

How to be a Rotary Club Secretary

Tracie Murray Rotary Club of Los Altos

You are the link to District

- You may have many Club specific duties, but your most important role is that you link your Club to your District and RI
- When you update ClubRunner, RI will automatically be updated, but their can be a delay
- There is a Secretary's Manual you may download at:
- <u>https://www.rotary.org/en/document/lead-your-</u> <u>club-secretary</u>

Club Specific Duties may include:

- Picking up the Club's mail
- Distributing Club mail to appropriate members
- Taking Minutes for Board Meetings
- Collecting email Board Votes
- Sending out notices of meetings
- Consolidating Board Reports
- Ordering Member badges
- Ordering Club Supplies

Duties to District

- Attendance Reporting
- Reporting Make-Ups
- Recording of Leaves of Absence
- Adding Members for "Exempt Status"
- Adding and Terminating Club Members

It All Starts Here!

Administration

New to ClubRunner or need a refresher? Register for free ClubRunner webinars <u>here</u>. Read up on our latest updates! Release Notes are available on our <u>Service Updates</u> page.

Archived Bulletins NEW!

A My ClubRunner	🛓 Membership Manager
Edit My Profile	<u>Club Dashboard</u>
Change My Password	Active Member List
Upload My Photo	Other Users List
My Commitments	Inactive Members List
My New Member Activities NEW	Friends of the Club
My Friends	Bulletin Subscribers
View Club Directory	New Member Program
View Club Photo Directory	Dues & Billing
eDirectory Reports 2.0	RI Integration
View Printable Mailing Labels New	Request Member Updates
Email Message Centre NEWI	Edit Executives and Directors
View Club Documents	Committee Management
My Attendance	Birthday & Anniversary Report
My Committees	Gender Distribution (Summary)
My Billing Account Balance	Download Member Data
	Member Designations
🖶 Website Manager	
Website Designer 3.0	Services
Edit Home Page Links	Input Attendance (Current Year)
Edit Stories	Input Attendance (Previous Year)
Edit Events 2.0	Report Make-ups
Edit Speakers	Print Member List/Attendance Sheet
Edit Download Files	Print Member List (Simple Version)
Edit Site Pages	Attendance Report (Current Year)
Edit Photo Albums	Attendance Report (Previous Year)
Edit Club Documents	Monthly Club Report
MyEventRunner Registration (new window)	Customized Attendance Report
	Edit Duty Roster - Who Does What [Version 1]
Club eBulletin	Member Leaves of Absence
Edit Bulletins New	Member Attendance Exemption
Send Bulletin	

% Administrator

Edit Club Info & Settings
Edit Meta Tags
Upload/Remove Meeting Venue Map
Edit Club Logo NEWI
Edit Custom Fields
Website Sponsorship Area
Upload Sponsorship Guide
Google Analytics NEW

If you get lost, to get back to this screen, just click "Admin"

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Input Attendance

Administration

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	Edit Club Info & Settings
	Edit Meta Taos
	Upload/Remove Meeting Venue Map

Edit Custom Fields Website Sponsorship Area Upload Sponsorship Guide Google Analytics

After clicking "Input Attendance" you will be here. Click "Add New Meeting"

My ClubRunn	er Communication	Bulletin	New Bulletin (Beta)	Contacts (Beta)	Membership	Organization	RI Integration	Attendance	Website	Reports
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Enter the date or "Save" the date that automatically appears

My ClubRunner	Communication	Bulletin	New Bulletin (Beta)	Contacts (Beta)	Membership	Organization	RI Integration	Attendance	Website	Reports	Events	Volunteers	Help	
Club Info & Setting	s (Beta) ClubRuni	ner Mobile												
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				Meeting Date	Apr 6 2017	×	$\boldsymbol{\langle}$							
					Save C	ancel								
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Select "Attendance" for that date

Rotary Club of Los Alto

Admin My ClubRunner Communication Bulletin Bulletin (Beta) Contacts (Beta) Membership Organization RI Integration Attendance Website Reports Events Volunteers Help

Sep 8 2016 21 87 / 141 76.60% Sep 15 2016 24 78 / 137 74.45% Sep 22 2016 28 74 / 138 73.91% Sep 29 2016 22 79 / 143 70.63% Oct 6 2016 17 83 / 139 71.94% Oct 13 2016 25 78 / 143 72.03% Oct 27 2016 18 92 / 144 76.39%	
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Nov 17 2016 31 78 / 142 76.76%	Show
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Dec 15 2016 23 80 / 140 73.57%	Show
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Mar 23 2017 0 83 / 143 58.04% Edit Delete Atter	idance
Mar 30 2017 0 86 / 141 60.99% Edit Delete Atter	idance
Apr 6 2017 0 0 / 130 0.00% Fill L Delete Atten	dance



Report Mar 2017 Attendance

Notes: Closed meetings are highlighted in green and yellow.

