ROTARY CLUB OFFICERS AND CLUB INFORMATION

ONLINE ENTRY

- Enter Officer and Club information through the District Website (www.rotarydistrict5650.org) or your club website if you have a ClubRunner Subscription.

- Information entered through ClubRunner (the websites mentioned above) will automatically transfer to Rotary International* – you only need to enter it once! In most cases the information is integrated within a few hours of entry on ClubRunner.

- Do not enter the information directly on the Rotary International website to avoid issues with data not matching between ClubRunner and Rotary International

- If you need assistance logging in to the District Website, check the "How To Guides" page of the District Website (click here). For Login assistance, review the document *Using the District Website: Logging in*

- Access to add or update Member, Officer or Club information on ClubRunner is limited to Current Club Officers (and Administrators for clubs with ClubRunner Subscription).

OFFICER POSITIONS

All Clubs should have these Club Officers (Executives and Directors) in place:

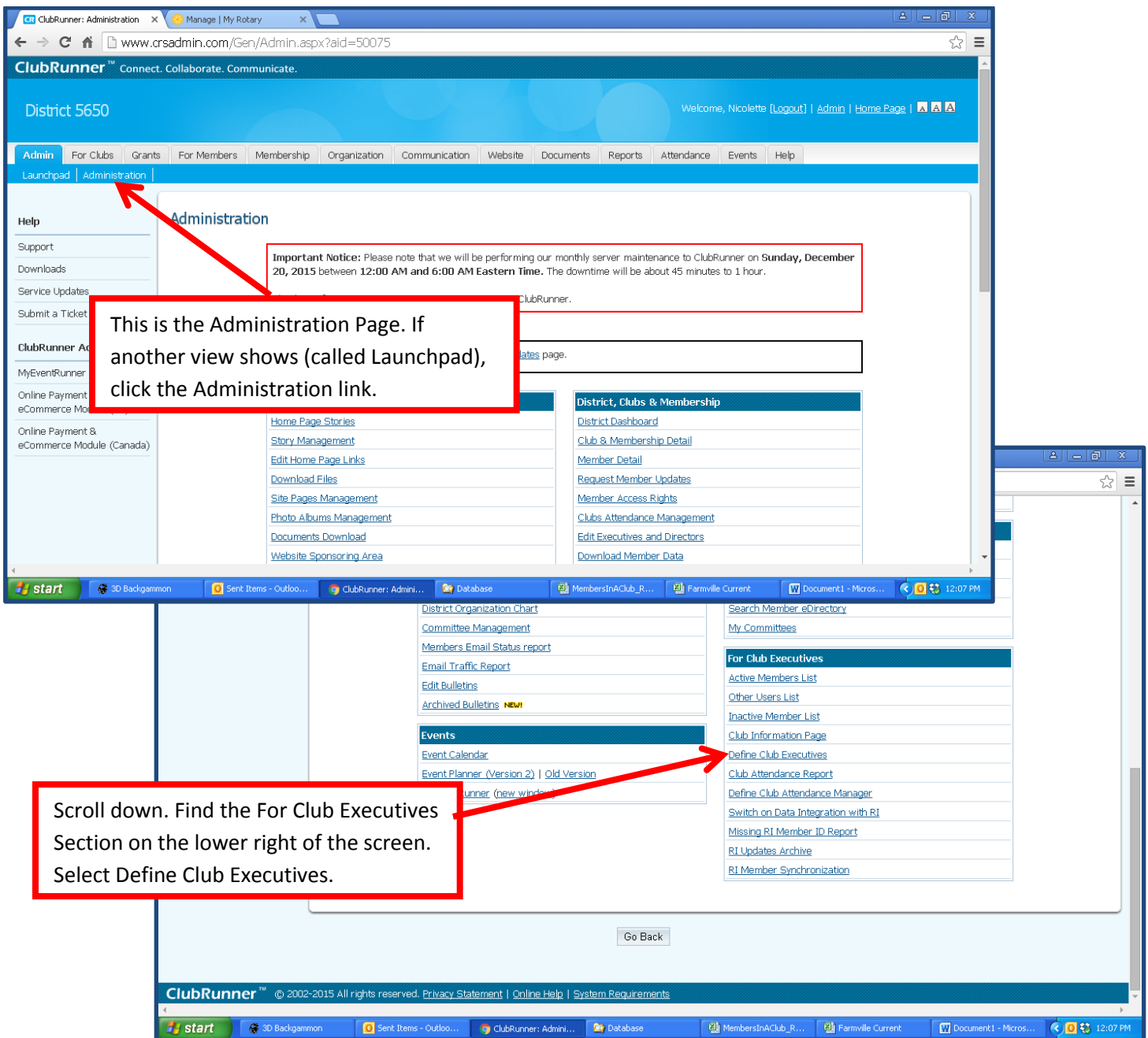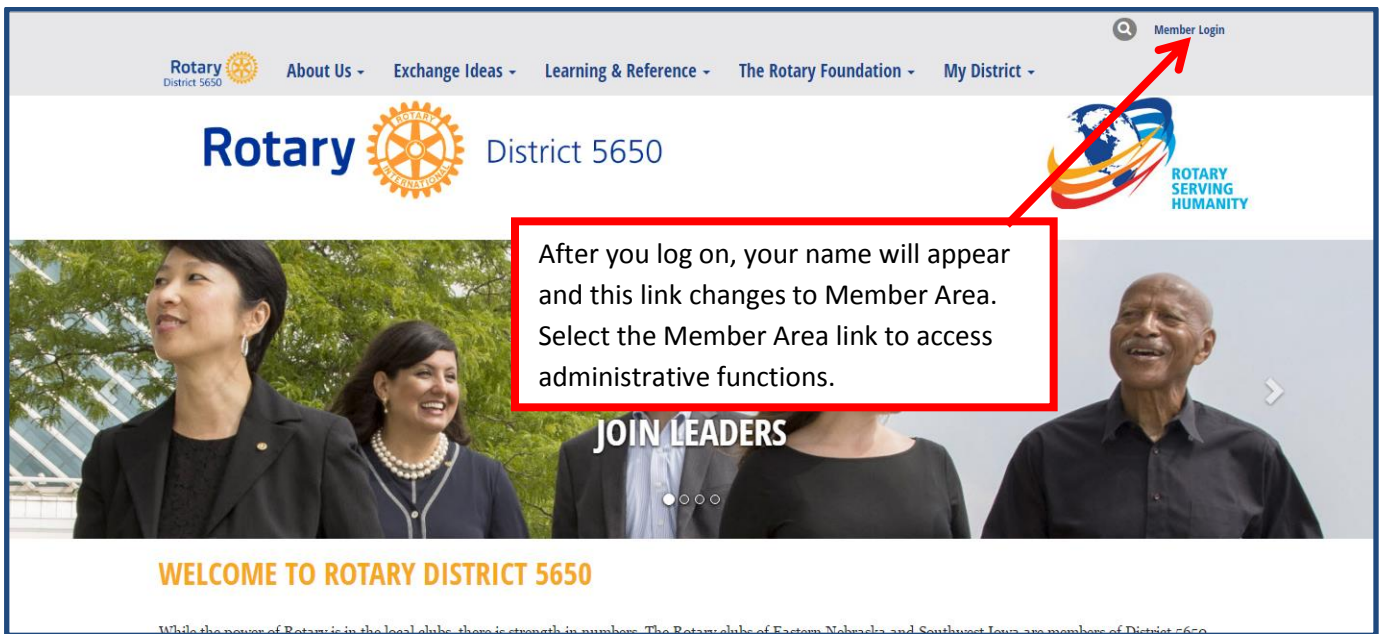|	
President	Public Image Chair
President-elect	Service Projects Chair
Treasurer	Polio Chair
Secretary	Executive Secretary/Director for clubs that
Membership	use that position
The Rotary Foundation	

