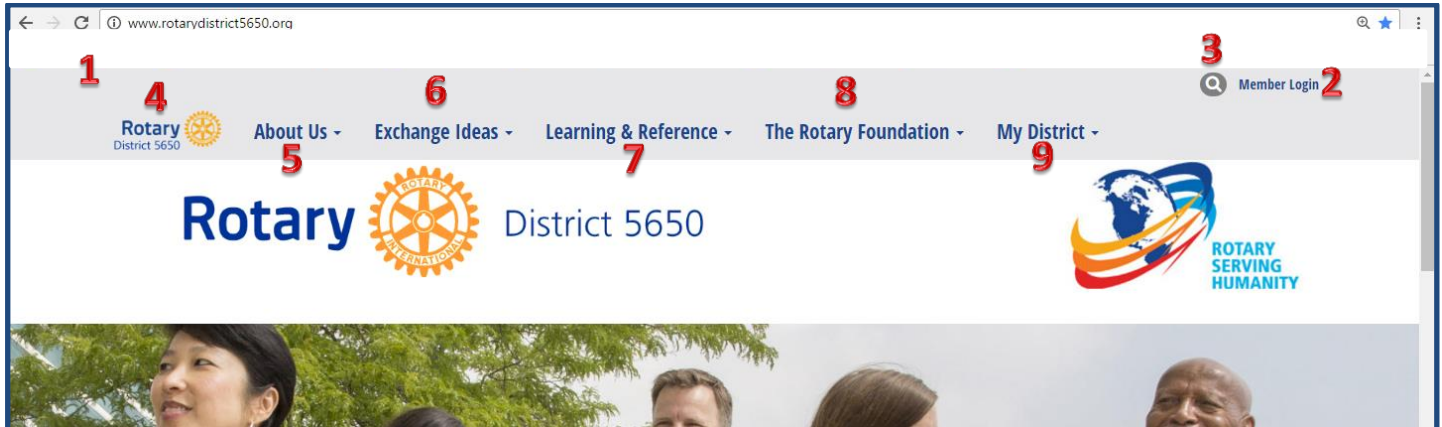


# RI and District Websites

## Webinar Follow-up / District Website

**DISTRICT WEBSITE** / [www.rotarydistrict5650.org](http://www.rotarydistrict5650.org).

### Navigating Home Page



### Once Logged On:



1. Address Bar / URL – enter [www.rotarydistrict5650.org](http://www.rotarydistrict5650.org) to reach the Rotary District Website
2. Login to get access to the private information used by members and clubs; any member in Rotary District 5650 can access the private information by logging in; for assistance with your login ID and password contact [exec@rotarydistrict5560.org](mailto:exec@rotarydistrict5560.org)
3. Search – click the magnifying glass, type your search words and select the ENTER key on your keyboard
4. Go Home – select the Rotary District 5650 logo to return home from any screen
5. About us to see clubs and make contacts through the website.
6. Exchange Ideas includes Youth Services and Spotlight on Clubs (any club activities that are open to others can be listed here – send the information to [exec@rotarydistrict5560.org](mailto:exec@rotarydistrict5560.org))
7. Learning & Reference will lead you to almost any page on the District Website; click topics for links to various areas; if there is any particular training topic that you would like us to provide complete the survey under Upcoming District Webinars
8. The Rotary Foundation provides information and forms for Rotary Foundation including the District Grant forms
9. My District has links for the district directory, calendar, organization chart, clubs and contacts; you will be directed to the logon page for specific contact information such as in the directory
10. Once logged in the navigation area changes – you will see your name and link for Member Area (discussed later)

## ONLINE HELP

How To Guides found under Learning & Reference provide assistance to perform specific functions and also to determine which website to use either rotarydistrict5650.org or Rotary.org/MyRotary.

