



# 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 there can be a delay
- There is a Secretary's Manual you may download at:
- <https://www.rotary.org/en/document/lead-your-club-secretary>

# 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

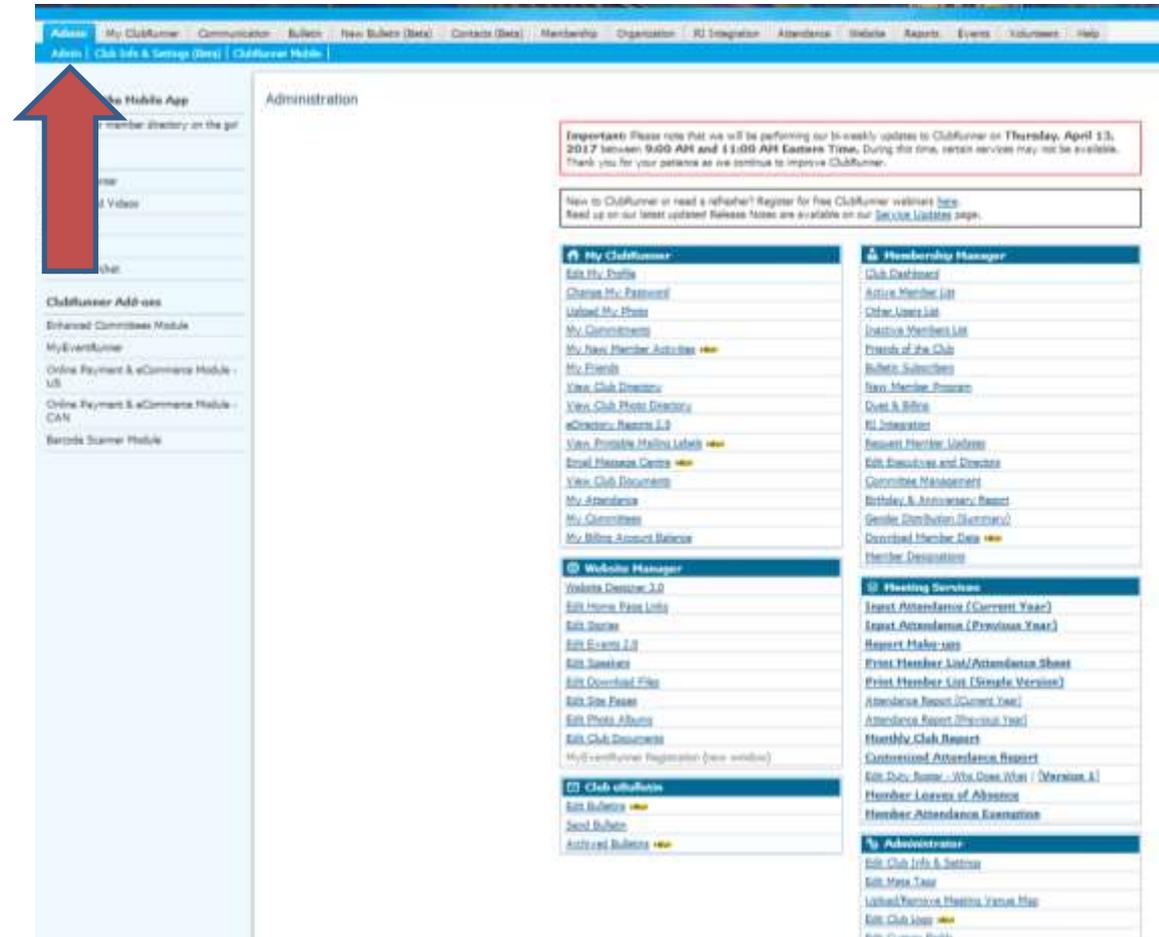
# It All Starts Here!

## Administration

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

<b>My ClubRunner</b> <a href="#">Edit My Profile</a> <a href="#">Change My Password</a> <a href="#">Upload My Photo</a> <a href="#">My Commitments</a> <a href="#">My New Member Activities</a> <b>NEW!</b> <a href="#">My Friends</a> <a href="#">View Club Directory</a> <a href="#">View Club Photo Directory</a> <a href="#">eDirectory Reports 2.0</a> <a href="#">View Printable Mailing Labels</a> <b>NEW!</b> <a href="#">Email Message Centre</a> <b>NEW!</b> <a href="#">View Club Documents</a> <a href="#">My Attendance</a> <a href="#">My Committees</a> <a href="#">My Billing Account Balance</a>	<b>Membership Manager</b> <a href="#">Club Dashboard</a> <a href="#">Active Member List</a> <a href="#">Other Users List</a> <a href="#">Inactive Members List</a> <a href="#">Friends of the Club</a> <a href="#">Bulletin Subscribers</a> <a href="#">New Member Program</a> <a href="#">Dues &amp; Billing</a> <a href="#">RI Integration</a> <a href="#">Request Member Updates</a> <a href="#">Edit Executives and Directors</a> <a href="#">Committee Management</a> <a href="#">Birthday &amp; Anniversary Report</a> <a href="#">Gender Distribution (Summary)</a> <a href="#">Download Member Data</a> <b>NEW!</b> <a href="#">Member Designations</a>
<b>Website Manager</b> <a href="#">Website Designer 3.0</a> <a href="#">Edit Home Page Links</a> <a href="#">Edit Stories</a> <a href="#">Edit Events 2.0</a> <a href="#">Edit Speakers</a> <a href="#">Edit Download Files</a> <a href="#">Edit Site Pages</a> <a href="#">Edit Photo Albums</a> <a href="#">Edit Club Documents</a> <a href="#">MyEventRunner Registration (new window)</a>	<b>Meeting Services</b> <a href="#">Input Attendance (Current Year)</a> <a href="#">Input Attendance (Previous Year)</a> <a href="#">Report Make-ups</a> <a href="#">Print Member List/Attendance Sheet</a> <a href="#">Print Member List (Simple Version)</a> <a href="#">Attendance Report (Current Year)</a> <a href="#">Attendance Report (Previous Year)</a> <a href="#">Monthly Club Report</a> <a href="#">Customized Attendance Report</a> <a href="#">Edit Duty Roster - Who Does What   [Version 1]</a> <a href="#">Member Leaves of Absence</a> <a href="#">Member Attendance Exemption</a>
<b>Club eBulletin</b> <a href="#">Edit Bulletins</a> <b>NEW!</b> <a href="#">Send Bulletin</a> <a href="#">Archived Bulletins</a> <b>NEW!</b>	<b>Administrator</b> <a href="#">Edit Club Info &amp; Settings</a> <a href="#">Edit Meta Tags</a> <a href="#">Upload/Remove Meeting Venue Map</a> <a href="#">Edit Club Logo</a> <b>NEW!</b> <a href="#">Edit Custom Fields</a> <a href="#">Website Sponsorship Area</a> <a href="#">Upload Sponsorship Guide</a> <a href="#">Google Analytics</a> <b>NEW!</b>

# If you get lost, to get back to this screen, just click “Admin”



The screenshot displays the ClubRunner Administration interface. At the top, a navigation bar contains the following links: Admin, My ClubRunner, Communication, Bulletin, New Bulletin (Beta), Contacts (Beta), Membership, Organization, RI Integration, Attendance, Website, Reports, Events, Volunteer, and Help. Below this, a secondary navigation bar includes 'Admin | Club Info & Settings (Beta) | ClubRunner Mobile'. A large red arrow points to the 'Admin' link in the top navigation bar.

The main content area is titled 'Administration' and features several informational boxes and menu sections:

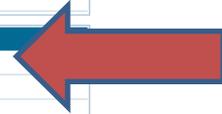
- Important:** Please note that we will be performing our bi-weekly updates to ClubRunner on **Thursday, April 13, 2017** between 9:00 AM and 11:00 AM Eastern Time. During this time, certain services may not be available. Thank you for your patience as we continue to improve ClubRunner.
- News to ClubRunner or need a refresher?** Register for free ClubRunner webinars [here](#). Read up on our latest updates. Release Notes are available on our [Security Updates](#) page.
- My ClubRunner:**
  - Link My Profile
  - Change My Password
  - Upload My Photo
  - My Committees
  - My New Member Activities
  - My Friends
  - View Club Directory
  - View Club Photo Directory
  - eConnect: Release 3.0
  - View Printable Meeting Labels
  - Email Release Cards
  - View Club Documents
  - My Attendance
  - My Committees
  - My Billie Amount Balance
- Membership Manager:**
  - Club Database
  - Active Member List
  - Other Users List
  - Inactive Member List
  - Friends of the Club
  - Bulletin Subscribers
  - New Member Program
  - Over & Billie
  - RI Integration
  - Request Member Updates
  - Edit Resolutions and Bylaws
  - Committee Management
  - Birthday & Anniversary Report
  - Gender Distribution (Summary)
  - Download Member Data
  - Member Deactivations
- Website Manager:**
  - Website Designer 3.0
  - Edit Home Page Links
  - Edit Sitemap
  - Edit Events List
  - Edit Sanctions
  - Edit Download Files
  - Edit Site Pages
  - Edit Photo Albums
  - Edit Club Documents
  - MyEventRunner Registration (New website)
- Club Bulletin:**
  - Edit Bulletin
  - Send Bulletin
  - Archived Bulletins
- Meeting Services:**
  - Export Attendance (Current Year)
  - Export Attendance (Previous Year)
  - Report Make-ups
  - Print Member List/Attendance Sheet
  - Print Member List (Single Version)
  - Attendance Report (Current Year)
  - Attendance Report (Previous Year)
  - Monthly Club Report
  - Customized Attendance Report
  - Edit Duty Roster...Who Does What? (Version 3)
  - Member Lists of Absence
  - Member Attendance Examination
- Administration:**
  - Edit Club Info & Settings
  - Edit Meta Tags
  - Upload/Remove Meeting Venue Map
  - Edit Club Logo
  - Edit Custom Fields

# Input Attendance

Administration

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.

