

Updating Club Officers

Finding Out Your Username and Password

Please go to this link for information on how to obtain your logon credentials:

<http://rotarydistrict9685.org.au/page/logging-in>

The District Launchpad

If your login has been successful, you will be directed to the **District Launchpad**. You should see your name at the top right.

The District Launchpad is a members' only page where you will go to contribute to the site, email your members, change your profile, and much more.

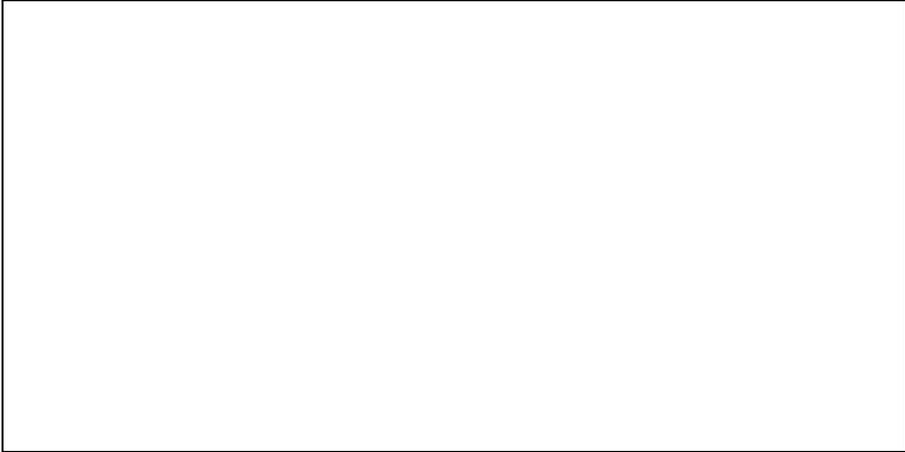
The screenshot shows the ClubRunner District Launchpad for Rotary District 9680. The user is logged in as Claire. The interface includes a navigation menu, a welcome message, and several functional tiles: My Profile, My Club's Info, Calendar, Website, Communication, Reports, Membership, Organization, and Attendance. There are also system notices and activity statistics on the right side.

Editing your own Profile

Next you will check your member profile. This step is vital if you want to receive all email correspondence.

1. Click on **My Profile**, where you will see all your information.
2. Fill in as many details as you need. The **email address** is the most important piece of information to include.
3. Please **observe the standards** noted in the next section for telephone numbers etc
4. Click on **Save**, located at the bottom of the page.
5. Review, Edit, & Save the information on **each tab** – Personal, Rotary, Biography, Commitments, Settings, Privacy

This close-up shows the 'My Profile' tile, which is highlighted in yellow. A red arrow points to the tile. The text on the tile reads: 'My Profile: Update your personal information, change your password, and other preferences.'



Member Profile



[Printable Version](#)

[Update](#)

- Personal**
- Rotary
- Biography
- Commitments
- Settings
- Privacy

[Edit](#)

Member Details

Title Mr

Personal Preferences

- **First Name** may be your full name or the salutation you prefer eg Robert or Bob
- **Nickname** is the salutation you prefer eg Bob
- **Preferred Address** will dictate which of the address boxes below will require mandatory fields and which address will be used for any mailings
- **Preferred Phone** will indicate which of your numbers will be shown in directories (electronic or printed)

Title	<input type="text" value="Mr"/>
First Name	<input type="text"/> 
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Nickname	<input type="text"/> 
Suffix	<input type="text"/>
Preferred Address	<input type="radio"/> Home <input checked="" type="radio"/> Work
Preferred Phone	<input checked="" type="radio"/> Business <input type="radio"/> Home <input type="radio"/> Cell
E-mail	<input type="text"/>



Telephone Number Standards

- Home & Business numbers should be shown as illustrated
- Cell/Mobile numbers should be shown as illustrated
- If an area code is required please use this format: (02) 9999 8888
- Note the first box needs to be 61 for Australia if you click in that box; it may be left blank if you don't click in the box.

