-Elect	Westmount	support@clubrunner.ca		
Joe Johnson	Secretary	Westmount	clubrunner@doxess.com		

District Directories & Reports

To easily find members of a club, you can search the district database by first or last name, email address or classification.

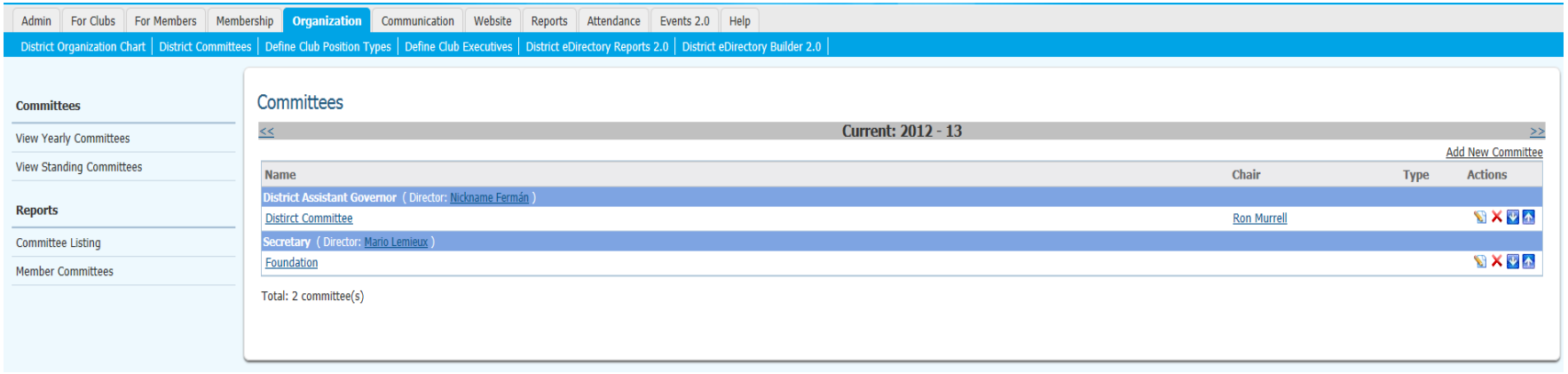




Once results are returned, they will appear in a list format. Click on a name to view contact details. Click on the email icon to email the member.

Committees Management

Create, manage and store all committees lists along with designated Chairpersons, Secretaries and members.



