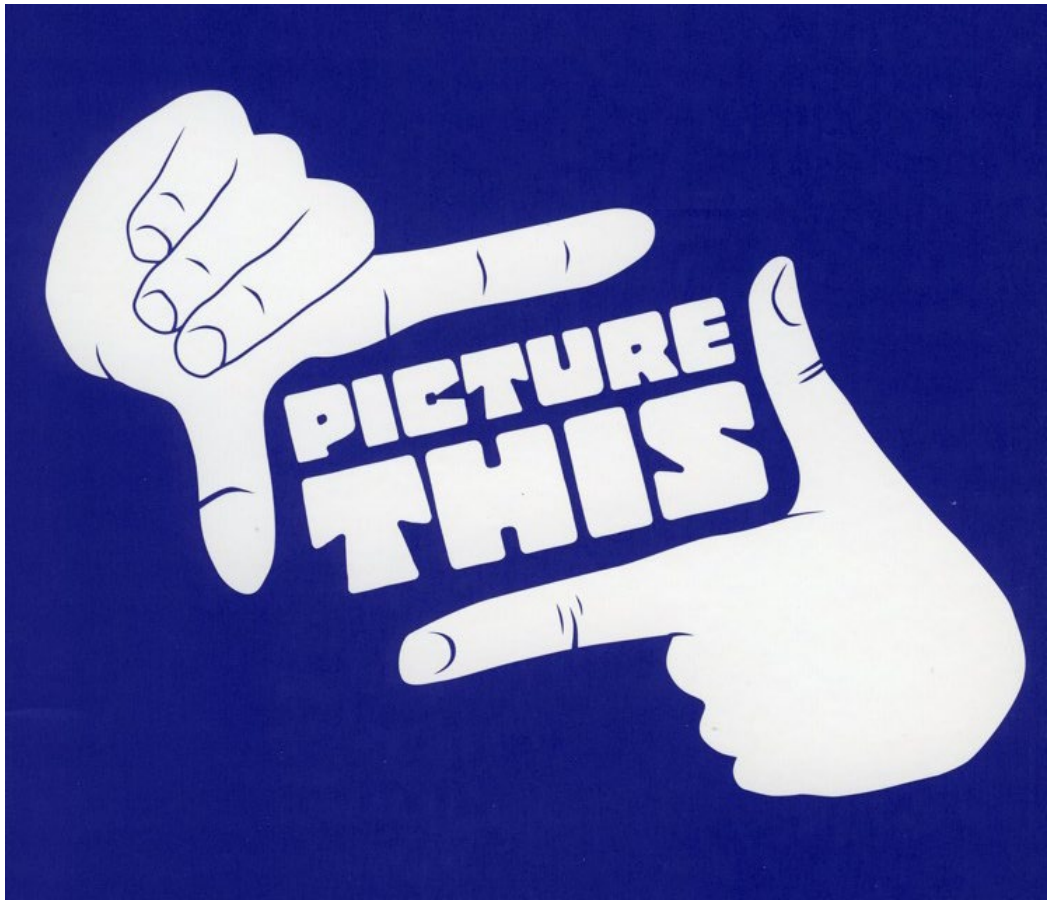
COMMUNICATIONS

Jade Catherall
District Communications Director 2019-20

Rotary
District 9685


PICTURE
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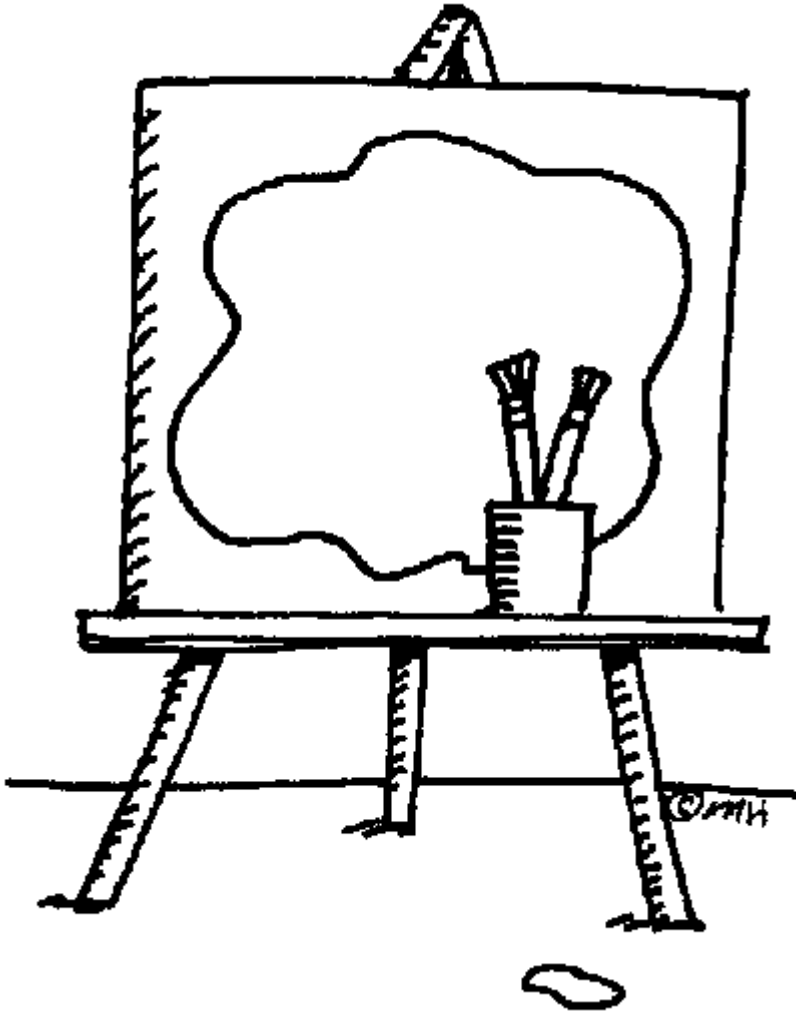

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EFFECTIVE COMMUNICATION

- How will you collaborate and communicate
  - With DGE Kalma and your AG
  - With Club Board/Executives
  - Club, Rotarians, Partners and Friends of Rotary?

Rotary District 9685

ROTARY CONNECTS THE WORLD

THE DISTRICT WEBSITE

- Your information source
- District's communication resource
- **www.RotaryDistrict9685.org.au**

Rotary District 9685

Home ▾ | District ▾ | Club Services ▾ | Donate | Volunteer ▾ | Events ▾ | Clubs ▾ | About District ▾

Contact ▾

- Leadership ▾