You can have two calendar months of open meetings at a time. For example, May and June could be open. However, to add July, you must

Either click next to all the members that were present....or

						N	ner Mobile	ClubRum
urray	racie Mi	T			nce	ing Attenda	Meet	
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Go Back

Or..." check all" and then de-select the people who were absent

								X		
inication	Bulletin	New Bulletin (Beta)	Contacts (Beta)	Membership	Organization	RI Integration	Attendance	Website	Reports	Ever
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			🖂 We	myss, Cynthia						
			🖂 Wh	ipple, Sandie *						
			🖂 Yar	brough, Steven *						
			🖂 Yau	ng, Dennis						
			🖂 Zin	merman, Renee						
	* Denotes	a member who is exemp	tection meeting at	endance						

When you are done, click "save" and it will go back to the attendance window. Then click "Go Back"

Subday Ann Balette	(Beta) Contacts (Beta)	Nerbeidig	Organization.	AT Designation	Attendence	Website	Reports.
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C Report Har 201	7 Attendance						

Report Make-Ups

Administration

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mycvenusumer Registration (new window)	Edit Duby Roster - Who Door What [Varsion 1]
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Edit Club Logo NEWI Edit Custom Fields Website Sponsorship Area Upload Sponsorship Guide Google Analytics NEWI

In the Make-Up window scroll down and click the member who you want to give a make-up and click next



Click "Report Make-Up" next to the date that they have earned a make-up – it should be within 2 weeks of the absence or CR won't accept it.

Sep 22 2016	IXI	Make-up done on Ser	p 22 2016 [Delete]	attendance input	
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Oct 6 2016	IXI				
Oct 13 2016	TXI				
Oct 20 2016	IXI				
Oct 27 2016	IXI				
Nov 3 2016	TXI				
Nov 10 2016	IXI				
Nov 17 2016	[X]	Make-up done on No	v 17 2016 [Delete]	president's meeting	
Dec 1 2016	[X]	III 1354-63563777-9962361533.6079		No water Designed and the second s	
Dec 8 2016	[X]	Make-up done on De	c 8 2016 [Delete]	BOD LARC	
Dec 15 2016	[X]	14 - X			
Jan 5 2017	[X]				
Jan 12 2017	[X]				
Jan 19 2017	[X]				
Jan 26 2017	[X]	Make-up done on Jar	26 2017 [Delete]	vets meeting	
Feb 2 2017	[X]				
Feb 9 2017	[X]				
Feb 16 2017	[X]	Make-up done on Fet	b 16 2017 [Delete]	cioppino	
Feb 23 2017	[X]				
Mar 2 2017	[X]				
Mar 9 2017	[X]				
Mar 16 2017	[X]				
Mar 23 2017	[X]				
Mar 30 2017	[X]				
Apr 6 2017	[]	Report Makeup			

Change the date to the date of the make-up that they did and enter the make-up that was done, click "save"

Bulletin New 8	Bulletin (Beta)	Contacts (Beta)	Membershi	Organization	RI Integration	Attendance	Website	Reports	Events	Volur
ner Mobile										
New Mal	ce-up				т	racie M	urray			
	Member: Tracio	e Murray								
	Meeting Date:	Apr 6 2017								
	Note: Make-up	date should be bet	ween Mar 23 20	017 and Apr 20 201						
	Mak	e-up Date Apr	13 2017	e.g. Nov 25 2004						
		Gav	e District Pres	entation for How 1	o be a Club Secre	ta -				
		Description e.g.	Name of dub or	District/Club activity						
			Saye	Cancel			1			
	Bulletin New E	Bulletin New Bulletin (Beta) ner Mobile New Make-up Menber: Traci Meeting Date: J Note: Make-up Mak	Bulletin New Bulletin (Beta) Contacts (Beta) ner Mobile New Make-up Member: Tracie Murray Meeting Date: Apr 6 2017 Note: Make-up Date Apr Description Gav e.g.	Bulletin New Bulletin (Beta) Contacts (Beta) Membership ner Mobile New Make-up Member: Tracie Murray Meeting Date: Apr 6 2017 Note: Make-up date should be between Mar 23 20 Make-up Date Description Gave District Pres e.g. Name of dub or	Bulletin New Bulletin (Beta) Contacts (Beta) Membership Organization ner Mobile New Make-up Member: Tracie Murray Meeting Date: Apr 6 2017 Note: Make-up date should be between Mar 23 2017 and Apr 20 2017 Make-up Date: Apr 13 2017 Bescription Eave District Presentation for How to Saye Cancel	Bulletin New Bulletin (Beta) Contacts (Beta) Membership Organization RI Integration ner Mobile Member: Mobile Membership Organization RI Integration New Make-up Member: Tracie Murray Meeting Date: Apr 6 2017 T Meeting Date: Apr 6 2017 Note: Make-up date should be between Mar 23 2017 and Apr 20 2017. Make-up Date Apr 13 2017 e.g. Nov 25 2004 Gave District Presentation for How to be a Club Secre Gave District/Club activity Saye Cancel Cancel Make-up Gave District/Club activity Make-up	Bulletin New Bulletin (Beta) Contacts (Beta) Membership Organization RI Integration Attendance New Make-up Tracie Murray Meeting Date: Apr 6 2017 Note: Make-up Date: Apr 13 2017 e.g. Nov 25 2004 Gave District Presentation for How to be a Club [Secreta s e.g. Name of club or District/Club activity	Bulletin New Bulletin (Beta) Contacts (Beta) Membership Organization RI Integration Attendance Website Incr Mobile Membership Organization RI Integration Attendance Website New Make-up Member: Tracie Murray Tracie Murray Trace Murray Meeting Date: Apr 6 2017 Make-up Date: Apr 13 2017 e.g. Nov 25 2004 Make-up Date: Apr 13 2017 e.g. Nov 25 2004 Gave District Presentation for How to be a Club Exercts Cancel Save Cancel Cancel </td <td>Bulletin New Bulletin (Beta) Contacts (Beta) Membership Organization R1 Integration Attendance Website Reports Attendance Website Reports Integration Attendance Website Reports Integration Attendance Website Reports New Make-up Member: Tracie Murray Tracie Murray Trace Murray Attendance Website Reports Member: Tracie Murray Meeting Date: Apr 13 2017 e.g. Nov 25 2004 Image: Apr 13 2017 e.g. Nov 25 2004 Image: Apr 13 2017 e.g. Nov 25 2004 Image: Apr 13 2017 e.g. Nore 25 2004 Image: Apr 13 2017 Image: Apr</td> <td>Bulletin New Bulletin (Beta) Contacts (Beta) Membership Organization R1 Integration Attendance Website Reports Events Integration Rtendance Website Reports Events Integration Attendance Website Reports Events New Make-up Make-up Date Apr 13 2017 e.g. Nov 25 2004 Description Save Cancel Save Cancel</td>	Bulletin New Bulletin (Beta) Contacts (Beta) Membership Organization R1 Integration Attendance Website Reports Attendance Website Reports Integration Attendance Website Reports Integration Attendance Website Reports New Make-up Member: Tracie Murray Tracie Murray Trace Murray Attendance Website Reports Member: Tracie Murray Meeting Date: Apr 13 2017 e.g. Nov 25 2004 Image: Apr 13 2017 e.g. Nov 25 2004 Image: Apr 13 2017 e.g. Nov 25 2004 Image: Apr 13 2017 e.g. Nore 25 2004 Image: Apr 13 2017 Image: Apr	Bulletin New Bulletin (Beta) Contacts (Beta) Membership Organization R1 Integration Attendance Website Reports Events Integration Rtendance Website Reports Events Integration Attendance Website Reports Events New Make-up Make-up Date Apr 13 2017 e.g. Nov 25 2004 Description Save Cancel Save Cancel