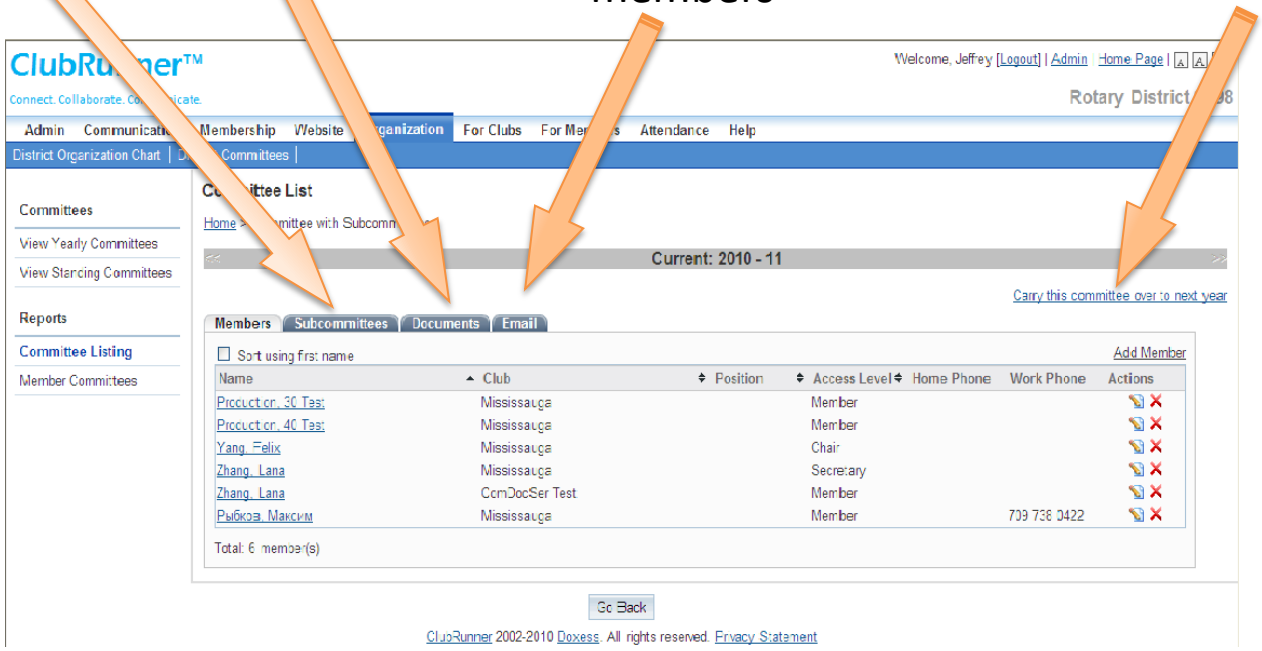
Committees Management

Create subcommittees

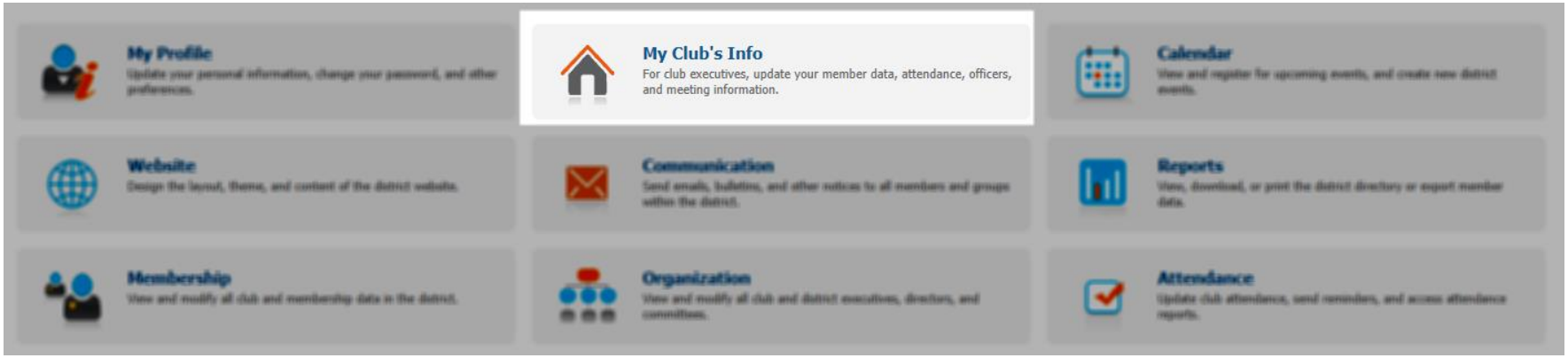
Post documents

Send emails to committee members

You have the option of duplicating this committee record for the next Rotary Year



