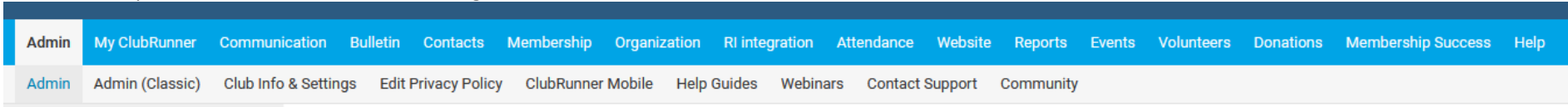


ClubRunner for Clubs

Your Club Website Address	Home Page Designed by your Club - Links to Pages, Club Information, Club Officers, Club Events, etc.
---------------------------	--

Links a the top of the Member Area / Admin Page:



Some Sections:

<div data-bbox="157 446 525 495" data-label="Section-Header"> <h3> Communication</h3> </div> <hr style="border: 1px solid #0070C0;"/> <p data-bbox="157 568 945 625">Get in touch with members and non-members alike with targeted email and newsletters.</p> <div data-bbox="157 649 672 706" data-label="Text"> <p> Send Email → Send Bulletin → ? Help </p> </div> <hr style="border: 1px solid #ccc;"/> <table data-bbox="157 771 840 933" style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Email Services Mobile Notifications Email Templates Email Traffic Report </td> <td style="width: 50%; vertical-align: top;"> Bulletins ? Help Bulletin Send History Manage Blocked Emails </td> </tr> </table>	Email Services Mobile Notifications Email Templates Email Traffic Report	Bulletins ? Help Bulletin Send History Manage Blocked Emails	<p data-bbox="1060 430 1911 495">Email to Club Presidents of all clubs in the District such as invitations to special event.</p> <p data-bbox="1060 535 1711 600">Compose Message Select Recipients – x the box in front of Club President</p> <div data-bbox="1060 641 1795 925" data-label="Complex-Block" style="background-color: #f0f0f0; padding: 10px; border: 1px solid #ccc;"> <p><input type="checkbox"/> Club Executives & Directors (Current Year) (0/148)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Club President Expand (0/38) <input type="checkbox"/> Club President-elect Expand (0/34) <input type="checkbox"/> Club Secretary Expand (0/38) <input type="checkbox"/> Club Treasurer Expand (0/38) </div>
Email Services Mobile Notifications Email Templates Email Traffic Report	Bulletins ? Help Bulletin Send History Manage Blocked Emails		
<div data-bbox="136 990 609 1047" data-label="Section-Header"> <h3> Events & Volunteering</h3> </div> <hr style="border: 1px solid #FFA500;"/> <p data-bbox="136 1112 871 1144">Publicize and organize your events, speakers and volunteer schedules.</p> <div data-bbox="136 1161 703 1218" data-label="Text"> <p> Event Planner → Create Sign Up → ? Help </p> </div> <hr style="border: 1px solid #ccc;"/> <table data-bbox="136 1282 787 1485" style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Event Planner Event Types Calendar Items (Recurring) Cloud Events (Tickets) MyEventRunner ? Help </td> <td style="width: 50%; vertical-align: top;"> Speakers Volunteers Member Hours Report Club Hours Report </td> </tr> </table>	Event Planner Event Types Calendar Items (Recurring) Cloud Events (Tickets) MyEventRunner ? Help	Speakers Volunteers Member Hours Report Club Hours Report	<p data-bbox="1060 982 1438 1015">Keep your calendar up to date.</p> <p data-bbox="1060 1055 1921 1128">Helpful for members and visitors. If you email your bulletin to potential members they can keep up with your upcoming programs.</p> <p data-bbox="1060 1161 1942 1234">It is particularly important to post your programs if you do not meet on a regular weekly schedule – same place same time.</p> <p data-bbox="1060 1266 1585 1307">Events and Speakers all appear on calendar.</p>
Event Planner Event Types Calendar Items (Recurring) Cloud Events (Tickets) MyEventRunner ? Help	Speakers Volunteers Member Hours Report Club Hours Report		

Membership



Get the complete picture on your membership with reporting, directories and analytics.

Active Members →

Help

Active Members [Search](#)

Inactive Members

Other Users

Contacts

Designations

Request Membership Updates

New Member Program

Custom Member Fields

Download Member Data

<input type="checkbox"/> By First Name	Name	Type	Access ▲
	[Redacted]	Active	30
	[Redacted]	Active	40
	A [Redacted]	Active	50
	H [Redacted]	Active	50
	B [Redacted]	Active	70
	B [Redacted]	Active	70

Manage member data here

To reinstate a member, go to Inactive Members and change status

To Add, go to Active Members

At the top are buttons to Transfer New or Add New

Transfer New Member

Add New Member

It is important to use Transfer if they have been a member of any Rotary Club anywhere at any time.

Search by their name if they do not have their member number.

When you process, the current Rotary Member Number will be applied.

Access to functions is NOT based on Club Officer Role. Clubs control access.

Use Active Member List to review and update Access level for members.

Select the column heading "Access" to sort by access level (sample list below)

Select the member name to enter their profile.

Update their access on the Settings Tab (sample of fields below).

Select Edit to change the access.

Personal	Rotary	Biography	Commitments	Settings	Privacy
System Login					Edit
Club Access Level	70 - Member		Username	[Redacted]m	
		Password	Reset Password		

Organization



Manage key information and functions of your club.

[Club Information](#) →

[Help](#)

[Club Information](#)

[Executives & Directors](#)

[Committees](#)

[Documents](#)

[Dues & Billing](#)

[Meeting Responsibilities](#)

[Participation Points](#)

Update your club meeting information here.

Update your Club Officers here.

Be sure to check the Rotary Year at the top.

[Club Executives and Directors](#)

[« Previous Year](#) | [2023 - 24](#) | [Next Year »](#)

RI Integration



Synchronize club, member and executive data with Rotary International's database.

[Compare & Synchronize](#) →

[Help](#)

[Integration Settings](#)

[Member Updates Archive](#)

[Club Updates Archive](#)

[RI Updates Archive](#)

[Compare & Synchronize Members](#)

[Compare & Synchronize Executives](#)

[Missing Rotary ID Report](#)

Information on Members and about the Club is to be entered on ClubRunner – not Rotary International.

That information then “rolls up” to Rotary.

These functions help ensure accuracy of data and integration of the data between ClubRunner and Rotary International.

The Archives show a history of information that has integrated from ClubRunner to Rotary International.

The Compare & Synchronize pages ensure that the data is the same on ClubRunner and at Rotary International.