Then click "Return" to add more Makeups for other people

Runn	er Mobile			Membership	Organization	RI Integration	Attendance	Website	Rep
ſ									
	Sen 22 2016	171	Makazim dono on Sor	22 2016 (Dalata	1	attendance incud			
	Sep 20 2016	DX1	Make-up done on set	22 2010 [Delete		secondance impair			
	Ort 6 2016	IV1							
	Ovt 13 2016	191							
	Oct 20 2016	TX1							
	Oct 27 2016	[X]							
	New 3 2016	EN1							
	Nov 10 2016	[X]							
	Nov 17 2016	(A)	Make-on done on No	+ 17 2016 (Delete	1 +	mechant's meeting			
	Dec 1 2016	IXI	transa ap astra attra			and a second of the second of			
	Dec 8 2016	[11]	Make-up done on Der	8 2016 [Delete]		NOD LARC			
	Dec 15 2016	101	Hake-up uone on per	co soro [perere]		JUD LANC			
	Jan 5 2017	[X]							
	Jan 12 2017	[X]							
	Jan 10 2017	[0]							
	Jan 15 2017	[4]	Make on done on lan	26 2017 (Delete)		uto maatina			
	Feb 2 2017	121	Hake-up uone on Jan	20 2017 [Deleve]		rets meeting			
	Fab 0 2017	191							
	Feb 16 2017	LAJ (VI)	Make on done on Fel	16 3017 (0406)	e	domaine			
	Feb 10 2017	[N]	hake-up done on-rec	10 2017 [Delete		aoppino			
	Mar 2 2017								
	Mar 0 2017	Leg I							
	Mar 15 2017	[A]							
	Mar 10 2017	[A]							
	Mar 30 2017	LAJ IV2							
	Plar 30 2017		1			Save District Present	ation for How to be	a Club	
	Apr 6 2017	[X]	Make-up done on Apr	13 2017 [Delete		Secretary			

AFTER you have added ALL the makeups for the month – go back to enter attendance

Administration

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My ClubRunner	🍐 Membership Manager
it My Profile	Club Dashboard
ange My Password	Active Member List
load My Photo	Other Users List
Commitments	Inactive Members List
New Member Activities NEW	Friends of the Club
Friends	Bulletin Subscribers
w Club Directory	New Member Program
w Club Photo Directory	Dues & Billing
irectory Reports 2.0	RI Integration
aw Printable Mailing Labels New	Request Member Updates
nail Message Centre NEW	Edit Executives and Directors
aw Club Documents	Committee Management
v Attendance	Birthday & Anniversary Report
Committees	Gender Distribution (Summary)
Billing Account Balance	Download Member Data
	Member Designations
Website Manager	
ebsite Designer 3.0	Weeting Services
It Home Page Links	Input Attendance (Current Year)
it Stories	Input Attendance (Previous Year)
it Events 2.0	Report Make-ups
it Speakers	Print Member List/Attendance Sheet
lit Download Files	Print Member List (Simple Version)
it Site Pages	Attendance Report (Current Year)
It Photo Albums	Attendance Report (Previous Year)
it Club Documents	Monthly Club Report
/EventRunner Registration (new window)	Customized Attendance Report
Club eBulletin	Edit Duty Roster - Who Does What [Version 1]
it Bulletins NEW	Member Leaves of Absence
nd Bulletin	Member Attendance Exemption
chived Bulletins	% Administrator
	Edit Club Info & Settings
	Edit Meta Taos