- Future Leaders ▾
- Past Governors
- Our District
- District Team
- District Awards
- Book the District Office
- District Conference
- District Conference Website
- District Training ▾
- District Directory
- 2017/18 DG Club Visits
- District Changeover
- District Zones
- International Convention
- Disaster Relief
- Statutory ▾
- Club & District History
- Club Visioning
- Our people
- Communications & club Websites ▾
- Alumni Association

Rota

District 9685

Rotary District 9685

ROTARY INTERNATIONAL

ROTARY CONNECTS THE WORLD

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ROTARY CONNECTS THE WORLD

KEEP UP TO DATE

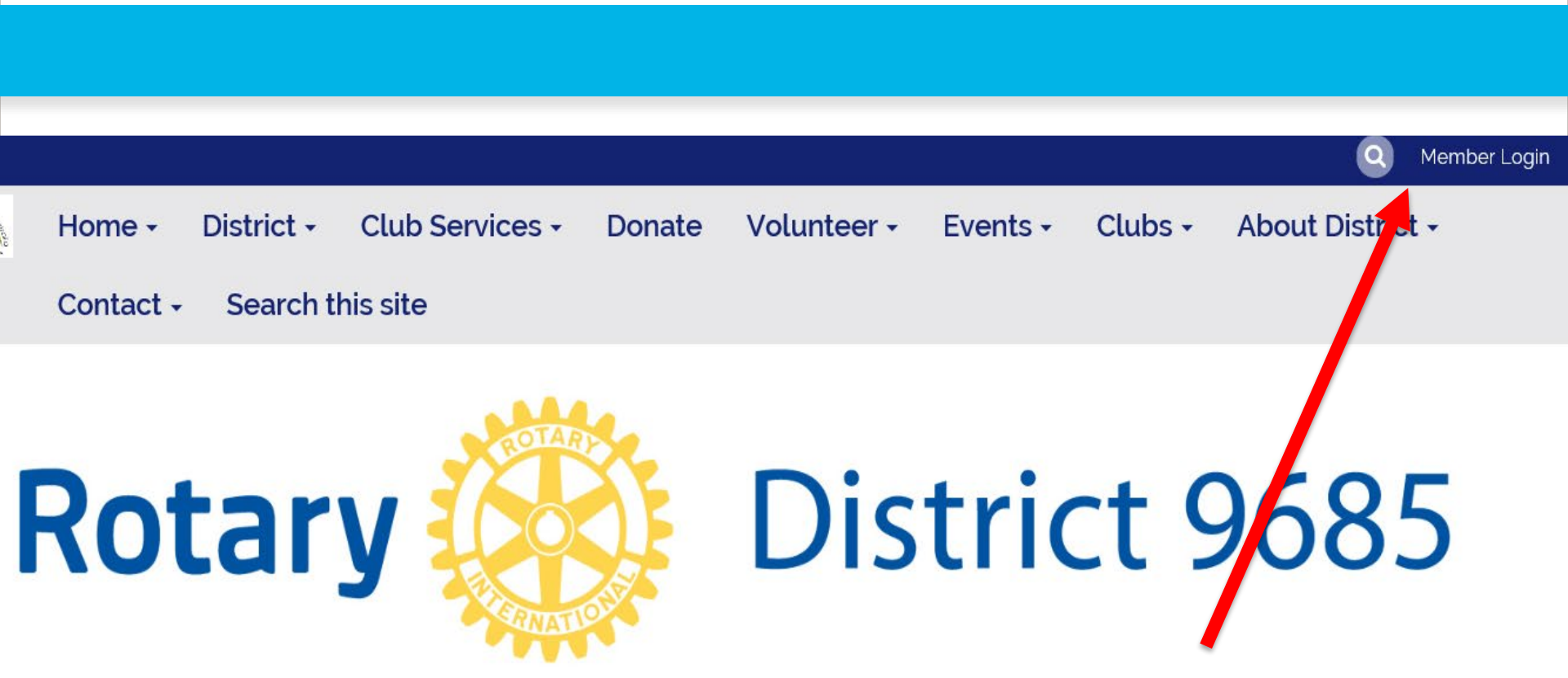
- eNews
- Stories or Articles
- District Directory
- Forthcoming Events
  - District
  - Club
- Quick Links
- Avenues of Service Information

