Updating Club Member Data

Finding Out Your Username and Password

Go to the District Website at www.rotarydistrict9685.org.au *[or if your Club has its own ClubRunner site, go there]*. Click on the "Login" menu item, located on the right hand side of the homepage. Click on the "**Forgot Your Password**?" link.

This will take you to the "**Get Password**" screen.

You will be asked to enter your Club, your last name and your email address. Then click on the "**Get Login Info**" button. You should receive an email with your login information shortly.

Please note that the last name and email address you provide must match what is on record for security purposes. If you are unable to get your password, contact the District's IT Helpdesk, or email ClubRunner Support at support@clubrunner.ca with your name and club and it will be emailed to you.
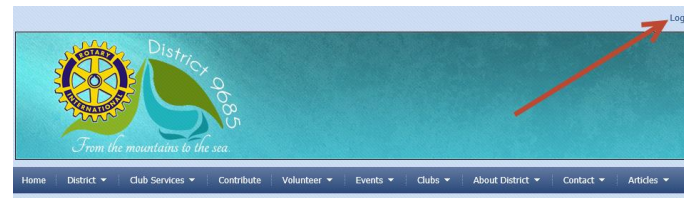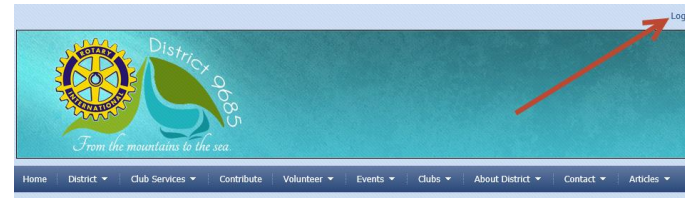
Login to the District Website

Go to the [District Website](). Click on Login, located on the right hand side of the homepage.

This will take you to the **Member Login** page. Enter your User name and password in the appropriate fields and click on the **Sign-in** button. Then click on the '**Admin' button**.

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

If you have trouble logging in
This may be due to an invalid password or login name. Try to copy and paste your login name from the email you receive to ensure accuracy. If you still cannot get into the system, contact the [District's IT Helpdesk](), or email ClubRunner Support at support@clubrunner.ca with your login name and password and you will get a new password assigned.

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

Your last club login was on Friday, July 6, 2012.

New! Introducing the District Launchpad, your new starting point to gain insight into District activities in member: look and made it easier to use for everyone. We've also added some cool new features we think you'll love. Read

Don't feel like a change right now? Your familiar Admin page is still available on the top menu. We'd love to hear y

My Profile
Update your personal information, change your password, and other preferences.

My Club's Info
For club executives, update your mem attendance, officers, and meeting info

Website
Design the layout, theme, and content of the district website.

Communication
Send emails, bulletins, and other notic members and groups within the distric

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)

Personal Details

- Gender
- Birth Date
- Partner's first name

Title	Mr
First Name	
Middle Name	
Last Name	
Nickname	
Suffix	
Preferred Address	○ Home ● Work
Preferred Phone	● Business ○ Home ○ Cell
E-mail	

Gender	● Male ○ Female
Birthday	Jul 18 1944
Anniversary	
Spouse/Partner First Name	Mary
Spouse/Partner Last Name	Lastname
Spouse/Partner Nick Name	
Spouse/Partner Birthday	

Telephone Number Standards

- Home & Business numbers should be shown as illustrated

- Cell/Mobile numbers should be shown as illustrated

- 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.

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.

Home Phone	61	(02) 9999 9999	
Cell	61	0410 123 456	
Home Fax			

Position/Title			
Business Phone	61	(02) 9999 9999 ×	
Business Fax			
Website URL			

Company Name	

Position/Title	

Membership Type	Active ▼
Classification	

Club   Chatswood (ID# 18011)

Rotary Member No.

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. In the For Club Executives section, Click on **Active Members List**.
2. Alternatively, click on 'For Clubs' in the top menu, then 'Membership Lists'
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. **Especially ensure** that the following data is correct (as above)
   a. Gender
   b. Date of Birth
   c. Partner Name
4. Ensure **at all times** 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 – have you sent them our Cheat Sheet?

7. **A photo may be uploaded** (optional)