<p><b>My ClubRunner</b></p> <ul style="list-style-type: none"><li><a href="#">Edit My Profile</a></li><li><a href="#">Change My Password</a></li><li><a href="#">Upload My Photo</a></li><li><a href="#">My Commitments</a></li><li><a href="#">My New Member Activities</a> <b>NEW!</b></li><li><a href="#">My Friends</a></li><li><a href="#">View Club Directory</a></li><li><a href="#">View Club Photo Directory</a></li><li><a href="#">eDirectory Reports 2.0</a></li><li><a href="#">View Printable Mailing Labels</a> <b>NEW!</b></li><li><a href="#">Email Message Centre</a> <b>NEW!</b></li><li><a href="#">View Club Documents</a></li><li><a href="#">My Attendance</a></li><li><a href="#">My Committees</a></li><li><a href="#">My Billing Account Balance</a></li></ul>	<p><b>Membership Manager</b></p> <ul style="list-style-type: none"><li><a href="#">Club Dashboard</a></li><li><a href="#">Active Member List</a></li><li><a href="#">Other Users List</a></li><li><a href="#">Inactive Members List</a></li><li><a href="#">Friends of the Club</a></li><li><a href="#">Bulletin Subscribers</a></li><li><a href="#">New Member Program</a></li><li><a href="#">Dues &amp; Billing</a></li><li><a href="#">RI Integration</a></li><li><a href="#">Request Member Updates</a></li><li><a href="#">Edit Executives and Directors</a></li><li><a href="#">Committee Management</a></li><li><a href="#">Birthday &amp; Anniversary Report</a></li><li><a href="#">Gender Distribution (Summary)</a></li><li><a href="#">Download Member Data</a> <b>NEW!</b></li><li><a href="#">Member Designations</a></li></ul>
<p><b>Website Manager</b></p> <ul style="list-style-type: none"><li><a href="#">Website Designer 3.0</a></li><li><a href="#">Edit Home Page Links</a></li><li><a href="#">Edit Stories</a></li><li><a href="#">Edit Events 2.0</a></li><li><a href="#">Edit Speakers</a></li><li><a href="#">Edit Download Files</a></li><li><a href="#">Edit Site Pages</a></li><li><a href="#">Edit Photo Albums</a></li><li><a href="#">Edit Club Documents</a></li><li><a href="#">MyEventRunner Registration (new window)</a></li></ul>	<p><b>Meeting Services</b></p> <ul style="list-style-type: none"><li><a href="#">Input Attendance (Current Year)</a></li><li><a href="#">Input Attendance (Previous Year)</a></li><li><a href="#">Report Make-ups</a></li><li><a href="#">Print Member List/Attendance Sheet</a></li><li><a href="#">Print Member List (Simple Version)</a></li><li><a href="#">Attendance Report (Current Year)</a></li><li><a href="#">Attendance Report (Previous Year)</a></li><li><a href="#">Monthly Club Report</a></li><li><a href="#">Customized Attendance Report</a></li><li><a href="#">Edit Duty Roster - Who Does What   [Version 1]</a></li><li><a href="#">Member Leaves of Absence</a></li><li><a href="#">Member Attendance Exemption</a></li></ul>
<p><b>Club eBulletin</b></p> <ul style="list-style-type: none"><li><a href="#">Edit Bulletins</a> <b>NEW!</b></li><li><a href="#">Send Bulletin</a></li><li><a href="#">Archived Bulletins</a> <b>NEW!</b></li></ul>	<p><b>Administrator</b></p> <ul style="list-style-type: none"><li><a href="#">Edit Club Info &amp; Settings</a></li><li><a href="#">Edit Meta Tags</a></li><li><a href="#">Upload/Remove Meeting Venue Map</a></li><li><a href="#">Edit Club Logo</a> <b>NEW!</b></li><li><a href="#">Edit Custom Fields</a></li><li><a href="#">Website Sponsorship Area</a></li><li><a href="#">Upload Sponsorship Guide</a></li><li><a href="#">Google Analytics</a> <b>NEW!</b></li></ul>



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

Rotary Club of Los Altos

Admin | My ClubRunner | Communication | Bulletin | New Bulletin (Beta) | Contacts (Beta) | Membership | Organization | RI Integration | Attendance | Website | Reports

Admin | Club Info & Settings (Beta) | ClubRunner Mobile

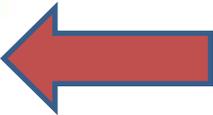
### Meetings

Tracie Murray

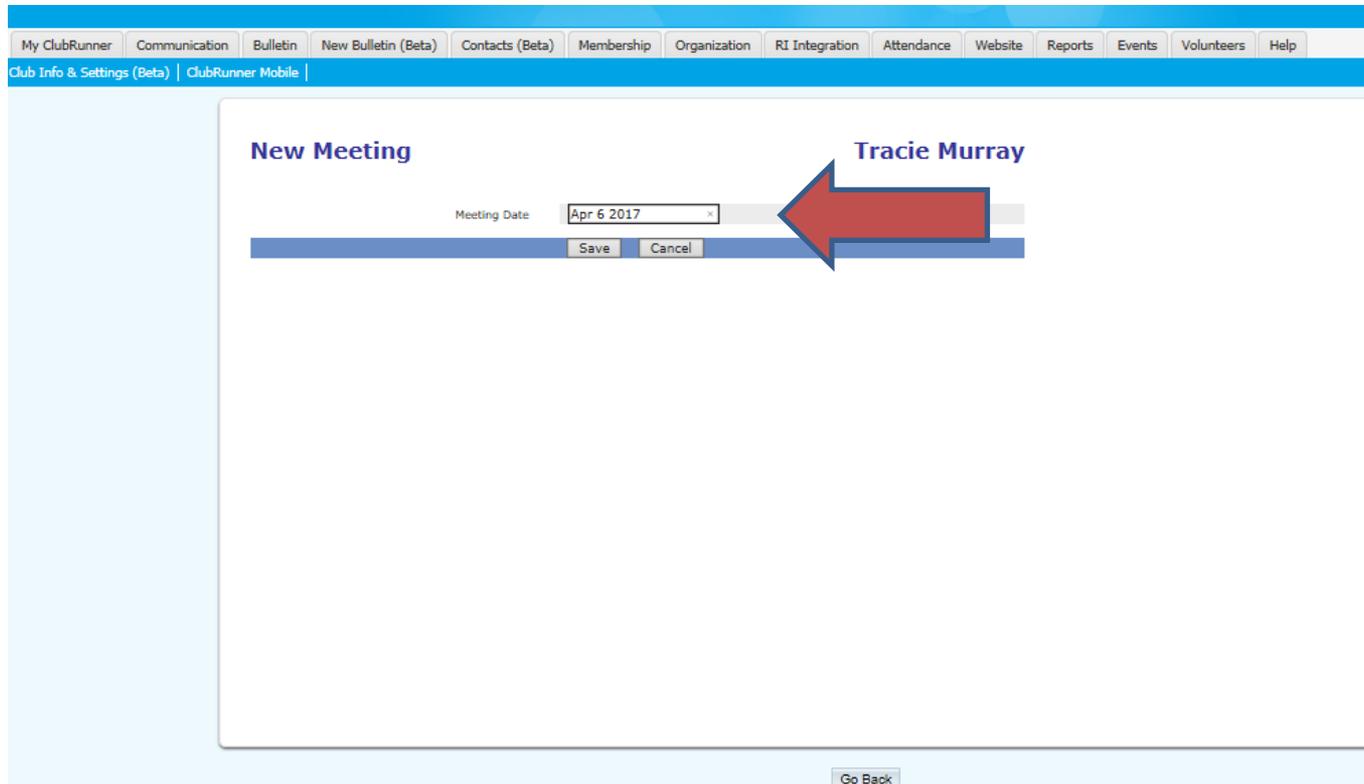
New Version Now Available! Try out the totally revamped Attendance module, available under the **Attendance 3.0 (Beta)** tab on the top menu. New features include banked and auto-assigned makeups, recording meeting guests, custom rules, and more! Click here for more information.