KEEP UP TO DATE AND
KEEP THE DISTRICT UP TO DATE

Rotary District 9685

CLUB AND MEMBER DATA

- Accurate Data for clubs & their members is vital
- All changes MUST first be made on the District site
- Any changes at RI do not sync back
  - Ex members continue to get emails from District
  - New members do not get eNews & communications
- Reinforce that message to clubs



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ClubRunner™ Connect. Collaborate. Communicate.

Rotary District 9685

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

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

Launchpad | Administration

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
- Edit Meta Tags NEW!
- Edit Favicon Logo
- Image Library
- Google Analytics NEW!

Communication Services

- Email Message Services
- Email All Members
- District Organization Chart
- Committee Management
- Members Email Status report
- Email Traffic Report
- District eBulletin 3.0
- Archived Bulletins NEW!

Events

- Event Calendar
- **Edit Events (Version 1)**
- Event Planner (Version 2) | Old Version
- MyEventRunner (new window)

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 Reporting
- Reports
- Member Designations
- District eDirectory Builder 2.0

For Members

- Edit My Profile
- Change My Password
- **District Directories (Old Version)**
- District Directories (New Version)
- Search Member eDirectory
- My Committees

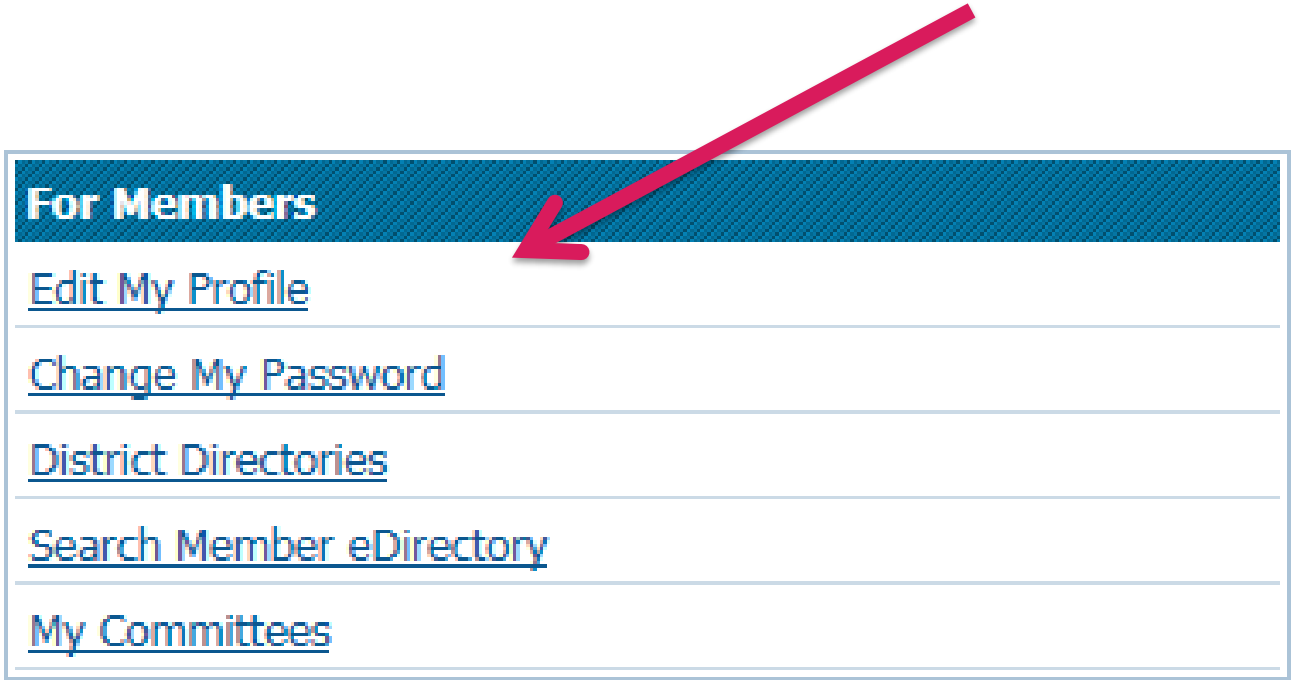
For Club Executives

- 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 (Automatic) NEW!
- Report Data Changes to RI (Manual Emails)
- Missing RI Member ID Report
- RI Updates Archive
- RI Member Synchronization

Rotary District 9685

ROTARY CONNECTS THE WORLD

EDIT YOUR PERSONAL PROFILE



Welcome, Jade!

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.

Rotary
District 9685

- Reports > eDirectory Reports
- Organisation > District Committees
- Membership > Member Search
- Events 2 > Event Planner
- Home Page > Club Directory > Ryde
  - Hover over a name
  - Click the name to send an email via your email client
  - Logged on AGs see more about their clubs

E-NEWS & EMAIL COMMUNICATION