### *KEY MESSAGE – ENTER THROUGH CLUBRUNNER – NOT ROTARY.ORG*

- Member Information (add, terminate, update)
- Club Officer Information
- Club Meeting Information

Because Rotary District 5650 has chosen to use RI Integration, all of this information must be entered through ClubRunner. It will then process up to Rotary.org.

ClubRunner help:

- Anyone can view the HELP on ClubRunner (once logged on) if you want to learn more of what you can do through the District Website.
- Club Subscribers of ClubRunner will find the HELP that is available from ClubRunner very helpful. You will learn about all of the features available to you and your club.

## LOGON TO DISTRICT CLUBRUNNER and what you can do

Logon (**2.** Above) and then go to Member Area (**10.** above) to go to the Administration Page.

This is the Administration page; if it does not look like this click the Administration link (marked below).

District 5650

Welcome, Nicolette [Logout] | Admin | Home Page | [A] [A] [A]

Admin | For Clubs | Grants | For Members | Membership | Contacts (Beta) | Organization | Communication | Website | Documents | Reports | Attendance | Events | New Bulletin (Beta)

Help

Launchpad | **Administration**

**Help**

- Support
- Downloads
- Service Updates
- Submit a Ticket

**ClubRunner Add-Ons**

- MyEventRunner
- Online Payment & eCommerce Module (US)
- Online Payment & eCommerce Module (Canada)

**Administration**

Please note that due to a planned maintenance at Rotary International's website services over the weekend, you will notice a delay with the Rotary International integration features. More information is available [here](#).

Latest Updates - Release Notes Available on [Service Updates](#) page.

**Home Page Editing**

- [Home Page Stories](#)
- [Story Management](#)
- [Edit Home Page Links](#)
- [Download Files](#)
- [Site Pages Management](#)
- [Photo Albums Management](#)
- [Documents Download](#)
- [Website Sponsoring Area](#)
- [Website Sponsoring Guide](#)
- [Website Designer 3.0](#)