Showing Current Year (7/2016 to 6/2017) [Add New Meeting](#)

Meeting Date	Make-ups	Attended / Members	Attendance	Action
Jul 7 2016	25	86 / 145	76.55%	Show
Jul 14 2016	26	76 / 145	70.34%	Show
Jul 21 2016	27	81 / 149	72.48%	Show
Jul 28 2016	24	74 / 144	68.06%	Show
Aug 4 2016	28	75 / 142	72.54%	Show
Aug 11 2016	22	86 / 146	73.97%	Show
Aug 18 2016	17	77 / 141	66.67%	Show
Aug 25 2016	24	79 / 142	72.54%	Show
Sep 1 2016	29	76 / 139	75.54%	Show
Sep 8 2016	21	87 / 141	76.60%	Show
Sep 15 2016	24	78 / 137	74.45%	Show
Sep 22 2016	28	74 / 138	73.91%	Show
Sep 29 2016	22	79 / 143	70.63%	Show
Oct 6 2016	17	83 / 139	71.94%	Show
Oct 13 2016	25	78 / 143	72.03%	Show
Oct 20 2016	28	76 / 145	71.72%	Show
Oct 27 2016	18	92 / 144	76.39%	Show
Nov 3 2016	28	70 / 141	69.50%	Show
Nov 10 2016	25	83 / 140	77.14%	Show
Nov 17 2016	31	78 / 142	76.76%	Show
Dec 1 2016	10	100 / 143	76.92%	Show
Dec 8 2016	18	84 / 136	75.00%	Show



# Enter the date or “Save” the date that automatically appears



The screenshot shows a web interface for creating a new meeting. At the top, there is a navigation bar with various menu items: My ClubRunner, Communication, Bulletin, New Bulletin (Beta), Contacts (Beta), Membership, Organization, RI Integration, Attendance, Website, Reports, Events, Volunteers, and Help. Below this is a sub-navigation bar with 'Club Info & Settings (Beta)' and 'ClubRunner Mobile'. The main content area is titled 'New Meeting' and shows the name 'Tracie Murray'. The 'Meeting Date' field contains 'Apr 6 2017'. A large red arrow points from the right towards the date field. Below the date field are 'Save' and 'Cancel' buttons. At the bottom right of the form area is a 'Go Back' button.

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

Club Info & Settings (Beta) | ClubRunner Mobile

## New Meeting

Tracie Murray

Meeting Date: Apr 6 2017

Save Cancel

Go Back

# Select "Attendance" for that date

Rotary Club of Los Altos

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

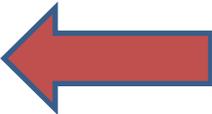
Admin | Club Info & Settings (Beta) | ClubRunner Mobile

Sep 8 2016	21	87 / 141	76.60%	Show
Sep 15 2016	24	78 / 137	74.45%	Show
Sep 22 2016	28	74 / 138	73.91%	Show
Sep 29 2016	22	79 / 143	70.63%	Show
Oct 6 2016	17	83 / 139	71.94%	Show
Oct 13 2016	25	78 / 143	72.03%	Show
Oct 20 2016	28	76 / 145	71.72%	Show
Oct 27 2016	18	92 / 144	76.39%	Show
Nov 3 2016	28	70 / 141	69.50%	Show
Nov 10 2016	25	83 / 140	77.14%	Show
Nov 17 2016	31	78 / 142	76.76%	Show
Dec 1 2016	10	100 / 143	76.92%	Show
Dec 8 2016	18	84 / 136	75.00%	Show
Dec 15 2016	23	80 / 140	73.57%	Show
Jan 5 2017	17	99 / 144	80.56%	Show
Jan 12 2017	22	95 / 148	79.05%	Show
Jan 19 2017	22	84 / 139	76.26%	Show
Jan 26 2017	23	88 / 146	76.03%	Show
Feb 2 2017	23	90 / 146	77.40%	Show
Feb 9 2017	21	88 / 144	75.69%	Show
Feb 16 2017	19	92 / 148	75.00%	Show
Feb 23 2017	29	77 / 145	73.10%	Show
Mar 2 2017	17	90 / 145	73.79%	Edit   Delete   Attendance
Mar 9 2017	16	84 / 144	69.44%	Edit   Delete   Attendance
Mar 16 2017	0	86 / 142	60.56%	Edit   Delete   Attendance
Mar 23 2017	0	83 / 143	58.04%	Edit   Delete   Attendance
Mar 30 2017	0	86 / 141	60.99%	Edit   Delete   Attendance
Apr 6 2017	0	0 / 130	0.00%	Edit   Delete   Attendance

 **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 first close out the month of May. This won't affect your ability to add meetings for previous months.



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

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

ta) ClubRunner Mobile

### Meeting Attendance

Tracie Murray

Apr 6 2017

Check off members that attended:

<input checked="" type="checkbox"/>	Adams, Bob
<input checked="" type="checkbox"/>	Ahrens, Abby
<input checked="" type="checkbox"/>	Allen, Wyatt *
<input type="checkbox"/>	Anderson, Steve *
<input type="checkbox"/>	Arjani, Anne
<input type="checkbox"/>	Armistead, Mona
<input checked="" type="checkbox"/>	Bai, Jie
<input type="checkbox"/>	Baier, Jeffrey
<input checked="" type="checkbox"/>	Berner, Karen
<input checked="" type="checkbox"/>	Berry, Kathy
<input type="checkbox"/>	Bianchi, Steve
<input type="checkbox"/>	Blanding, Dick *
<input type="checkbox"/>	Bogard O'Gorman, Cindy
<input type="checkbox"/>	Bogart, John
<input type="checkbox"/>	Bonke, Neil
<input type="checkbox"/>	Borel, Louis *
<input type="checkbox"/>	Brown, Gary
<input type="checkbox"/>	Broydo, Lina
<input type="checkbox"/>	Bruno, Marge *
<input type="checkbox"/>	Burke, Casey

Go Back

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

The screenshot shows a web browser window with the address bar displaying "ClubRunner (Infotech Business Centre Inc.) [CA] crsadmin.com/Gen/ClubRunnerPage.aspx?aid=4000". The page features a navigation menu with items like "Bulletin", "New Bulletin (Beta)", "Contacts (Beta)", "Membership", "Organization", "RI Integration", "Attendance", "Website", "Reports", and "Even". Below the menu is a "ClubRunner Mobile" link. The main content area displays a list of 20 members, each with a checked checkbox and their name. At the bottom of the list, there is a note: "\* Denotes a member who is exempted from meeting attendance". Below the list are three buttons: "Check All", "Save", and "Cancel". A large red arrow points to the "Check All" button. A "Go Back" button is located at the bottom right of the page.

<input checked="" type="checkbox"/>	Smith, David
<input checked="" type="checkbox"/>	Snow, Dave
<input checked="" type="checkbox"/>	Sorensen, Ted
<input checked="" type="checkbox"/>	Stafford, George
<input checked="" type="checkbox"/>	Stefani, Ron
<input checked="" type="checkbox"/>	Stevenson, Carla
<input checked="" type="checkbox"/>	Sylvester, John
<input checked="" type="checkbox"/>	Tomanek, Jerry
<input checked="" type="checkbox"/>	Trafficanti, Al *
<input checked="" type="checkbox"/>	Varni, Allan
<input checked="" type="checkbox"/>	Verlot, Frank
<input checked="" type="checkbox"/>	Verna, Donna
<input checked="" type="checkbox"/>	Waldeck, Gary
<input checked="" type="checkbox"/>	Walleigh, Wendy
<input checked="" type="checkbox"/>	Ward, Brian *
<input checked="" type="checkbox"/>	Wemysa, Cynthia
<input checked="" type="checkbox"/>	Whipple, Sandie *
<input checked="" type="checkbox"/>	Yarbrough, Steven *
<input checked="" type="checkbox"/>	Young, Dennis
<input checked="" type="checkbox"/>	Zimmerman, Renee

\* Denotes a member who is exempted from meeting attendance

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

Navigation: Bulletin | New Bulletin (Beta) | Contacts (Beta) | Membership | Organization | API Integration | Attendance | Website | Reports | Events