- **E-News is the primary newsletter in the District**
  - **DG's Newsletter, Bulletin Editor's News**

  - Email news & events to

  editorial@rotarydistrict9685.org.au

- **Our Email Service provides targeted internal communication**

  - Email your final draft material to
  Email.service@rotarydistrict9685.org.au
  for distribution – will be distributed within 48 hours.

- E-News or Email?
  - Is it informative or more urgent? For all Rotarians or specific?

EMAILS & COMMUNICATION

- **Professional emails**
  - Use **'bcc'** for a group/committee email
  - Include '**Rotary**' in the subject line
  - Don't forward emails –**start a new email**
  - **Professional** & **personalised** communications
  - Check spelling
  - **Review content:** What, When, Where, Why, How, Action!
- **Communication Protocol** on website under Communications > District Communications Protocol

DISTRICT WEBSITE, SOCIAL MEDIA & BLOGS

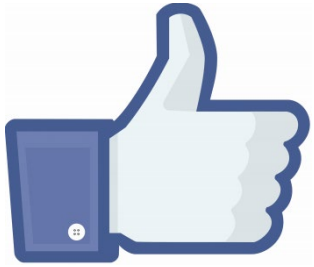
- rotarydistrict9685.org.au
- facebook.com/RotaryDistrict9685
- Twitter.com/RotaryD9685
- flickr.com/RotaryDistrict9685
- Blog sites (Wordpress):
  - Forum
  - Club News & Events
  - Club Histories
  - Speaker Bank

Rotary District 9685

ROTARY CONNECTS THE WORLD

FACEBOOK

- facebook.com/RotaryDistrict9685
- Communicate within the District and beyond
- Share the power of Rotary
- Publishes to Twitter
- Publish their Club Pages and ‘post’ to District Facebook, to promote and communicate Club activities etc



Rotary District 9685

ROTARY CONNECTS THE WORLD

ZOOM

- Video Conferencing
- Online Meetings
- Convenient Access from Home/Office
- Screen Sharing
- Better time utilisation

COMMUNICATIONS CONTACTS

Email News or Event for the website & eNews
editorial@rotarydistrict9685.org.au
Please include short text,
extended text, image, and pdf

Request to email Club Executives
email.service@rotarydistrict9685.org.au
Include subject heading, full text,
and attachments as pdf and/or image

Corrections to website content
communications@rotarydistrict9685.org.au
Please include URL page, clear advice on changes
for minor corrections, & full text for major corrections

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