Club Executive Functions



Active Members List

Add New Member

Mark Ex to Terminate

Click on any name to Edit

Active Members List

Select Club: Oliver

Members per Page: 25

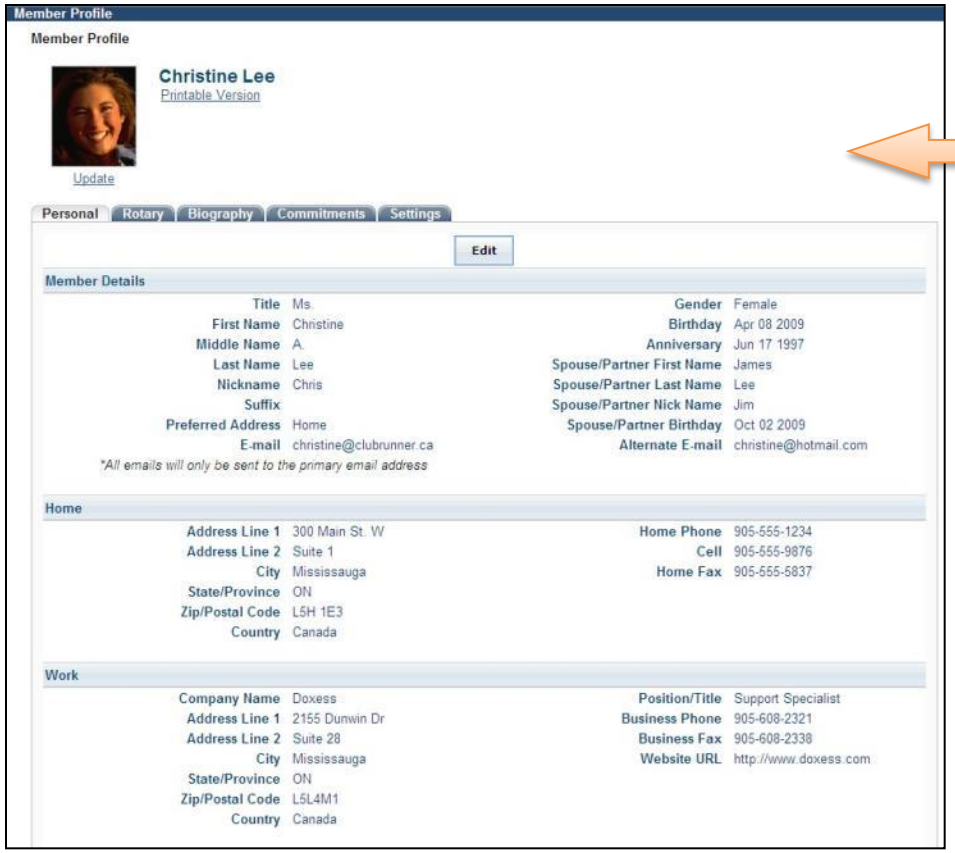
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Add New Member

Email	By First Name Name ▲	Type	Acc	Action
	Aaron, Mike	Corporate	50	Designation Mark Ex | Reset Password
	Abby, Joe	Active	70	Designation Mark Ex | Reset Password
	Abram, John	Honorary	70	Designation Mark Ex | Reset Password
	Adams, Vivian	Active	50	Designation Mark Ex | Reset Password
	Andersen, Andru	Active	90	Designation Mark Ex | Reset Password
	Anderson, Brian	Active	80	Designation Mark Ex | Reset Password
	Beneficio, Carlos	Active	80	Designation Mark Ex | Reset Password
	Body, Busy	Active	30	Designation Mark Ex | Reset Password
	Brookshaw, Shelly	Active	30	Designation Mark Ex | Reset Password
	Campbell, Barry	Active	70	Designation Mark Ex | Reset Password
	Campbell, Timothy	Active	50	Designation Mark Ex | Reset Password
	Chappell, Barbara	Active	50	Designation Mark Ex | Reset Password
	Connery, Paul	Active	80	Designation Mark Ex | Reset Password
	Considine, Lee	Active	50	Designation Mark Ex | Reset Password
	Copher, James	Active	50	Designation Mark Ex | Reset Password
	Courchaine, Paul	Active	50	Designation Mark Ex | Reset Password
	Cuthbertson, Toni	Active	70	Designation Mark Ex | Reset Password
	Davidson, Joe	Active	50	Designation Mark Ex | Reset Password
	Davidson, Stuart	Active	70	Designation Mark Ex | Reset Password
	Davis, Mark	Active	70	Designation Mark Ex | Reset Password
	Evans, Adrian	Active	40	Designation Mark Ex | Reset Password
	Fagan, Laurie	Active	70	Designation Mark Ex | Reset Password
	Farnsworth, Frank	Active	30	Designation Mark Ex | Reset Password
	Faulkner, Ken	Active	70	Designation Mark Ex | Reset Password
	Ferguson, Sarah	Active	70	Designation Mark Ex | Reset Password