Upload/Remove Meeting Venue Map Edit Club Logo New Edit Clustom Fields Website Sponsorship Area Upload Sponsorship Guide Google Analytics New

Report to District

unication	Bulletin	New Bulletin (Beta)	Contacts (Beta)	Membership	Organization	RI Integration	Attendance	Website	Reports	Eve
ClubRun	ner Mobile									
-										
	Sep 22 20	16	28	74 / 138		73.91%		Show		
	Sep 29 20	16	22	79 / 143		70.63%		Show		
	Oct 6 2016	5	17	83 / 139		71,94%		Show		
	Oct 13 201	.6	25	78 / 143		72.03%		Show		
	Oct 20 201	6	28	76 / 145		71.72%		Show		
	Oct 27 201	16	18	92 / 144		76.39%		Show		
	Nov 3 201	6	28	70 / 141		69.50%		Show		
	Nov 10 20	16	25	83 / 140		77.14%		Show		
	Nov 17 20	16	31	78 / 142		76.76%		Show		
	Dec 1 201	5	10	100 / 143		76.92%		Show		
	Dec 8 201	5	18	84 / 136		75.00%		Show		
	Dec 15 20	16	23	80 / 140		73.57%		Show		
	Jan 5 2017	n -	17	99/ 144		80.56%		Show		
	Jan 12 201	.7	22	95 / 148		79.05%		Show		
	Jan 19 201	.7	22	84 / 139		76.25%		Show		
	Jan 26 201	7	23	88 / 146		76.03%		Show		
	Feb 2 2017	7	23	90 / 146		77.40%		Show		
	Feb 9 2017	7	22	88 / 144		76.39%		Show		
	Feb 16 20:	17	20	92 / 148		75.68%		Show		
	Feb 23 20:	17	29	77 / 145		73.10%		Show		
	Mar 2 201	7	19	90/ 145		75.17%	Edit Delete /	Attendance		
	Mar 9 201	7	22	84 / 144		73.61%	Edit Delete /	Attendance		
	Mar 16 20	17	22	86 / 142		76.06%	Edit Delete /	Attendance		
	Mar 23 20	17	25	83 / 143		75.52%	Edit Delete /	Attendance		
	Mar 30 20	17	16	86 / 141		72.34%	Edit Delete /	Attendance		
	Apr 6 2017	7	1	162 / 163		100.00%	Edit Delete /	Attendance		

Notes: Closed meetings are highlighted in green and www.

You can have two calendar months of open meetings at a time. For example, May and June could be open. However, to add July, you must first close out the month of May. Note: This won't affect your ability to add makeups for previous months.

Click the Report Month Attendance link to report your information and close the month:

Go Back

Report looks like this. Click "Close Reports & Update District"

mmunication	Bulletin	New Bulletin (Beta)	Contacts (Beta)	Membership	Organization	RI Integration	Attendance	1
eta) ClubRuni	ner Mobile							

Month End Report (March 2017)

Tracie Murray

The following month-end attendance statistics have been calculated according to meetings entered and members' join and termination dates.

Verify these figures, then click "Close Month & Update District".

Total Members at start of March 2017		168
New Members joined this month	+	0
Members that left this month	-	3
Total members at end of March 2017		165
Exempted members at end of March 2017		33
Make-ups done this month Make-ups done in earlier closed months		104 2
Total number of meetings in this month		5
Club Attendance Percentage March 2017		74.83% *

Note: If your District is not online with ClubRunner, this will only close your month and not update your District. You will need to send this information to your District manually.



Leaves of Absence

Administration

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My ClubRunner	🎍 Membership Manager
dit My Profile	Club Dashboard
hange My Password	Active Member List
Ipload My Photo	Other Users List
Ay Commitments	Inactive Members List
Ay New Member Activities NEW	Friends of the Club
Ay Friends	Bulletin Subscribers
/iew Club Directory	New Member Program
/iew Club Photo Directory	Dues & Billing
Directory Reports 2.0	RI Integration
/iew Printable Mailing Labels New	Request Member Updates
Email Message Centre NEWI	Edit Executives and Directors
/iew Club Documents	Committee Management
Ny Attendance	Birthday & Anniversary Report
<u>Ay Committees</u>	Gender Distribution (Summary)
Ny Billing Account Balance	Download Member Data
_	Member Designations
Website Manager	
Website Designer 3.0	Services
dit Home Page Links	Input Attendance (Current Year)
dit Stories	Input Attendance (Previous Year)
dit Events 2.0	Report Make-ups
idit Speakers	Print Member List/Attendance Sheet
dit Download Files	Print Member List (Simple Version)
idit Site Pages	Attendance Report (Current Year)
dit Photo Albums	Attendance Report (Previous Year)
Edit Club Documents	Monthly Club Report
/yEventRunner Registration (new window)	Customized Attendance Report
Tub oBullatia	Edit Duty Roster - Who Does What [Version 1]
dit Bulletins Mail	Member Leaves of Absence
Send Bulletin	Member Attendance Exemption
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	Edit Club Tafa & California
	Edit Mate Tear
	Line Meta Tags
	Edit Club Loco New
	Edit Outers Ealds
	cuit custom rields

Upload Sponsorship Guide Google Analytics NEWI

Choose Member for LOA and click "Next"

nunication	Bulletin	New Bulletin (Beta)	Contacts (Beta)	Membership	Organization	RI Integration
ClubRun	ner Mobile					

Manage Leaves of Absence

Tracie I

Here you can define leaves of absence for members so that their absence does not affect their YTD attendance report or the club monthly report. Select the member, then click "Next".