Home Phone	<input type="text" value="61"/>	<input type="text" value="9999 8888"/>
Cell	<input type="text" value="61"/>	<input type="text" value="0444 555 666"/>
Home Fax	<input type="text"/>	<input type="text"/>

Position/Title	<input type="text"/>	
Business Phone	<input type="text" value="61"/>	<input type="text" value="2222 3333"/>
Business Fax	<input type="text"/>	<input type="text"/>
Website URL	<input type="text"/>	

Vocational Standards

- It is highly recommended that members complete at least these employment fields in the 'Work' box (Company Name & Position/Title)
- On the Rotary tab, please ensure that the **Classification** and **RI Number** fields are completed.

Company Name	<input type="text"/>
Position/Title	<input type="text"/>
Membership Type	Active <input type="button" value="v"/>
Classification	<input type="text"/>
Club	Chatswood (ID# 18011)
Rotary Member No.	<input type="text"/>

Editing each Member's Profile

While each member may check their own member profile, we request that you review their data especially to achieve consistency of presentation as per the above standards.

1. Click on the **Admin** tab, then **Launchpad**
2. Select *My Club's Info*, click on **Active Members List**, and the Active Members List will appear.
3. For each member, please click on their name and then Review, Edit, & Save the information on each tab – Personal, Rotary, Biography, Commitments, Settings, Privacy ensuring that the above standards are met.
4. Ensure that the **Active Members List is correct**.
 - a. If there are members to be added, please add them
 - b. If a member needs to be deleted, click on Mark Ex to the right of the members name
5. Ensure that the Active Members List is correct **at all times**.
 - a. Please adjust the list each time there is a membership change
6. **Encourage your members** to review their own profile.



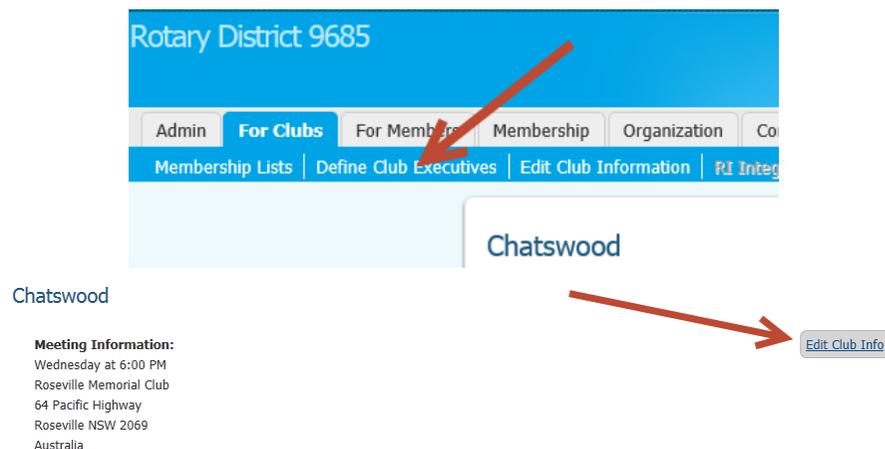
[Add New Member](#)

<u>Access</u>	Action
0	Designation Mark Ex Reset Password
0	Designation Mark Ex Reset Password
0	Designation Mark Ex Reset Password
0	Designation Mark Ex Reset Password

Ensure Club Information is accurate

It is important that all the information relating to your club such as meeting date/time, venue, website/s is accurate.

1. In the menu above the Active Members List, click on **Edit Club Information**, then **Edit Club Info**
2. Review every field, update and save as necessary.

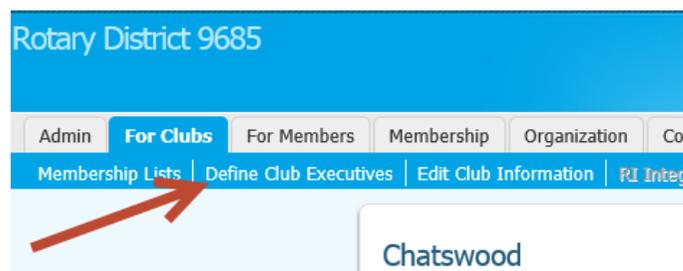


Update Club Executives and Directors

The updating of this section is vital for the production of the District Directory.