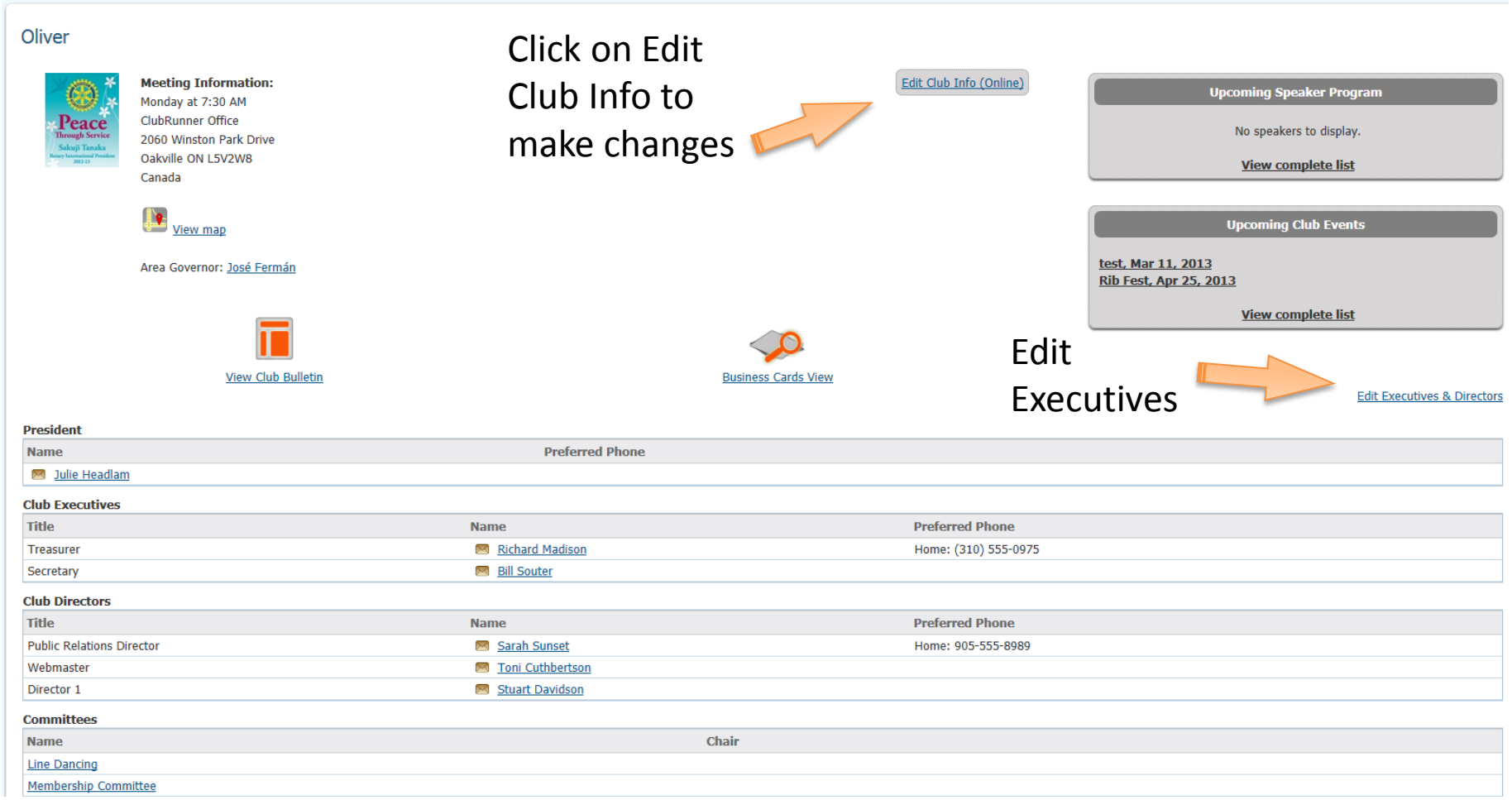
Total Members: 110 (106 Active + 3 Honorary + 1 Corporate)

Member Profile



Click on various tabs to access more information.