Childrunner Mobile

Date	Attendees	Total	Percentage	Link
Aug 8 2016	21	87 / 141	76.60%	Open
Aug 15 2016	24	78 / 127	74.01%	Open
Aug 22 2016	28	74 / 128	75.81%	Open
Aug 29 2016	27	79 / 142	70.42%	Open
Oct 6 2016	17	83 / 139	71.94%	Open
Oct 13 2016	25	76 / 143	73.00%	Open
Oct 20 2016	28	76 / 145	71.72%	Open
Oct 27 2016	18	82 / 144	76.38%	Open
Nov 3 2016	28	78 / 144	69.44%	Open
Nov 10 2016	20	83 / 140	77.14%	Open
Nov 17 2016	31	78 / 142	76.76%	Open
Dec 1 2016	10	100 / 142	76.90%	Open
Dec 8 2016	18	84 / 138	75.00%	Open
Dec 15 2016	23	80 / 140	73.57%	Open
Jan 5 2017	17	86 / 144	60.50%	Open
Jan 12 2017	22	85 / 148	79.05%	Open
Jan 19 2017	22	81 / 139	76.26%	Open
Jan 26 2017	23	88 / 148	79.05%	Open
Feb 2 2017	23	88 / 148	77.69%	Open
Feb 9 2017	21	88 / 144	75.84%	Open
Feb 16 2017	18	82 / 148	75.00%	Open
Feb 23 2017	28	77 / 145	73.10%	Open
Mar 2 2017	17	90 / 145	73.79%	Open   Details   Attendance
Mar 9 2017	18	81 / 144	68.44%	Open   Details   Attendance
Mar 16 2017	8	86 / 142	60.56%	Open   Details   Attendance
Mar 23 2017	6	83 / 142	38.04%	Open   Details   Attendance
Mar 30 2017	6	86 / 141	60.99%	Open   Details   Attendance
Apr 6 2017	6	142 / 142	100.00%	Open   Details   Attendance

Report Mar 2017 Attendance

Note: Closed meetings are highlighted in green and yellow.

You can have two calendar months of open meetings at a time. For example, Mar and Apr could be open. However, to add to the next month, you would need to close the current month.

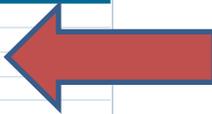
Go Back

# Report Make-Ups

Administration

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.

<b>My ClubRunner</b> <a href="#">Edit My Profile</a> <a href="#">Change My Password</a> <a href="#">Upload My Photo</a> <a href="#">My Commitments</a> <a href="#">My New Member Activities</a> <b>NEW!</b> <a href="#">My Friends</a> <a href="#">View Club Directory</a> <a href="#">View Club Photo Directory</a> <a href="#">eDirectory Reports 2.0</a> <a href="#">View Printable Mailing Labels</a> <b>NEW!</b> <a href="#">Email Message Centre</a> <b>NEW!</b> <a href="#">View Club Documents</a> <a href="#">My Attendance</a> <a href="#">My Committees</a> <a href="#">My Billing Account Balance</a>	<b>Membership Manager</b> <a href="#">Club Dashboard</a> <a href="#">Active Member List</a> <a href="#">Other Users List</a> <a href="#">Inactive Members List</a> <a href="#">Friends of the Club</a> <a href="#">Bulletin Subscribers</a> <a href="#">New Member Program</a> <a href="#">Dues &amp; Billing</a> <a href="#">RI Integration</a> <a href="#">Request Member Updates</a> <a href="#">Edit Executives and Directors</a> <a href="#">Committee Management</a> <a href="#">Birthday &amp; Anniversary Report</a> <a href="#">Gender Distribution (Summary)</a> <a href="#">Download Member Data</a> <b>NEW!</b> <a href="#">Member Designations</a>
<b>Website Manager</b> <a href="#">Website Designer 3.0</a> <a href="#">Edit Home Page Links</a> <a href="#">Edit Stories</a> <a href="#">Edit Events 2.0</a> <a href="#">Edit Speakers</a> <a href="#">Edit Download Files</a> <a href="#">Edit Site Pages</a> <a href="#">Edit Photo Albums</a> <a href="#">Edit Club Documents</a> <a href="#">MyEventRunner Registration (new window)</a>	<b>Meeting Services</b> <a href="#">Input Attendance (Current Year)</a> <a href="#">Input Attendance (Previous Year)</a> <a href="#">Report Make-ups</a> <a href="#">Print Member List/Attendance Sheet</a> <a href="#">Print Member List (Simple Version)</a> <a href="#">Attendance Report (Current Year)</a> <a href="#">Attendance Report (Previous Year)</a> <a href="#">Monthly Club Report</a> <a href="#">Customized Attendance Report</a> <a href="#">Edit Duty Roster - Who Does What   [Version 1]</a> <a href="#">Member Leaves of Absence</a> <a href="#">Member Attendance Exemption</a>
<b>Club eBulletin</b> <a href="#">Edit Bulletins</a> <b>NEW!</b> <a href="#">Send Bulletin</a> <a href="#">Archived Bulletins</a> <b>NEW!</b>	<b>Administrator</b> <a href="#">Edit Club Info &amp; Settings</a> <a href="#">Edit Meta Tags</a> <a href="#">Upload/Remove Meeting Venue Map</a> <a href="#">Edit Club Logo</a> <b>NEW!</b> <a href="#">Edit Custom Fields</a> <a href="#">Website Sponsorship Area</a> <a href="#">Upload Sponsorship Guide</a> <a href="#">Google Analytics</a> <b>NEW!</b>



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

The screenshot shows a web browser window with the ClubRunner interface. The browser tabs include 'Inbox - Yahoo Mail' and 'ClubRunner:'. The address bar shows 'ClubRunner (Infotech Business Centre Inc.) [CA] crsadmin.com/Gen/ClubRunnerPage.aspx?aid=4000'. The ClubRunner logo and tagline 'Connect. Collaborate. Communicate.' are visible. The page title is 'Rotary Club of Los Altos' and the user is logged in as 'Tracie Murray'. The navigation menu includes 'Admin', 'My ClubRunner', 'Communication', 'Bulletin', 'New Bulletin (Beta)', 'Contacts (Beta)', 'Membership', 'Organization', 'RI Integration', 'Attendance', 'Website', 'Reports', 'Events', 'Volunteers', and 'Help'. The 'Add Make-ups' section contains the instruction: 'To add/delete make-ups, select the member, then click "Next"'. Below this, there is a 'Select member:' dropdown menu with 'Murray, Tracie' selected and a 'Next' button. A red arrow points to the 'Next' button. A footnote states: '\* Denotes a member who is no longer an active member.'

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.

Navigation tabs: Communication | Bulletin | New Bulletin (Beta) | Contacts (Beta) | Membership | Organization | RI Integration | Attendance | Website | Repo

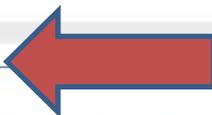
(Beta) | ClubRunner Mobile

Sep 22 2016	[X]	Make-up done on Sep 22 2016 [Delete]	attendance input
Sep 29 2016	[X]		
Oct 6 2016	[X]		
Oct 13 2016	[X]		
Oct 20 2016	[X]		
Oct 27 2016	[X]		
Nov 3 2016	[X]		
Nov 10 2016	[X]		
Nov 17 2016	[X]	Make-up done on Nov 17 2016 [Delete]	president's meeting
Dec 1 2016	[X]		
Dec 8 2016	[X]	Make-up done on Dec 8 2016 [Delete]	BOD LARC
Dec 15 2016	[X]		
Jan 5 2017	[X]		
Jan 12 2017	[X]		
Jan 19 2017	[X]		
Jan 26 2017	[X]	Make-up done on Jan 26 2017 [Delete]	vets meeting
Feb 2 2017	[X]		
Feb 9 2017	[X]		
Feb 16 2017	[X]	Make-up done on Feb 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	

\* Denotes a meeting from which this member is exempted.

Note: Makeups reported for members on leave of absence will not count in club statistics.