Getting the data right here will save a lot of effort for the District Secretary and other district officers, and will save you time.

1. From the main menu, click on **Define Club Executives**
2. Then go to the next step (over).



Update Club Executives and Directors (2)

3. Click on the **Carry over Executive and Director Positions to the Next Year**.
4. Then, at the top of the page, click on **Next Year**

Club Executives and Directors

[Previous Year](#) | **Current Year: 2011-12** | [Next Year](#)

5. Then go to the next step (over).

Club Executives and Directors

Chatswood

Sequence	Title	Position
10	President	Preside
30	President Elect	Preside
40	Secretary	Secreta
50	Treasurer	Treasur
100	Immediate Past President	Immedi
150	Vice President	Vice Pr
200	Director Club Administration	Club Ad
300	Director Membership	Member
400	Director PR & Communications	Public F
500	Director Rotary Foundation	Rotary f
600	Director Service Projects	Projects
620	Chair Community	Commu
640	Chair International	Internati
660	Chair Vocational	Vocatio
680	Chair Youth	New Ge
15116	The Right Wheel Editor	Bulletin
15117	District Conference Chair	Confere
99999	District Communications Director	Executi

[Carry over Executive and Director Positions to the Next Year](#)

Update Club Executives and Directors (3)

For each position, click on **Edit** and select the member who will hold that position next year.

You should not need to select **Clear** or **Delete** but their function is:

Clear : clears the existing member (then use Edit to select another member) (Note that **Edit** allows you to replace the member)

Delete : deletes the position

Club Executives and Directors

[Previous Year](#) | **Year: 2013-14** | [Next Year](#)

Chatswood [Add New Position](#)

Sequence	Title	Position	Name	Action
10	President	President		Edit Clear Delete
20	President Elect	President Elect		Edit Clear Delete
30	Vice President	Vice President		Edit Clear Delete
40	Secretary	Secretary		Edit Clear Delete
50	Treasurer	Treasurer		Edit Clear Delete

Title	Position	Name	
<input type="text" value="President"/>	<input type="text" value="President"/>	Select Member -- Select Member --	Save

As part of your review, you may make changes to the members listed BUT please ensure a member is allocated to all positions in your Executive structure

Why is that important?

District is able to select email recipients by their position (as defined in Club Executives). What that means is that if your club does not have a member listed against that position, your club will not have the information sent in the email.

Two good examples are Bulletin Editors & Conference Chairs – if your club has not nominated someone, then we ask that your club Secretary & your Club President (resp.) be inserted for those positions in order to receive information that will be sent to those officeholders. A similar approach should be taken to all other 'standard' positions where no specific person has been elected.

Add Photos (optional)

In the profile of each Director, please – as necessary - upload a photo by clicking on **Update** to the top left of the profile.

Advise District when complete

When your updating is complete, please email us at districtdirectory@rotarydistrict9685.org.au

You may check your club's information in the [Club Directory](#).

Review via Download

The following steps allow you to download the draft eDirectory.

Please note that any data changes, will not be reflected in the eDirectory until the report is next generated (say 24 hours after you advise you have completed the updating process (see above).