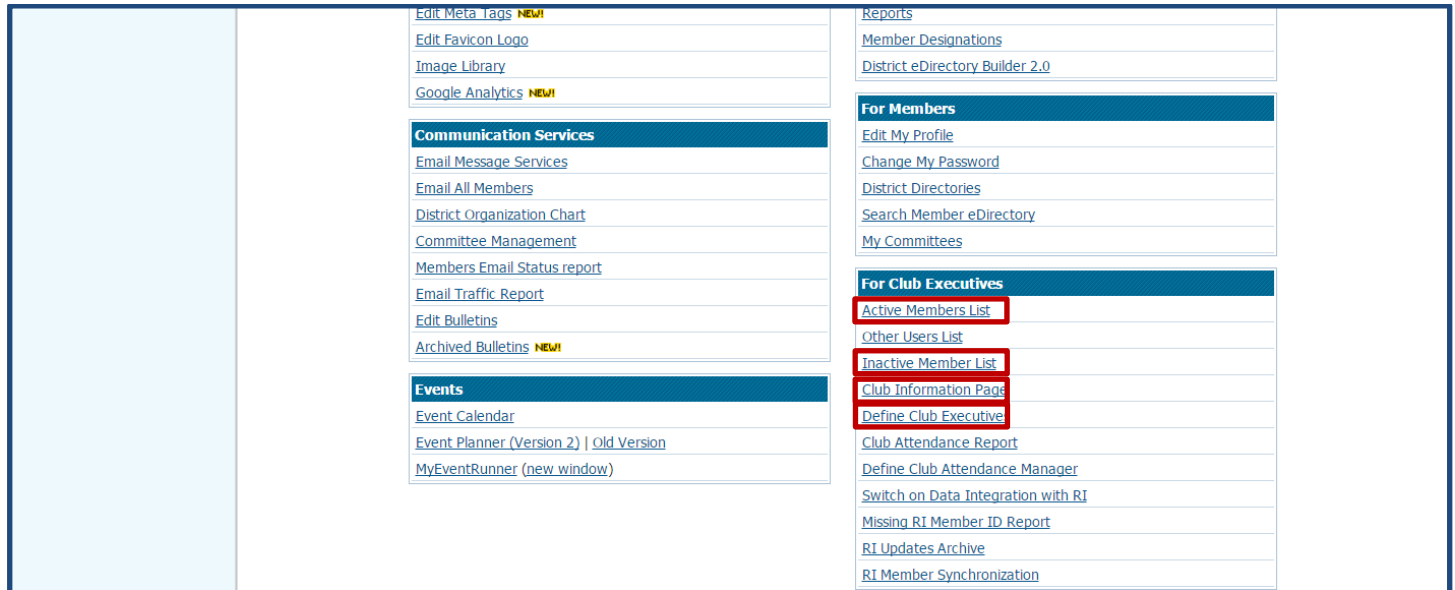
**District, Clubs & Membership**

- [District Dashboard](#)
- [Club & Membership Detail](#)
- [Member Detail](#)
- [Request Member Updates](#)
- [Member Access Rights](#)
- [Clubs Attendance Management](#)
- [Edit Executives and Directors](#)
- [Download Member Data](#)
- [Member Data Changes](#)
- [RI Integration Archive | Member Synchronization](#)

## For Club Executives

If your club has a ClubRunner subscription, the administrative and member functions are the same but you access them through your club website rather than the District Website ([click here](#)).

Scroll down to the bottom of the Administration screen to the For Club Executives area.



**KEY MESSAGE REMINDER – ENTER ALL OF THESE ITEMS THROUGH CLUBRUNNER – NOT ROTARY.ORG**

### Active Members List

- Add New Member

- Add member transferring from another club

- Change member from Active to Honorary

- Terminate Member – simply select Mark Ex on the list and indicate the termination reason

- Update Member Profile (members can also update their own profile)

  - Add Email Addresses (required for Club Officers and Chairs)

  - Add Phone Numbers

  - Indicate preferred contact Address and Phone (Home, Business, Cell)

  - Add Spouse

  - Add Birthdate (the birth year does not appear for others but will help with demographics tracking)

  - Add Member Photo (required for Presidents, President-elect, President-nominee)

### Inactive Member List

- Members can be reinstated by changing the status here to Active

- Do not add them new again or there will be duplicate member records

### Club Information Page

- We did not discuss this during the webinar

- This is where you can view abbreviated information about the club

- Select Edit Club Info button to update meeting location or time

## For Members

If your club has a ClubRunner subscription, the administrative and member functions are the same but you access them through your club website rather than the District Website ([click here](#)).

Scroll down to the bottom of the Administration screen to the For Members area.



Edit My Profile (members can also update their own profile)

- Add Email Addresses (required for Club Officers and Chairs)

- Add Phone Numbers

- Indicate preferred contact Address and Phone (Home, Business, Cell)

- Add Spouse

- Add Birthdate (the birth year does not appear for others but will help with demographics tracking)

- Add Member Photo (required for Presidents, President-elect, President-nominee)

- You may also choose to add a bio

Change your Password

Search Member eDirectory

- Enter what you know about a member in District 5650

- The system will try to match everything you enter

- Entering less may be better since the system must get an exact match

## DISTRICT DIRECTORY AND ORGANIZATION INFORMATION

Once logged on you can get detailed contact information for anyone in the district.

Previously we discussed how to perform a search of members using Search Member eDirectory on the Administration page.

District Directory:

For District Directory information we will use the District Directory page from the Home Page of the District Website.

The District Directory is printable and includes district leadership, club leadership, and club meeting information.

Other items traditionally in a District 5650 Directory such as ByLaws, Budget and a list of Past District Governors can also be found on the District Directory page.



District Organization Chart shows a list of District leaders with links to contact them by email but is not in a printable format.

Clubs in our District is in list format, with links to contact leadership and links to the club websites.