Return



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

ary Club of Los Altos

My ClubRunner | Communication | Bulletin | New Bulletin (Beta) | Contacts (Beta) | Membership | Organization | RI Integration | Attendance | Website | Reports | Events | Volun

Club Info & Settings (Beta) | ClubRunner Mobile

### New Make-up

Tracie Murray

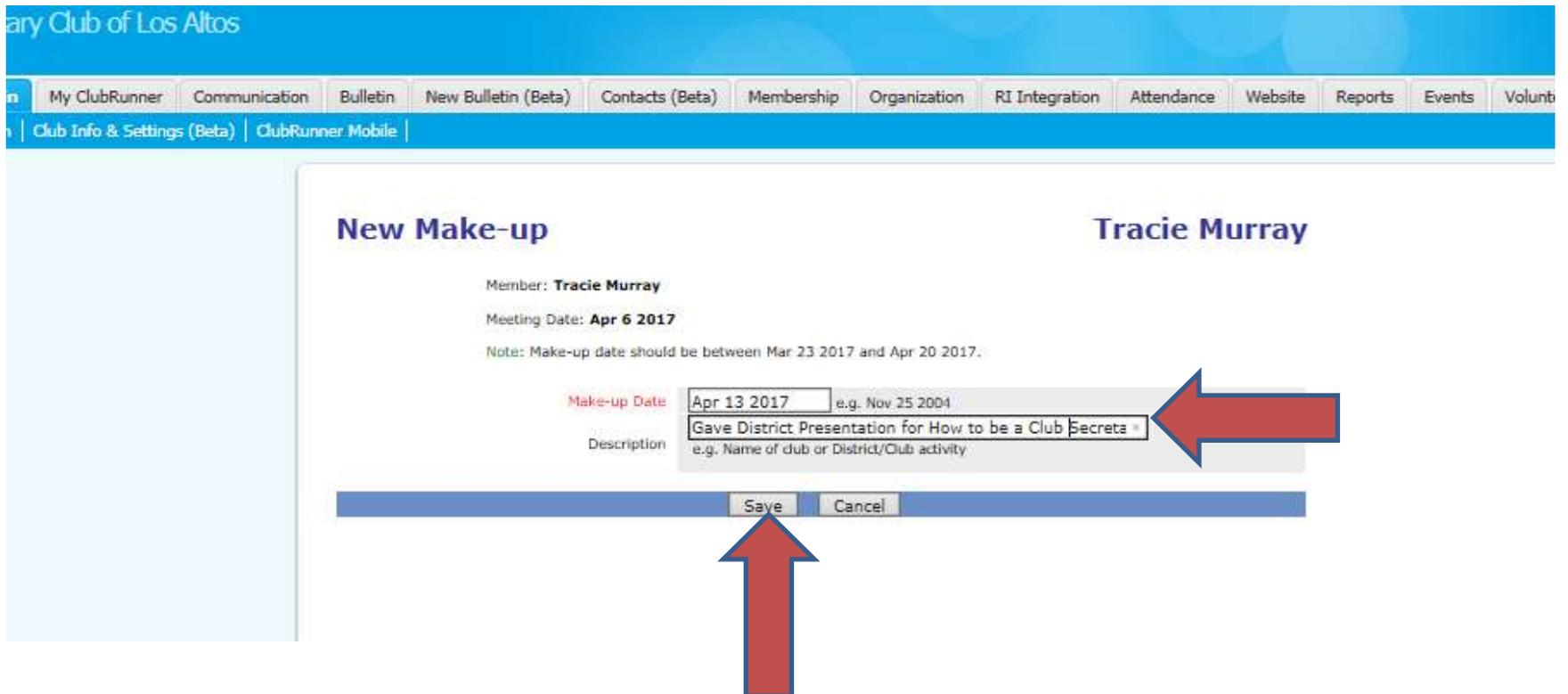
Member: **Tracie Murray**

Meeting Date: **Apr 6 2017**

Note: Make-up date should be between Mar 23 2017 and Apr 20 2017.

Make-up Date:  e.g. Nov 25 2004

Description:  e.g. Name of dub or District/Club activity



# Then click “Return” to add more Make-ups for other people

The screenshot shows a web application interface for ClubRunner. At the top, there is a navigation menu with tabs for Communication, Bulletin, New Bulletin (Beta), Contacts (Beta), Membership, Organization, RI Integration, Attendance, Website, and Reports. Below the menu is a header for 'ClubRunner Mobile'. The main content area displays a table of attendance records for various dates from 2016 to 2017. Each row includes a date, a checkbox (all checked with an 'X'), a description of the meeting or event, and a 'Delete' link. A red arrow points to a 'Return' button located at the bottom of the table. Below the table, there is a note: '\* Denotes a meeting from which this member is exempted.' and another note: 'Note: Makeups reported for members on leave of absence will not count in club statistics.'

Sep 22 2016	[X]	Make-up done on Sep 22 2016 [Delete]	attendance input
Sep 29 2016	[X]		
Oct 6 2016	[X]		
Oct 13 2016	[X]		
Oct 20 2016	[X]		
Oct 27 2016	[X]		
Nov 3 2016	[X]		
Nov 10 2016	[X]		
Nov 17 2016	[X]	Make-up done on Nov 17 2016 [Delete]	president's meeting
Dec 1 2016	[X]		
Dec 8 2016	[X]	Make-up done on Dec 8 2016 [Delete]	BOD LARC
Dec 15 2016	[X]		
Jan 5 2017	[X]		
Jan 12 2017	[X]		
Jan 19 2017	[X]		
Jan 26 2017	[X]	Make-up done on Jan 26 2017 [Delete]	vets meeting
Feb 2 2017	[X]		
Feb 9 2017	[X]		
Feb 16 2017	[X]	Make-up done on Feb 16 2017 [Delete]	doppino
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	[X]	Make-up done on Apr 13 2017 [Delete]	Gave District Presentation for How to be a Club Secretary

\* Denotes a meeting from which this member is exempted.

Note: Makeups reported for members on leave of absence will not count in club statistics.

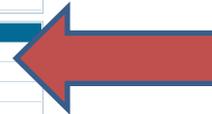
[Return](#) [Go Back](#)

# AFTER you have added ALL the make-ups for the month – go back to enter attendance

Administration

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.

<b>My ClubRunner</b> <ul style="list-style-type: none"><li><a href="#">Edit My Profile</a></li><li><a href="#">Change My Password</a></li><li><a href="#">Upload My Photo</a></li><li><a href="#">My Commitments</a></li><li><a href="#">My New Member Activities</a> <b>NEW</b></li><li><a href="#">My Friends</a></li><li><a href="#">View Club Directory</a></li><li><a href="#">View Club Photo Directory</a></li><li><a href="#">eDirectory Reports 2.0</a></li><li><a href="#">View Printable Mailing Labels</a> <b>NEW</b></li><li><a href="#">Email Message Centre</a> <b>NEW</b></li><li><a href="#">View Club Documents</a></li><li><a href="#">My Attendance</a></li><li><a href="#">My Committees</a></li><li><a href="#">My Billing Account Balance</a></li></ul>	<b>Membership Manager</b> <ul style="list-style-type: none"><li><a href="#">Club Dashboard</a></li><li><a href="#">Active Member List</a></li><li><a href="#">Other Users List</a></li><li><a href="#">Inactive Members List</a></li><li><a href="#">Friends of the Club</a></li><li><a href="#">Bulletin Subscribers</a></li><li><a href="#">New Member Program</a></li><li><a href="#">Dues &amp; Billing</a></li><li><a href="#">RI Integration</a></li><li><a href="#">Request Member Updates</a></li><li><a href="#">Edit Executives and Directors</a></li><li><a href="#">Committee Management</a></li><li><a href="#">Birthday &amp; Anniversary Report</a></li><li><a href="#">Gender Distribution (Summary)</a></li><li><a href="#">Download Member Data</a> <b>NEW</b></li><li><a href="#">Member Designations</a></li></ul>
<b>Website Manager</b> <ul style="list-style-type: none"><li><a href="#">Website Designer 3.0</a></li><li><a href="#">Edit Home Page Links</a></li><li><a href="#">Edit Stories</a></li><li><a href="#">Edit Events 2.0</a></li><li><a href="#">Edit Speakers</a></li><li><a href="#">Edit Download Files</a></li><li><a href="#">Edit Site Pages</a></li><li><a href="#">Edit Photo Albums</a></li><li><a href="#">Edit Club Documents</a></li><li><a href="#">MyEventRunner Registration (new window)</a></li></ul>	<b>Meeting Services</b> <ul style="list-style-type: none"><li><a href="#">Input Attendance (Current Year)</a></li><li><a href="#">Input Attendance (Previous Year)</a></li><li><a href="#">Report Make-ups</a></li><li><a href="#">Print Member List/Attendance Sheet</a></li><li><a href="#">Print Member List (Simple Version)</a></li><li><a href="#">Attendance Report (Current Year)</a></li><li><a href="#">Attendance Report (Previous Year)</a></li><li><a href="#">Monthly Club Report</a></li><li><a href="#">Customized Attendance Report</a></li><li><a href="#">Edit Duty Roster - Who Does What   [Version 1]</a></li><li><a href="#">Member Leaves of Absence</a></li><li><a href="#">Member Attendance Exemption</a></li></ul>
<b>Club eBulletin</b> <ul style="list-style-type: none"><li><a href="#">Edit Bulletins</a> <b>NEW</b></li><li><a href="#">Send Bulletin</a></li><li><a href="#">Archived Bulletins</a> <b>NEW</b></li></ul>	<b>Administrator</b> <ul style="list-style-type: none"><li><a href="#">Edit Club Info &amp; Settings</a></li><li><a href="#">Edit Meta Tags</a></li><li><a href="#">Upload/Remove Meeting Venue Map</a></li><li><a href="#">Edit Club Logo</a> <b>NEW</b></li><li><a href="#">Edit Custom Fields</a></li><li><a href="#">Website Sponsorship Area</a></li><li><a href="#">Upload Sponsorship Guide</a></li><li><a href="#">Google Analytics</a> <b>NEW</b></li></ul>