Click "Add New Leave"

Ailos						4	W	/eicoi
Communication	Bulletin	New Bulletin (Beta)	Contacts (Beta)	Membership	Organization	RI Integration	Attendance	W
ıs (Beta) ClubRuni	ner Mobile							

Member Leaves of Absence

Tracie Murray

	Action	ave From
There is no record of leave of absence for this user.		is no record of leave of absence for this user.

Add "Start Date" and "End Date" and click "Save"

Communication	Bulletin	New Bulletin (Beta)	Contacts (Beta)	Membership	Organization	RI Integration	Attendance	Web
Beta) ClubRuni	ner Mobile							
New	Leave	e of Absence	e			Tracie M	lurray	
	Def	ine the start and end date eting occurs on the end da	e of this member's Le ate, the member will	eave of Absence. A still be considered	All dates are inclus d on leave.	ive, so if a		
	Not all r End	e: End Date is optional. If meetings from the Start D I Date at a later time.	f an end date is unkn Date until further noti	own, the member ice. You will be ab	will be considered le to come back a	d on leave for nd input an		
		Member	Name Gjerseth,	Kendra				
		Star	rt Date Mar 30 20	e.g. Apr	9 2017			
		En	d Date Jun 30 20	17 e.g. Apr	16 2017			
			Save	Cancel				

Then click "Return"

mmunication	Bulletin	New Bulletin (Beta)	Contacts (Beta)	Membership	Organization	RI Integration	Attendance	W
ta) ClubRunn	er Mobile			,				

Member Leaves of Absence

Tracie Murray



Member Attendance Exemption:

Administration

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A My ClubRunner	🍐 Membership Manager
Edit My Profile	Club Dashboard
Change My Password	Active Member List
Upload My Photo	Other Users List
My Commitments	Inactive Members List
My New Member Activities	Friends of the Club
My Friends	Bulletin Subscribers
View Club Directory	New Member Program
View Club Photo Directory	Dues & Billing
eDirectory Reports 2.0	RI Integration
View Printable Mailing Labels	Request Member Updates
Email Message Centre	Edit Executives and Directors
View Club Documents	Committee Management
My Attendance	Birthday & Anniversary Report
My Committees	Gender Distribution (Summary)
My Billing Account Balance	Download Member Data
@ w.l1. N	Member Designations
Website Manager	Q Harker Contract
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Edit Home Page Links	Input Attendance (Current Year)
Edit Stories	Input Attendance (Previous Year)
Edit Events 2.0	Drint Mambas List/Attendance Chest
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Edit Club Decuments	Monthly Club Report
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Club eBulletin	Member Leaver of Abrance
Edit Bulletins NEW	Member Attendance Exemption
Send Bulletin	Fremuer Attendance Exemption
Archived Bulletins NEW	% Administrator

Edit Club Info & Settinas Edit Meta Tags Upload/Remove Meeting Venue Map Edit Club Logo **ven** Edit Club Logo **ven** Edit Custom Fields Website Sponsorship Area Upload Sponsorship Guide Sociele Analytics **ven**

Rule of 85

To be eligible for the "Rule of 85," the Member must have their age and their years of service in Rotary are equal to or greater than 85.

• Example: George is 60 years old and has been in Rotary for 25 years, his age and years of Rotary service equals 85 so he is eligible for exemption from the attendance rule

Click "Mark new exempted member"

Communication Bulletin New Bulletin (Beta) Contacts (Beta) Membership Organization RI Integration Attendance

eta) ClubRunner Mobile

Member Attendance Exemption

Tracie Murray

Notes: Changing a member's exemption date will not affect closed meetings. Exempted members do not count in meeting statistics, however, individual attendance can still be recorded for member statistics.

	Ma	rk new exempted member
Exempted members	Exempted Date	Action
Allen, Wyatt	Jul 1 2010	Unexempt
Anderson, Steve	Jul 1 2007	Unexempt
Blanding, Dick	Jul 1 2007	Unexempt
Borel, Louis	Jan 11 2012	Unexempt
Bruno, Marge	Jul 1 2007	Unexempt
Cardoza, John	Dec 14 2011	Unexempt
Chu, Lawrence	Jul 1 2007	Unexempt
Duhring, Dick	Dec 1 2016	Unexempt
Fox, Karen	Aug 1 2013	Unexempt
Harding, Sam	Jul 1 2007	Unexempt
Heidmiller, Jack	Jul 1 2007	Unexempt
Kahn, Mel	Aug 1 2009	Unexempt
Lambert, Alan	Jul 1 2007	Unexempt
Lave, Roy	Aug 25 2016	Unexempt
Liston, Tom	Jul 1 2007	Unexempt
Luedtke, Cynthia	Oct 27 2016	Unexempt
Newton Fraguglia, Jean	Jan 5 2016	Unexempt
Noel, Clyde	Apr 1 2015	Unexempt
Nyberg, Paul	Jul 1 2007	Unexempt
O'Donnell, Dan	Aug 1 2013	Unexempt
Oliver, Bud	Jul 1 2007	Unexempt
Owen, Karen	Aug 1 2013	Unexempt
Payne, Roland	Jan 2 2016	Unexempt
Prochnow, Mary	Aug 26 2016	Unexempt
Rayl, Bob	Nov 21 2011	Unexempt
Reed, Jane	Aug 1 2009	Unexempt
Donati Joo	101 1 2007	Unoversit