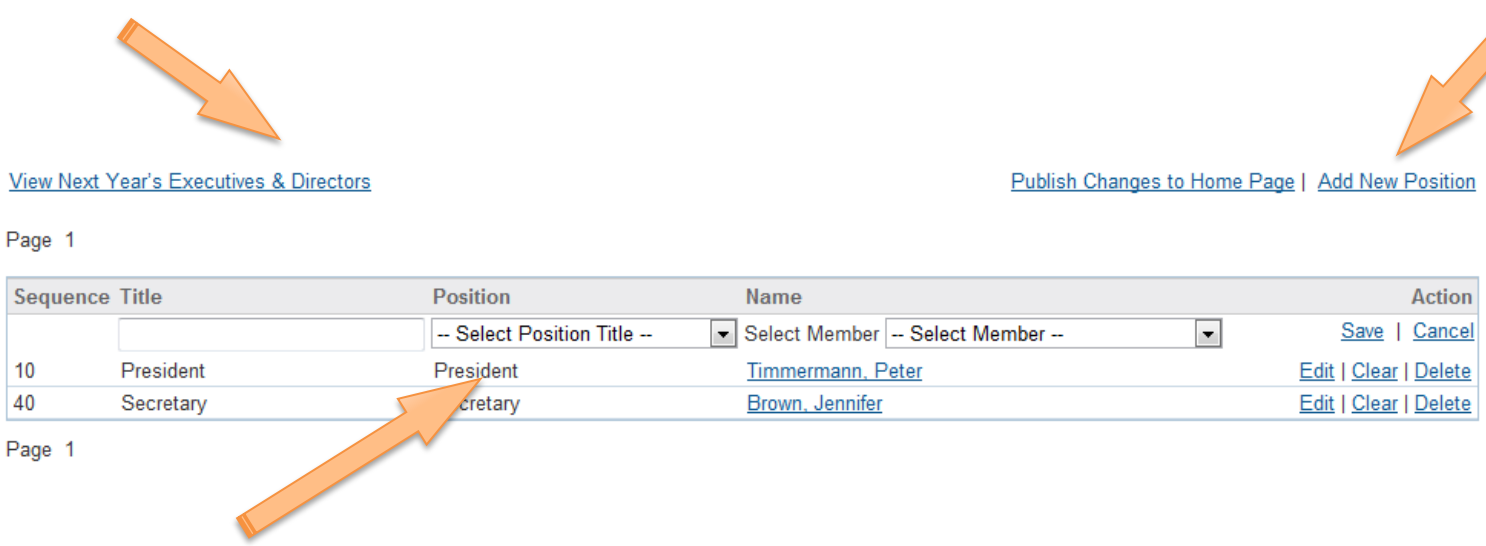
Edit Club Information



Edit Club Executives

Switch to Next Rotary Year listing

Add New Position

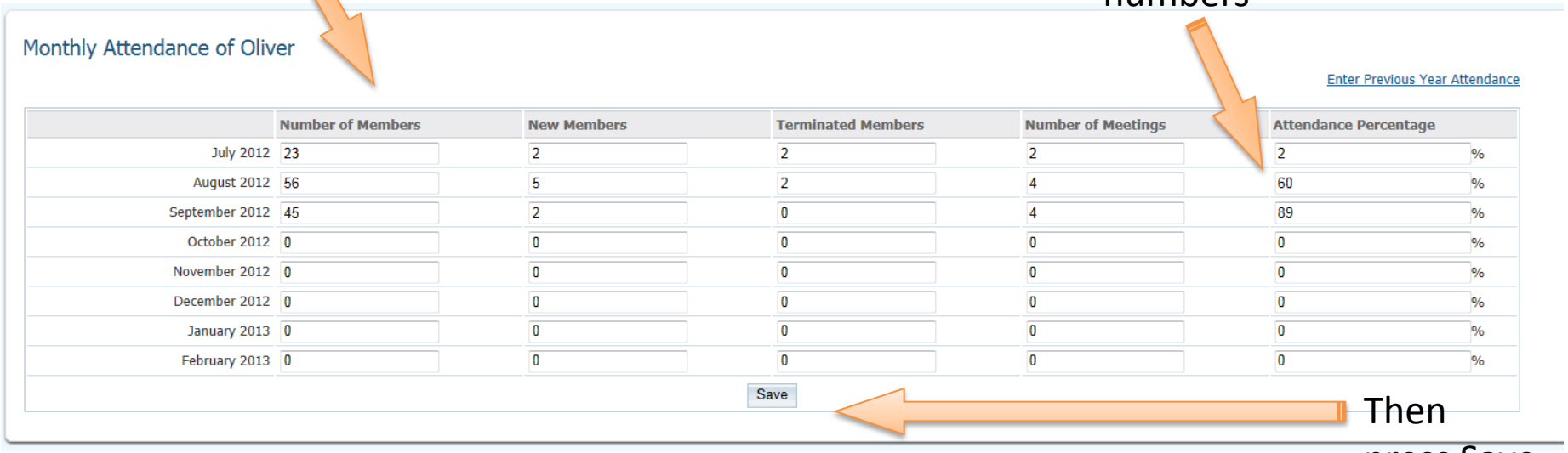


When adding a position, select the closest match under Position. This will ensure this person receives district communications relevant to their title.