# Report to District

Sep 22 2016	28	74 / 138	73.91%	Show
Sep 29 2016	22	79 / 143	70.63%	Show
Oct 6 2016	17	83 / 139	71.94%	Show
Oct 13 2016	25	78 / 143	72.03%	Show
Oct 20 2016	26	76 / 145	71.72%	Show
Oct 27 2016	18	92 / 144	76.39%	Show
Nov 3 2016	28	70 / 141	69.50%	Show
Nov 10 2016	25	83 / 140	77.14%	Show
Nov 17 2016	31	78 / 142	76.76%	Show
Dec 1 2016	10	100 / 143	76.92%	Show
Dec 8 2016	18	84 / 136	75.00%	Show
Dec 15 2016	23	80 / 140	73.57%	Show
Jan 5 2017	17	99 / 144	80.56%	Show
Jan 12 2017	22	95 / 148	79.05%	Show
Jan 19 2017	22	84 / 139	76.26%	Show
Jan 26 2017	23	88 / 146	76.03%	Show
Feb 2 2017	23	90 / 146	77.40%	Show
Feb 9 2017	22	88 / 144	76.39%	Show
Feb 16 2017	20	92 / 148	75.68%	Show
Feb 23 2017	29	77 / 145	73.10%	Show
Mar 2 2017	19	90 / 145	75.17%	Edit   Delete   Attendance
Mar 9 2017	22	84 / 144	73.61%	Edit   Delete   Attendance
Mar 16 2017	22	86 / 142	76.06%	Edit   Delete   Attendance
Mar 23 2017	25	83 / 143	75.52%	Edit   Delete   Attendance
Mar 30 2017	16	86 / 141	72.34%	Edit   Delete   Attendance
Apr 6 2017	1	162 / 163	100.00%	Edit   Delete   Attendance

## 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 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:

\*The expiration link will become available after the calendar month has concluded.

Go Back

# Report looks like this. Click “Close Reports & Update District”

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

ta) | ClubRunner 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**".

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.

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

Close Month & Update District

Return

\* Percentage is calculated by the following formula:

$$\frac{(\text{Total Attendance} + \text{Make-ups})}{(\text{Total Members} - \text{Exempted Members}) \text{ For Month}} = \frac{(429 + 106)}{715} = 74.83\%$$



Go Back

# Leaves of Absence

## Administration

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.

### My ClubRunner

[Edit My Profile](#)  
[Change My Password](#)  
[Upload My Photo](#)  
[My Commitments](#)  
[My New Member Activities](#) **NEW!**  
[My Friends](#)  
[View Club Directory](#)  
[View Club Photo Directory](#)  
[eDirectory Reports 2.0](#)  
[View Printable Mailing Labels](#) **NEW!**  
[Email Message Centre](#) **NEW!**  
[View Club Documents](#)  
[My Attendance](#)  
[My Committees](#)  
[My Billing Account Balance](#)

### Website Manager

[Website Designer 3.0](#)  
[Edit Home Page Links](#)  
[Edit Stories](#)  
[Edit Events 2.0](#)  
[Edit Speakers](#)  
[Edit Download Files](#)  
[Edit Site Pages](#)  
[Edit Photo Albums](#)  
[Edit Club Documents](#)  
[MyEventRunner Registration \(new window\)](#)

### Club eBulletin

[Edit Bulletins](#) **NEW!**  
[Send Bulletin](#)  
[Archived Bulletins](#) **NEW!**

### Membership Manager

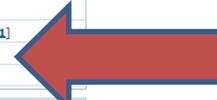
[Club Dashboard](#)  
[Active Member List](#)  
[Other Users List](#)  
[Inactive Members List](#)  
[Friends of the Club](#)  
[Bulletin Subscribers](#)  
[New Member Program](#)  
[Dues & Billing](#)  
[RI Integration](#)  
[Request Member Updates](#)  
[Edit Executives and Directors](#)  
[Committee Management](#)  
[Birthday & Anniversary Report](#)  
[Gender Distribution \(Summary\)](#)  
[Download Member Data](#) **NEW!**  
[Member Designations](#)

### Meeting Services

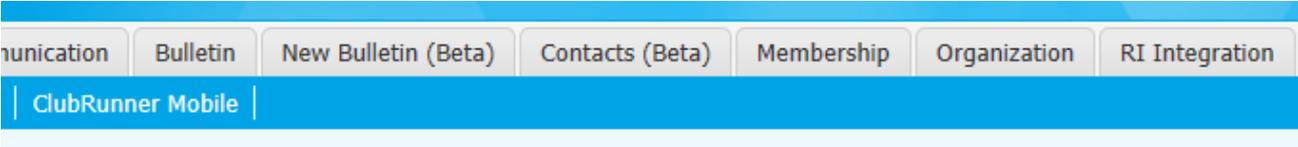
[Input Attendance \(Current Year\)](#)  
[Input Attendance \(Previous Year\)](#)  
[Report Make-ups](#)  
[Print Member List/Attendance Sheet](#)  
[Print Member List \(Simple Version\)](#)  
[Attendance Report \(Current Year\)](#)  
[Attendance Report \(Previous Year\)](#)  
[Monthly Club Report](#)  
[Customized Attendance Report](#)  
[Edit Duty Roster - Who Does What | \[Version 1\]](#)  
[Member Leaves of Absence](#)  
[Member Attendance Exemption](#)

### Administrator

[Edit Club Info & Settings](#)  
[Edit Meta Tags](#)  
[Upload/Remove Meeting Venue Map](#)  
[Edit Club Logo](#) **NEW!**  
[Edit Custom Fields](#)  
[Website Sponsorship Area](#)  
[Upload Sponsorship Guide](#)  
[Google Analytics](#) **NEW!**



# Choose Member for LOA and click "Next"

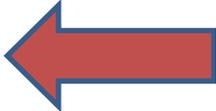


## Manage Leaves of Absence

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".

Select member:



\* Denotes a member who is no longer an active member.

# Click “Add New Leave”

AITOS Welcome

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

s (Beta) | ClubRunner Mobile |

---

## Member Leaves of Absence Tracie Murray

Member Name: Gjerseth, Kendra Add New Leave 

On Leave From	To	Action
There 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 | Webs

Beta | ClubRunner Mobile |

## New Leave of Absence

### Tracie Murray

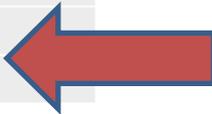
Define the start and end date of this member's Leave of Absence. All dates are inclusive, so if a meeting occurs on the end date, the member will still be considered on leave.

**Note:** End Date is optional. If an end date is unknown, the member will be considered on leave for all meetings from the Start Date until further notice. You will be able to come back and input an End Date at a later time.

Member Name **Gjerseth, Kendra**

Start Date  e.g. Apr 9 2017

End Date  e.g. Apr 16 2017



# Then click “Return”

## Member Leaves of Absence

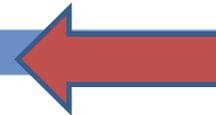
Tracie Murray

Member Name: Gjerseeth, Kendra

[Add New Leave](#)

On Leave From	To	Action
Mar 30 2017	Jun 30 2017	<a href="#">Edit</a>   <a href="#">Delete</a>

Return



# Member Attendance Exemption:

Administration

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.