Select a Member and select their "Exempted Date" – press save

Communicatio	n Bulletin	New Bulletin (Beta)	Contacts (Beta)	Membership	Organization	RI Integration	Attendance	1
gs (Beta) ClubR	unner Mobile							
Маг	k Exen	nnted Memb	er			Tracie	Murray	
- Tur	K EXCI	inpred Heine				mucic	runuy	
		Member	select a mem	ber V				
		Exempted Date	Apr 9 2017	e.g. Nov 25 200	04			
					,			
			Save	Cancel				

Adding a Club Member Click "Active Member List"

Administration

	4
🕇 My ClubRunner	🛓 Membership Manager
Edit My Profile	Club Dashboard
Change My Password	Active Member List
Upload My Photo	Other Users List
My Commitments	Inactive Members List
My New Member Activities NEW	Friends of the Club
My Friends	Bulletin Subscribers
View Club Directory	New Member Program
View Club Photo Directory	Dues & Billing
eDirectory Reports 2.0	RI Integration
View Printable Mailing Labels New	Request Member Updates
Email Message Centre	Edit Executives and Directors
View Club Documents	Committee Management
My Attendance	Birthday & Anniversary Report
My Committees	Gender Distribution (Summary)
My Billing Account Balance	Download Member Data
	Member Designations
🔀 Website Manager	
Website Designer 3.0	Services
Edit Home Page Links	Input Attendance (Current Year)
Edit Stories	Input Attendance (Previous Year)
Edit Events 2.0	Report Make-ups
Edit Speakers	Print Member List/Attendance Sheet
Edit Download Files	Print Member List (Simple Version)
Edit Site Pages	Attendance Report (Current Year)
Edit Photo Albums	Attendance Report (Previous Year)
Edit Club Documents	Monthly Club Report
MyEventRunner Registration (new window)	Customized Attendance Report
∑ Club eBulletin	Edit Duty Roster - Who Does What [Version 1]
	Member Leaves of Absence
Send Bulletin	Member Attendance Exemption
Archived Bulleting Mark	% Administrator
	Edit Club Info & Settings
	Edit Mata Taos
	Linload/Remove Meeting Venue Man
	Edit Cub Logo New
	Edit Outon Fields
	Website Cooperation Area
	vyedsite Sponsorsnip Area

Google Analytics NEW

Click "Add New Member"

Admin My ClubRunner Volunteers Helo	Communication Bulletin New Bulletin (Beta) Contacts (Beta) Membership Organization RL1	integration Attendance W	ebsite Reports Events
Member Lists Derhoord	Momber Designations Friends Ballistin Subscribers Request Member Update New Member Program D	ownload Member Data (Newt)	Search Member eDeactory
Members	Active Members List		
Active Member List			
Other User List			
Isactive Members List	Members per Page: 25 •		
Download the Mobile App	AN A S D E E G H J K L M N O E O B S T	N N N N N N N N N N N N N N N N N N N	Add New Member
Access your member directory on the gol			
	Ensall 📋 by First Name. Name. 🛦	Type Access	Action
Help	🖉 Adems. Rob	Active 70	Change Status Reset Peseword
Support Center	Adams, Lois	Honorary 70	Change Status Reset Password
On Demand Videos	Alvens, Abby	Active 70	Change Status Reset Password
Development	Den Watt	Active 70	Change Status Reset Password
Downiosds	D Anderson, Cathy	Honoraty 70	Change Status Reset Password
Webinars	Anderson. Steve	Active 70	Change Status Reset Password
Submit a Ticket	D Arjani, Anne	Active 70	Change Status Beset Password
	Armistead, Mona	Active 50	Change Status Reset Password
Help Articles	D Boi. Ne	Active 70	Change Status Reset Password
How to add a new member	Baier, Jeffrey	Active 70	Change Status Reset Password
How to got up a member'r	D Berner, Kaceo	Active 70	Change Status Reset Pasaword
access rights	Berry, Kathy	Active 60	Change Status Reset Peseword
How to delete a member	Bianchi, Steve	Active 70	Change Status Reset Pessword
tion to serve a tremuer	Blanding, Dick	Active 70	Change Status Reset Password
How to upload member abotos	Degard O'Gorman, Cindy	Active 70	Change Status Reset Password
provent and a second seco	() Bogart. (Bogie)	Active 70	Change Status Reset Pasaword

Fill in all areas designated in red, the click "Add Member"

ew Nember	
Repay Cub of	Los. Hos Rosary
	Los Altos, CA, United States
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104	
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Gentler	
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Address Line 2	
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Courty	unted States
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	If Sympth . Heading free Heading .
🔲 Cheak head From do 1007 or do 10 metry Rosey. International of the new metrice and inter	
Reasons that member additions are performed menually by RI Data Services, and could take up	r to 5 locational display to be presented.
	Add Marchae