Club Attendance Report

Number of Members refers to final count as of end of month

Fill in the numbers



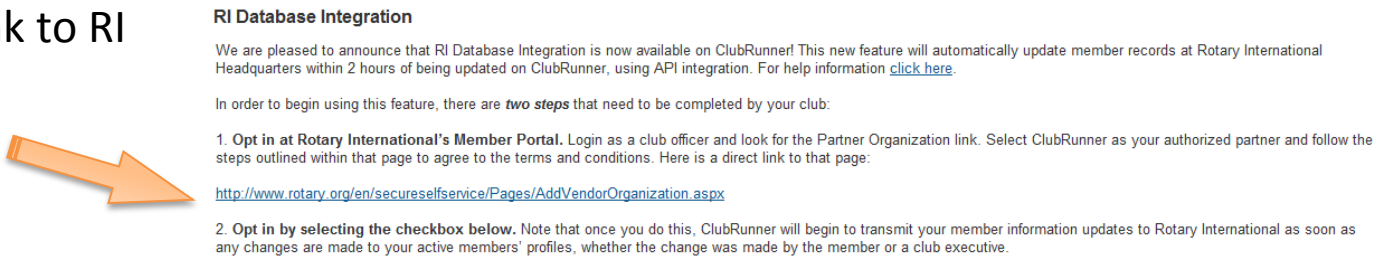
Then press Save

As of 3rd week of month, new line appears

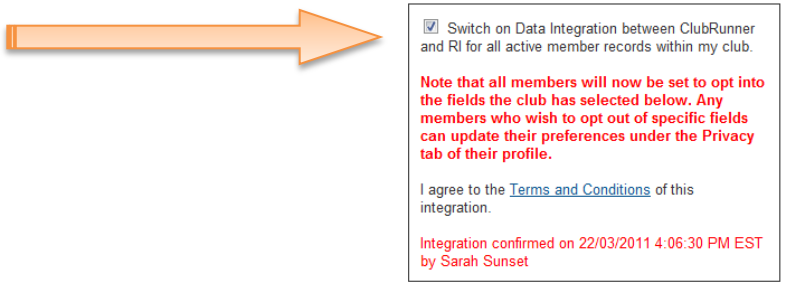
Rotary Integration

Opt-in must be done in two places: RI and ClubRunner

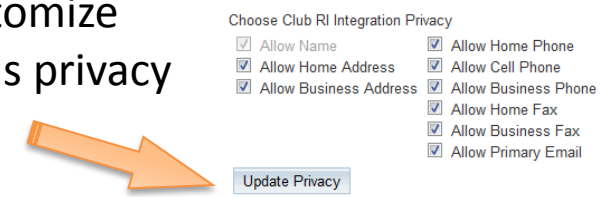
1) Link to RI



2) Checkbox to opt in



Customize fields privacy



Privacy

- No personal information or email address ever exposed on public website
- Member's access to information is restricted based on his or her role in the District or Club
- Strict Privacy Policy assures you that ClubRunner will not release data to third party in any form
- Member can customize privacy level based on fields
- Read our Privacy Policy

Club Version of ClubRunner

- Not a requirement to participate in updating District communication intranet
- Provides your club with your own website and portal
- Club-level directories, email and document management
- Higher detail of attendance tracking
- Event management
- Dues & billing (sending out invoices, not accounting)
- Branded Club newsletter
- Database integrated with District and Rotary International
- More info at www.clubrunner.ca

Support and Help Guides

ClubRunner Contacts & Resources

Subscriber Community Portal
community.clubrunner.ca

On Demand Video Tutorials
www.clubrunner.ca/videos

Webinar Training
www.clubrunner.ca/webtraining

eSupport Center
www.ClubRunnerSupport.com

Email ClubRunner Support at:

support@clubrunner.ca