<b>My ClubRunner</b> <ul style="list-style-type: none"><li><a href="#">Edit My Profile</a></li><li><a href="#">Change My Password</a></li><li><a href="#">Upload My Photo</a></li><li><a href="#">My Commitments</a></li><li><a href="#">My New Member Activities</a> <b>NEW!</b></li><li><a href="#">My Friends</a></li><li><a href="#">View Club Directory</a></li><li><a href="#">View Club Photo Directory</a></li><li><a href="#">eDirectory Reports 2.0</a></li><li><a href="#">View Printable Mailing Labels</a> <b>NEW!</b></li><li><a href="#">Email Message Centre</a> <b>NEW!</b></li><li><a href="#">View Club Documents</a></li><li><a href="#">My Attendance</a></li><li><a href="#">My Committees</a></li><li><a href="#">My Billing Account Balance</a></li></ul>	<b>Membership Manager</b> <ul style="list-style-type: none"><li><a href="#">Club Dashboard</a></li><li><a href="#">Active Member List</a></li><li><a href="#">Other Users List</a></li><li><a href="#">Inactive Members List</a></li><li><a href="#">Friends of the Club</a></li><li><a href="#">Bulletin Subscribers</a></li><li><a href="#">New Member Program</a></li><li><a href="#">Dues &amp; Billing</a></li><li><a href="#">RI Integration</a></li><li><a href="#">Request Member Updates</a></li><li><a href="#">Edit Executives and Directors</a></li><li><a href="#">Committee Management</a></li><li><a href="#">Birthday &amp; Anniversary Report</a></li><li><a href="#">Gender Distribution (Summary)</a></li><li><a href="#">Download Member Data</a> <b>NEW!</b></li><li><a href="#">Member Designations</a></li></ul>
<b>Website Manager</b> <ul style="list-style-type: none"><li><a href="#">Website Designer 3.0</a></li><li><a href="#">Edit Home Page Links</a></li><li><a href="#">Edit Stories</a></li><li><a href="#">Edit Events 2.0</a></li><li><a href="#">Edit Speakers</a></li><li><a href="#">Edit Download Files</a></li><li><a href="#">Edit Site Pages</a></li><li><a href="#">Edit Photo Albums</a></li><li><a href="#">Edit Club Documents</a></li><li><a href="#">MyEventRunner Registration (new window)</a></li></ul>	<b>Meeting Services</b> <ul style="list-style-type: none"><li><a href="#">Input Attendance (Current Year)</a></li><li><a href="#">Input Attendance (Previous Year)</a></li><li><a href="#">Report Make-ups</a></li><li><a href="#">Print Member List/Attendance Sheet</a></li><li><a href="#">Print Member List (Simple Version)</a></li><li><a href="#">Attendance Report (Current Year)</a></li><li><a href="#">Attendance Report (Previous Year)</a></li><li><a href="#">Monthly Club Report</a></li><li><a href="#">Customized Attendance Report</a></li><li><a href="#">Edit Duty Roster - Who Does What   [Version 1]</a></li><li><a href="#">Member Leaves of Absence</a></li><li><a href="#">Member Attendance Exemption</a></li></ul>
<b>Club eBulletin</b> <ul style="list-style-type: none"><li><a href="#">Edit Bulletins</a> <b>NEW!</b></li><li><a href="#">Send Bulletin</a></li><li><a href="#">Archived Bulletins</a> <b>NEW!</b></li></ul>	<b>Administrator</b> <ul style="list-style-type: none"><li><a href="#">Edit Club Info &amp; Settings</a></li><li><a href="#">Edit Meta Tags</a></li><li><a href="#">Upload/Remove Meeting Venue Map</a></li><li><a href="#">Edit Club Logo</a> <b>NEW!</b></li><li><a href="#">Edit Custom Fields</a></li><li><a href="#">Website Sponsorship Area</a></li><li><a href="#">Upload Sponsorship Guide</a></li><li><a href="#">Google Analytics</a> <b>NEW!</b></li></ul>



# 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

Beta | ClubRunner Mobile

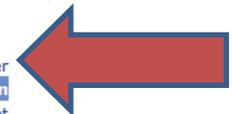
## Member Attendance Exemption Tracie Murray

**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.

Mark 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
Reed, Joe	Jul 1 2007	Unexempt

[Go Back](#)



# Select a Member and select their “Exempted Date” – press save

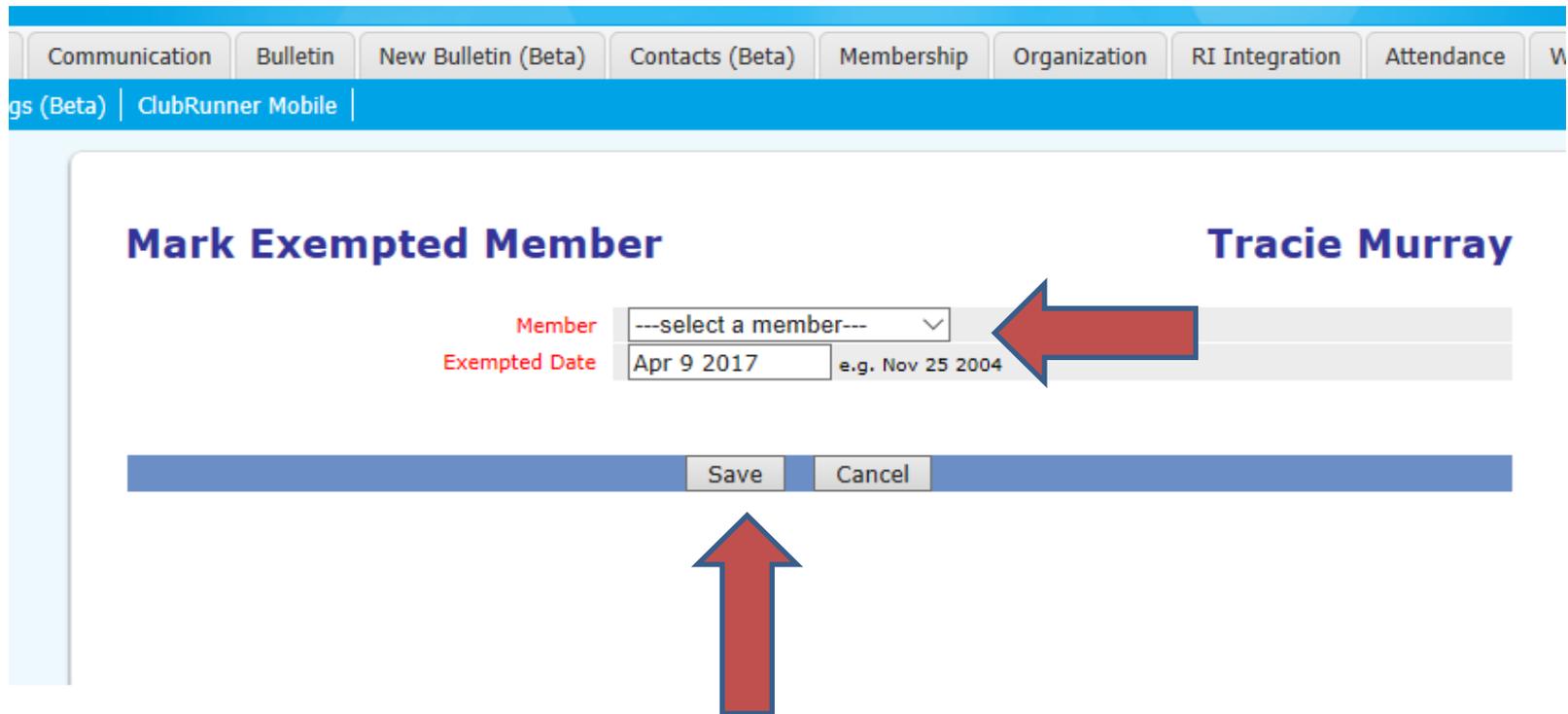
Communication | Bulletin | New Bulletin (Beta) | Contacts (Beta) | Membership | Organization | RI Integration | Attendance | W  
gs (Beta) | ClubRunner Mobile

## Mark Exempted Member

Tracie Murray

Member

Exempted Date  e.g. Nov 25 2004



# Adding a Club Member

## Click “Active Member List”

Administration

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.