Additional officer positions can be defined to fit the needs of your Rotary Club.

DEADLINE
December 31 – Club Officer Appointments for the next Rotary Year (starting July 1) are due.

It is important to have the officers in place as that information is used by Rotary International to generate the Official Directory. Rotarians looking for a club to visit, and potential Rotarians visiting the Rotary.org Website, are connected to the clubs through these Officers.

Rotary District 5650

Rotary District 5650

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WELCOME TO ROTARY DISTRICT 5650

While the power of Rotary is in the local clubs, there is strength in numbers. The Rotary clubs of Eastern Nebraska and Southwest Iowa are members of District 5650.

After you log on, your name will appear and this link changes to Member Area. Select the Member Area link to access administrative functions.

ClubRunner™ Connect. Collaborate. Communicate.

District 5650

Welcome, Nicolette [Logout] | Admin | Home Page

Admin | For Clubs | Grants | For Members | Membership | Organization | Communication | Website | Documents | Reports | Attendance | Events | Help

Launchpad | Administration

Help
Support
Downloads
Service Updates
Submit a Ticket

ClubRunner Ad...
MyEventRunner
Online Payment
eCommerce Mo...
Online Payment &
eCommerce Module (Canada)

Administration

Important Notice: Please note that we will be performing our monthly server maintenance to ClubRunner on **Sunday, December 20, 2015** between **12:00 AM and 6:00 AM Eastern Time.** The downtime will be about 45 minutes to 1 hour.

ClubRunner.

...ates page.

This is the Administration Page. If another view shows (called Launchpad), click the Administration link.

Home Page Stories
Story Management
Edit Home Page Links
Download Files
Site Pages Management
Photo Albums Management
Documents Download
Website Sponsoring Area

District, Clubs & Membership
District Dashboard
Club & Membership Detail
Member Detail
Request Member Updates
Member Access Rights
Clubs Attendance Management
Edit Executives and Directors
Download Member Data

District Organization Chart
Committee Management
Members Email Status report
Email Traffic Report
Edit Bulletins
Archived Bulletins *NEW!*

Events
Event Calendar
Event Planner (Version 2) | Old Version
...nner (new window)

Search Member eDirectory
My Committees

For Club Executives
Active Members List
Other Users List
Inactive Member List
Club Information Page
Define Club Executives
Club Attendance Report
Define Club Attendance Manager
Switch on Data Integration with RI
Missing RI Member ID Report
RI Updates Archive
RI Member Synchronization

Scroll down. Find the For Club Executives Section on the lower right of the screen. Select Define Club Executives.

Go Back

start | 3D Backgammon | Sent Items - Outloo... | ClubRunner: Admini... | Database | MembersInAClub_R... | Farmville Current | Document1 - Micros... | 12:07 PM

- The Rotary Year is July 1 through June 30.

- We are entering data for the 2017-18 Rotary Year (starting July 1, 2017)

- The Current Year (2016-17) will display

- Select the Next Year link at the top

Club Executives and Directors

Previous Year | **Current Year: 2016-17** | Next Year

Ashland   Publish Changes to Home Page | Add New Position

Sequence	Title	Position	Name	Action
10	Club President	Club President		Edit | Clear | Delete
20	Club President-elect	Club President-elect		Edit | Clear | Delete
40	Club President-nominee	Club President-nominee		Edit | Clear | Delete
50	Immediate Past Club President	Immediate Past Club President		Edit | Clear | Delete
260	Club Secretary	Club Secretary		Edit | Clear | Delete
270	Club Treasurer	Club Treasurer		Edit | Clear | Delete
290	Club Membership Chair	Club Membership Chair		Edit | Clear | Delete
300	Club Foundation Chair	Club Foundation Chair - TRF		Edit | Clear | Delete

Club Member Names Hidden

Club Executives and Directors

Previous Year **Year: 2017-18** Next Year

Ashland   Add New Position

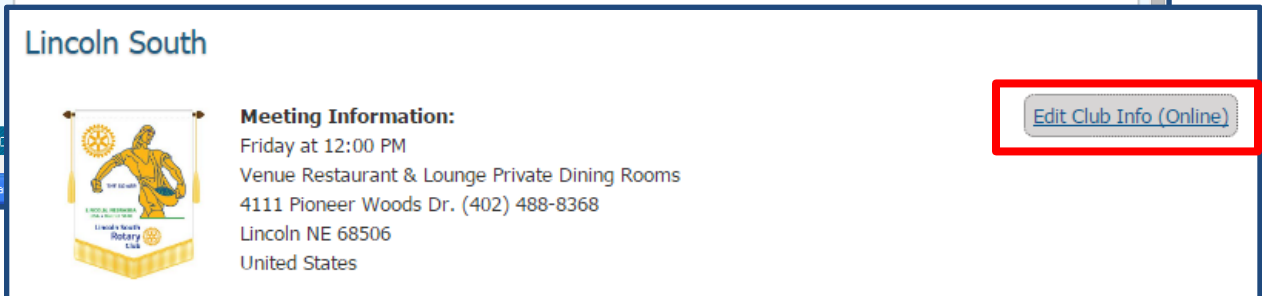| Sequence	Title	Position	Name	Action
10	Club President	Club President		Edit | Clear | Delete
20	Club President-elect	Club President-elect		Edit | Clear | Delete
40	Club President-nominee	Club President-nominee		Edit | Clear | Delete
50	Immediate Past Club President	Immediate Past Club President		Edit | Clear | Delete
260	Club Secretary	Club Secretary		Edit | Clear | Delete
270	Club Treasurer	Club Treasurer		Edit | Clear | Delete
290	Club Membership Chair	Club Membership Chair		Edit | Clear | Delete
300	Club Foundation Chair	Club Foundation Chair - TRF		Edit | Clear | Delete