Member Profile



Rotary Club of Carlingford [18009]
Tuesdays at 6:45 PM
Muirfield Golf Club
Barclay Road,
North Rocks, NSW 2151
<http://www.rotarycarlingford.org.au>

Checking your club's entry in the District Directory

Login to the District Website

From the Launchpad click on the Reports Box

For more details regarding membership, September 27, 2024

New! Introducing the District Launchpad, your new starting point to gain insight into District activities in membership, website usage and updates. We redesigned ClubRunner to give it a fresh look and made it easier to use for everyone. We've also added some cool new features we think you'll love. [Read More >](#)

Don't feel like a change right now? Your familiar [Admin page](#) is still available on the top menu. [We'd love to hear your feedback.](#)

 My Profile Update your personal information, change your password, and other preferences.	 My Club's Info For club executives, update your member data, attendance, officers, and meeting information.	 Calendar View and register for upcoming events, and create new district events.
 Website Design the layout, theme, and content of the district website.	 Communication Send emails, bulletins, and other notices to all members and groups within the district.	 Reports View, download, or print the district directory or export member data.
 Membership View and modify all club and membership data in the district.	 Organization View and modify all club and district executives, directors, and committees.	 Attendance Update club attendance, send reminders, and access attendance reports.

Download the draft eDirectory

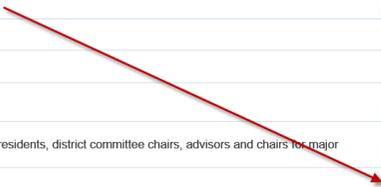
On the right side of the pane click on either 'PDF' or 'Word' to download the draft District Directory.

Review your club's information, ensuring that:

1. All positions are described correctly
2. The following positions are included:
 - a. Bulletin Editor
 - b. District Conference Chair
3. Vocational & employment information is included for each member
4. First and Nickname usage is correct
5. The preferred telephone number is correct
6. Telephone numbers conform to the suggested standard

Rotary District 9680 eDirectory

Current Year	
Club and District Leadership Directory Alphabetical listing by city and Club. Includes contact information for club leadership, club committee assignments and district assignments.	PDF Word Dec 10, 2011
Club Executives and Directors Club Executives and Directors description	PDF Word Dec 19, 2011
Club Information Double column layout of all clubs in the District along with meeting information.	PDF Word Dec 20, 2011
Club Presidents Double column layout of all Presidents with photo and full contact information.	PDF Word Oct 08, 2011
Committees Double column layout of all committees along with committee chair names and email addresses.	PDF Word Oct 08, 2011
District Organization and Presidents District Organization and Presidents	PDF Word Oct 08, 2011
District Organization and Presidents (Photo) District Organization and Presidents	PDF Word Dec 17, 2011
District Organization Chart District Governor and Officers (including AG's) along with photos and full contact information.	PDF Word Dec 17, 2011
District Organization Directory Photos and contact information for District executive leadership, senior assistant governors, assistant governors, club presidents, district committee chairs, advisors and chairs for major district events and activities, and Rotaract and Interact governors. Listings include club affiliation.	PDF Word Dec 17, 2011
eDirectory - Clubs (D9680) Club Information for District Directory	PDF Word Dec 23, 2011
Next Year	
Club and District Leadership Directory Alphabetical listing by city and Club. Includes contact information for club leadership, club committee assignments and district assignments.	PDF Word
Club Executives and Directors Club Executives and Directors description	PDF Word Dec 20, 2011
Club Presidents Double column layout of all Presidents with photo and full contact information.	PDF Word
Committees Double column layout of all committees along with committee chair names and email addresses.	PDF Word
District Organization Chart District Governor and Officers (including AG's) along with photos and full contact information.	PDF Word Dec 17, 2011
District Organization Directory Photos and contact information for District executive leadership, senior assistant governors, assistant governors, club presidents, district committee chairs, advisors and chairs for major district events and activities, and Rotaract and Interact governors. Listings include club affiliation.	PDF Word Dec 17, 2011
eDirectory - Clubs (D9680) Club Information for District Directory	PDF Word Jan 06, 2012



Making amendments

If corrections need to be made, please:

1. Refer to the previous instructions in this document
2. Once corrections have been made, re-visit the draft eDirectory and review your changes (note the time delay mentioned above), then advise us.

Keep the information up to date

If any changes become necessary, please immediately amend the information on the District Website *[or in your own ClubRunner site]*.

Remember, **it is your responsibility to ensure your club's information is accurate and up to date.** If there are errors, they will show in the District Directory when published.