Once they are added, click on their name from the Active Member List

Members	Active Members List			
Active Member List				
Other User List	Nuclear an Dana Dr			
Inactive Members List	Members per Page: 25 🗸			
	ALABGDEEGHIJKLMNOPORSIUVWXYZ			
Download the Mobile App				Add New Member
Access your member directory on the go!	Email 🔲 By First Name Name Y	Type	Access	Action
Help	MacVicar, Jeanne	Active	70	Change Status Reset Password
	i Maqqard, Gary	Active	60	Change Status Reset Password
Support Center	in Marley III, Arley	Active	30	Change Status Reset Password
On Demand Videos	Marshall, Herb	Active	70	Change Status Reset Password
Downloads	Matthews, Dwight	Active	70	Change Status Reset Password
Webinars	Calister, Johnny Mac	Active	70	Change Status Reset Password
Submit a Ticket	<u>McAllister, Marlis</u>	Active	60	Change Status Reset Password
	McBirney, John	Active	70	Change Status Reset Password
Help Articles	Contraction McDonnell, John	Active	70	Change Status Reset Password
How to add a new member	Meadows, Sally	Active	70	Change Status Reset Password
How to add a new member	Miner, Judy	Active	70	Change Status Reset Password
How to set up a member's access rights	in Mingla, Sandy	Honorary	70	Change Status Reset Password
How to delete a member	🔊 Moison, (Bill)	Active	70	Change Status Reset Password
How to upload member photos	Moison, Jerry	Active	70	Change Status Reset Password
Change an inactive member to an active	Mordo, Jean	Active	50	Change Status Reset Password
member?	2 Mulford, Mary	Active	70	Change Status Reset Password
	Dia Murray, Tracie	Active	30	Change Status Reset Password
	Total Members: 17 (16 Active			

Go Back

Click the "Edit" button to add information about the Member

Rotary Club of Los	Altos		Welcome, Tre	ow (Logand) i Admin i Hamm Zage i 🗖 🗖 🕅
Admin My CubRunner Volunteers Help	Communication Bulletin New Sulletin (Beta)	Contacts (Bets) Monthes	ship Organization RI Integration Attendence	Website Reports Events
Mamber Lists Desitioard	Member Desaysstons Fraesds Builetes Subscribe	rs Request Member Update	Rew Member Program Dewrlood Member Data ()	inw!) Search Member #Directory
Members	Member Profile			
Active Member List	Tracie Murray			
Other User List	Printable Version			
Inactive Members List	100			
Download the Mobile App	Indate			
Access your member directory on the gut			40 (mm)	
Help	Personal Rotary Biography Com	nitments Settings P	twacy	
Support Center			Ede	
On Demand Videos	Member Details			
Downloads	First Name	Tracie	Date of Birth	Aug 04 1952
Wahaver	Middle Name		Anniversary	Jun 04 1995
Colored a Today	East Name	Murray	Spouse/Partner First Name	Jerry
Submit # 1 (cold)	Hickname		Spouse/Partner Last Name	Hurray
Help Articles	Suffix		Spouse/Partner Nick Name	
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How to delete a member				

Add information and click "Save"

Rotary Club of Los /	Altos		Welcome, Tr	acie (Logout) Ad	min Hunie Page 🖪 🖪 🗛
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Member Lists Dashboard 1	Member Designations Friends Bulletin Subscrit	ers Request Member Update	New Member Program Download Member Data	(New) Search I	Aember eDirectory
Members	Member Profile				
Active Member List	Tracie Murray				
Other User List	Printable Version				
Inactive Members List	105				
Download the Mobile App					
Access your member directory on the go!					
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Support Center			Save		
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Downloads	Title		Gender	O Male @	Female
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Terminate Member Click "Active Member List"

New to Club Russes as and a referable? Resister for free Club Russes webjeers have

Administration

A My ClubRunner	🛓 Membership Manager
Edit My Profile	Club Dashboard
Change My Password	Active Member List
Upload My Photo	Other Users List
My Commitments	Inactive Members List
My New Member Activities NEW	Friends of the Club
My Friends	Bulletin Subscribers
View Club Directory	New Member Program
View Club Photo Directory	Dues & Billing
eDirectory Reports 2.0	RI Integration
View Printable Mailing Labels New	Request Member Updates
Email Message Centre	Edit Executives and Directors
View Club Documents	Committee Management
My Attendance	Birthday & Anniversary Report
My Committees	Gender Distribution (Summary)
My Billing Account Balance	Download Member Data
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Edit Events 2.0	Report Make-ups
Edit Speakers	Print Member List/Attendance Sheet
Edit Download Files	Print Member List (Simple Version)
Edit Site Pages	Attendance Report (Current Year)
Edit Photo Albums	Attendance Report (Previous Year)
Edit Club Documents	Monthly Club Report
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	Edit Duty Roster - Who Does What [Version 1]
Club eBulletin	Member Leaves of Absence
Edit Bulletins New	Member Attendance Exemption
Send Bulletin	
Archived Bulletins NEW	% Administrator
	Edit Club Info & Settings
	Edit Meta Tags
	Upload/Remove Meeting Venue Map
	Edit Club Logo NEWI
	Edit Custom Fields
	Website Sponsorship Area
	Upload Sponsorship Guide

Google Analytics NEW

Click "Change Status" next to the Member you want to terminate

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Go Back

Click "Terminate Membership"

Member Designations | Friends | Bulletin Subscribers | Request Member Update | New Member Program | Download Member Data (New!) | Search Member eDirectory



Click the reason you are terminating and then click "Terminate Member"

Tracie Murray						
Ex-Hember as of: Apr 11	2017					
Please indicate reason for	termination:					
 Schen Ling (2001) here and (2005) 	Casification	Ex-Member Confirmation				
	O Bushass Transfer	Please note that once you confirm this member to be marked as an ex-member, the following				
	C Moved	actions will take place. These cannot be undone if the member is reinstated.				
	Attendance	The number's access softs will be channed to access level 70 (Member) and this member will no inner be able to look				
	C Business Pressure					
	O Discovert	This member's name will be deared from the following position(s) in the Executives/Directors list: Secretary (2016)				
	C Heath	and a form				
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	C None Given	BOAR O. THACTER				
	O Joined Other Club	This member will be removed from the following distribution list(s):				
	Pamily Obligations	Ck0 Secretaries 2014-2015 2016-17 LABC BOD				
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If other, please specify:	6					
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Email Center: From Admin Page Click "Email Message Centre"

New to ClubRunner or need a refresher? Register for free ClubRunner webinars here.