Club Member Names Hidden

- Now you will be viewing the 2017-18 Officer List
- Select Edit for each position to select the member for that position
- Select each name and view the member profile
- Be sure there are email addresses for each officer

CLUB INFORMATION

- Information about club meeting time and location, club logo, etc. is updated using the Club Information Page then Edit Club Info
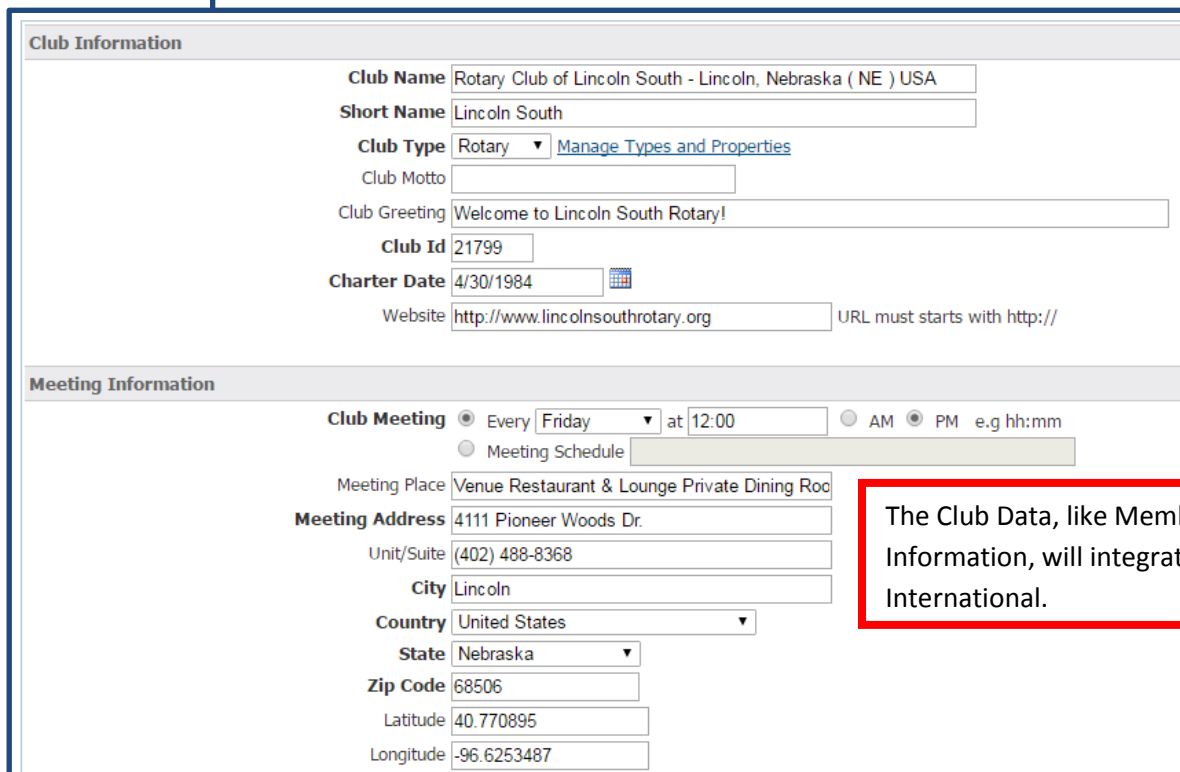

Scroll down. Find the For Club Executives Section on the lower right of the screen. Select Define Club Executives.

The Club Data, like Member and Officer Information, will integrate to Rotary International.

For assistance (including telephone help and tutoring), with the websites, setting RI Integration, etc., contact Exec@rotarydistrict5650.org

* ClubRunner (websites mentioned at the top of this document) is fully integrated with the Rotary International database.

Information entered through ClubRunner (the websites mentioned above) will automatically transfer to Rotary International* – you only need to enter it once!

- In most cases the information is integrated within a few hours of entry on ClubRunner.
- It is possible that it may take a little research such as the case of transferring members since that has to be coordinated with the former club.
- This research will be conducted by ClubRunner and Rotary International so need for you to be concerned unless you are notified that action is needed by you.