Administration

My ClubRunner	A Membership Manager
Edit My Profile	Club Dashboard
Change My Password	Active Member List
Upload My Photo	Other Users List
My Commitments	Inactive Members List
My New Member Activities	Friends of the Club
My Friends	Bulletin Subscribers
View Club Directory	New Member Program
View Club Photo Directory	Dues & Billing
eDirectory Reports 2.0	RI Integration
View Printable Mailing Labels New	Request Member Updates
Email Message Centre	Edit Executives and Directors
View Club Documents	Committee Management
My Attendance	Birthday & Anniversary Report
My Committees	Gender Distribution (Summary)
My Billing Account Balance	Download Member Data NEW
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Website Designer 3.0	Services
Edit Home Page Links	Input Attendance (Current Year)
Edit Stories	Input Attendance (Previous Year)
Edit Events 2.0	Report Make-ups
Edit Speakers	Print Member List/Attendance Sheet
Edit Download Files	Print Member List (Simple Version)
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Upload Sponsorship Guide Google Analytics NEWI

To add a new distribution email list: click "Edit Custom Distribution Lists"

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Click "Create New Distribution List"

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Go Back

Name the "Email Distribution List," click the boxes next to the Members that you want on the list, press "save"

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Click "Go Back" to get to the Email Message Centre

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Click "Compose new message"

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← Hide Recipients		
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Club Reports: Click "Reports" on the top menu bar

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Click on a Pre-formulated report.....or

Rotary Club of Los Altos

 Admin
 My ClubRunner
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 New Bulletin (Beta)
 Contacts (Beta)
 Membership
 Organization
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 Attendance
 Website
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 eDirectory Reports 2.0
 eDirectory Builder 2.0
 Club Dashboard
 Years of Service
 Age Distribution
 Gender Distribution
 Rule of 85
 Birthdays and Anniversaries
 Login Activity
 Download Member Data

Down and the Mobile App	Administration		
Access your member directory on the go!		Important: Please note that we will be perfor	ming our bi-weekly updates to ClubRunner on Thursday, Ap
Help		2017 between 9:00 AM and 11:00 AM E Thank you for your patience as we continue to i	astern Time. During this time, certain services may not be a improve ClubRunner.
Support Center			
On Demand Videos		New to ClubRunner or need a refresher? Registe	r for free ClubRunner webinars <u>here</u> .
Downloads		Read up on our latest updates: Release Notes an	e available on our <u>Service Opdates</u> page.
Webinars		A My ClubRunner	A Membership Manager
Submit a Ticket		Edit My Profile	Club Dashboard
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CAN		eDirectory Reports 2.0	<u>RI Integration</u>
Barcode Scanner Module		View Printable Mailing Labels How	Request Member Updates
		Email Message Centre How	Edit Executives and Directors
		View Club Documents	Committee Management
		My Attendance	Birthday & Anniversary Report
		My Committees	Gender Distribution (Summary)
		My Billing Account Balance	Download Member Data
			Member Designations

Click "Download Member Data"

Rotary Club of Los Altos

My ClubRunner Communication Bulletin New Bulletin (Beta) Contacts (Beta) Membership Organization RI Integration Attendance Website Reports Events Volunteers Admin eDirectory Reports 2.0 | eDirectory Builder 2.0 | Club Dashboard | Years of Service | Age Distribution | Gender Distribution | Rule of 85 | Birthdays and Anniversaries | Login Activity | Download Member Data |

Download the Mobile App

Access your member directory on the go!

Administration

Help

Support Center

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Downloads

Webinars

Submit a Ticket

ClubRunner Add-ons

Enhanced Committees Module

My/EventRunner

Online Payment & eCommerce Module -US

Online Payment & eCommerce Module -CAN

Barcode Scanner Module

Important: Please note that we will be performing our bi-weekly updates to ClubRu 2017 between 9:00 AM and 11:00 AM Eastern Time. During this time, certai Thank you for your patience as we continue to improve ClubRunner,

Thursday, Ap tes may not be a

New to ClubRunner or need a refresher? Register for free ClubRunner webinars here. Read up on our latest updates! Release Notes are available on our Service Updates page.

f My ClubRunner	🍐 Membership Manager
Edit My Profile	Club Dashboard
Change My Password	Active Member List
Upload My Photo	Other Users List
My Commitments	Inactive Members List
My New Member Activities New	Friends of the Club
My Friends	Bulletin Subscribers
View Club Directory	New Member Program
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View Club Documents	Committee Management
My Attendance	Birthday & Anniversary Report
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Customize your report by clicking the data that you want for each Member and the Member type

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This report has: name, email, classification, and date joined Rotary for all active Members

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