<b>My ClubRunner</b> <ul style="list-style-type: none"><li><a href="#">Edit My Profile</a></li><li><a href="#">Change My Password</a></li><li><a href="#">Upload My Photo</a></li><li><a href="#">My Commitments</a></li><li><a href="#">My New Member Activities</a> <b>NEW!</b></li><li><a href="#">My Friends</a></li><li><a href="#">View Club Directory</a></li><li><a href="#">View Club Photo Directory</a></li><li><a href="#">eDirectory Reports 2.0</a></li><li><a href="#">View Printable Mailing Labels</a> <b>NEW!</b></li><li><a href="#">Email Message Centre</a> <b>NEW!</b></li><li><a href="#">View Club Documents</a></li><li><a href="#">My Attendance</a></li><li><a href="#">My Committees</a></li><li><a href="#">My Billing Account Balance</a></li></ul>	<b>Membership Manager</b> <ul style="list-style-type: none"><li><a href="#">Club Dashboard</a></li><li><a href="#">Active Member List</a></li><li><a href="#">Other Users List</a></li><li><a href="#">Inactive Members List</a></li><li><a href="#">Friends of the Club</a></li><li><a href="#">Bulletin Subscribers</a></li><li><a href="#">New Member Program</a></li><li><a href="#">Dues &amp; Billing</a></li><li><a href="#">RI Integration</a></li><li><a href="#">Request Member Updates</a></li><li><a href="#">Edit Executives and Directors</a></li><li><a href="#">Committee Management</a></li><li><a href="#">Birthday &amp; Anniversary Report</a></li><li><a href="#">Gender Distribution (Summary)</a></li><li><a href="#">Download Member Data</a> <b>NEW!</b></li><li><a href="#">Member Designations</a></li></ul>
<b>Website Manager</b> <ul style="list-style-type: none"><li><a href="#">Website Designer 3.0</a></li><li><a href="#">Edit Home Page Links</a></li><li><a href="#">Edit Stories</a></li><li><a href="#">Edit Events 2.0</a></li><li><a href="#">Edit Speakers</a></li><li><a href="#">Edit Download Files</a></li><li><a href="#">Edit Site Pages</a></li><li><a href="#">Edit Photo Albums</a></li><li><a href="#">Edit Club Documents</a></li><li><a href="#">MyEventRunner Registration (new window)</a></li></ul>	<b>Meeting Services</b> <ul style="list-style-type: none"><li><a href="#">Input Attendance (Current Year)</a></li><li><a href="#">Input Attendance (Previous Year)</a></li><li><a href="#">Report Make-ups</a></li><li><a href="#">Print Member List/Attendance Sheet</a></li><li><a href="#">Print Member List (Simple Version)</a></li><li><a href="#">Attendance Report (Current Year)</a></li><li><a href="#">Attendance Report (Previous Year)</a></li><li><a href="#">Monthly Club Report</a></li><li><a href="#">Customized Attendance Report</a></li><li><a href="#">Edit Duty Roster - Who Does What   <b>Version 1</b></a></li><li><a href="#">Member Leaves of Absence</a></li><li><a href="#">Member Attendance Exemption</a></li></ul>
<b>Club eBulletin</b> <ul style="list-style-type: none"><li><a href="#">Edit Bulletins</a> <b>NEW!</b></li><li><a href="#">Send Bulletin</a></li><li><a href="#">Archived Bulletins</a> <b>NEW!</b></li></ul>	<b>Administrator</b> <ul style="list-style-type: none"><li><a href="#">Edit Club Info &amp; Settings</a></li><li><a href="#">Edit Meta Tags</a></li><li><a href="#">Upload/Remove Meeting Venue Map</a></li><li><a href="#">Edit Club Logo</a> <b>NEW!</b></li><li><a href="#">Edit Custom Fields</a></li><li><a href="#">Website Sponsorship Area</a></li><li><a href="#">Upload Sponsorship Guide</a></li><li><a href="#">Google Analytics</a> <b>NEW!</b></li></ul>

# Click “Add New Member”

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

Volunteers Help

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

### Members

- Active Member List
- Other User List
- Inactive Members List

### Download the Mobile App

Access your member directory on the go!

### Help

- Support Center
- On Demand Videos
- Downloads
- Webinars
- Submit a Ticket

### Help Articles

- How to add a new member
- How to set up a member's access rights
- How to delete a member
- How to upload member photos

## Active Members List

Members per Page: 25

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

[Add New Member](#)

Email	By First Name	Name ▲	Type	Access	Action
	<a href="#">Adams, Bob</a>		Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
	<a href="#">Adams, Lois</a>		Honorary	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
	<a href="#">Ahrens, Abby</a>		Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
	<a href="#">Allen, Wyatt</a>		Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
	<a href="#">Anderson, Cathy</a>		Honorary	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
	<a href="#">Anderson, Steve</a>		Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
	<a href="#">Arjani, Anne</a>		Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
	<a href="#">Armistead, Mona</a>		Active	50	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
	<a href="#">Bai, Jie</a>		Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
	<a href="#">Baier, Jeffrey</a>		Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
	<a href="#">Berner, Karen</a>		Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
	<a href="#">Berry, Kathy</a>		Active	60	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
	<a href="#">Bianchi, Steve</a>		Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
	<a href="#">Blanding, Dick</a>		Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
	<a href="#">Bogard O'Gorman, Cindy</a>		Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
	<a href="#">Bogart, (Bogie)</a>		Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>

# Fill in all areas designated in red, the click “Add Member”

Home | New Member Data | Contacts (Basic) | Membership | Organization | RI Integration | Attendance | Reports | Alerts | Events | Volunteer | Help

Home | Alerts | Alerts Subscriptions | Request Member | Home | New Member Program | Archived Member Data (New) | Search Member (Advanced)

### New Member

Rotary Club of: Los Altos Rotary  
Los Altos, CA, United States

Title

**First Name**

Middle Name

**Last Name**

Suffix

**Gender**  Male  Female

**Membership Type** Active

Sponsor

**Date Joined Rotary** Apr 11, 2017

**Date Joined Club** Apr 11, 2017

RI requires that Date Joined Club must be within the past 30 days.

---

### Member Mailing Address

Home  Work

**Address Line 1**

Address Line 2

**City**

Country: United States

State: California

**Zip/Postal Code**

---

### Transferring Member?

No  Yes

Rotary Member No.

Former Rotary Club

District

---

### Clubhouse Account

Email

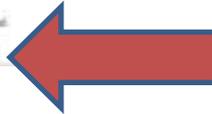
**Login Name**

**Temporary Password** 4333

Send email notification to this member?  System  Welcome New Member

Check here if you do NOT wish to notify Rotary International of this new member enrollment.

Please note that member additions are performed manually by RI Data Services, and could take up to 5 business days to be processed.



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

**Members**

- Active Member List
- Other User List
- Inactive Members List

**Download the Mobile App**

Access your member directory on the go!

**Help**

- Support Center
- On Demand Videos
- Downloads
- Webinars
- Submit a Ticket

**Help Articles**

- How to add a new member
- How to set up a member's access rights
- How to delete a member
- How to upload member photos
- Change an inactive member to an active member?

**Active Members List**

Members per Page: 25

[All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

[Add New Member](#)

Email	<input type="checkbox"/> By First Name <a href="#">Name</a> ▼	Type	Access	Action
 <a href="#">MacVicar, Jeanne</a>		Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
 <a href="#">Maggard, Gary</a>		Active	60	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
 <a href="#">Marley III, Arley</a>		Active	30	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
 <a href="#">Marshall, Herb</a>		Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
 <a href="#">Matthews, Dwight</a>		Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
 <a href="#">McAlister, Johnny Mac</a>		Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
 <a href="#">McAlister, Marlis</a>		Active	60	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
 <a href="#">McBirnev, John</a>		Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
 <a href="#">McDonnell, John</a>		Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
 <a href="#">Meadows, Sally</a>		Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
 <a href="#">Miner, Judy</a>		Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
 <a href="#">Minqia, Sandy</a>		Honorary	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
 <a href="#">Moison, (Bill)</a>		Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
 <a href="#">Moison, Jerry</a>		Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
 <a href="#">Mordo, Jean</a>		Active	50	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
 <a href="#">Mulford, Mary</a>		Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
 <a href="#">Murray, Tracie</a>		Active	30	<a href="#">Change Status</a>   <a href="#">Reset Password</a>

Total Members: 17 (16 Active)

[Go Back](#)



# Click the “Edit” button to add information about the Member

The screenshot shows the Rotary Club of Los Altos website. The top navigation bar includes links for Admin, My ClubRunner, Communication, Bulletin, New Bulletin (Beta), Contacts (Beta), **Membership**, Organization, RI Integration, Attendance, Website, Reports, and Events. Below this is a secondary navigation bar with links for Member Lists, Dashboard, Member Designations, Friends, Bulletin Subscribers, Request Member Update, New Member Program, Download Member Data (New!), and Search Member eDirectory.

The main content area is titled "Member Profile" and features a profile picture of Tracie Murray with a link to a printable version and an update button. Below the profile are tabs for Personal, Rotary, Biography, Commitments, Settings, and Privacy. The "Personal" tab is active, showing a table of member details. A red arrow points to the "Edit" button located above the table.

Member Details	
<b>Title</b>	
<b>First Name</b>	Tracie
<b>Middle Name</b>	
<b>Last Name</b>	Murray
<b>Nickname</b>	
<b>Suffix</b>	
<b>Preferred Address</b>	Home
<b>Preferred Phone</b>	Home
<b>Email</b>	tmurray650@yahoo.com
<i>*All emails will only be sent to the primary email address</i>	
<b>Gender</b>	Female
<b>Date of Birth</b>	Aug 04 1962
<b>Anniversary</b>	Jun 04 1995
<b>Spouse/Partner First Name</b>	Jerry
<b>Spouse/Partner Last Name</b>	Murray
<b>Spouse/Partner Nick Name</b>	
<b>Spouse/Partner Date of Birth</b>	
<b>Alternate Email</b>	
<i>Birthday and anniversary years can only be viewed by Club Executive level or higher.</i>	

# Add information and click “Save”

Rotary Club of Los Altos Welcome, Tracie [Logout] | Admin | Home Page |

Admin | My ClubRunner | Communication | Bulletin | New Bulletin (Beta) | Contacts (Beta) | **Membership** | Organization | RI Integration | Attendance | Website | Reports | Events

Volunteers | Help

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

---

**Members**

- Active Member List
- Other User List
- Inactive Members List

**Download the Mobile App**

Access your member directory on the go!

**Help**

- Support Center
- On Demand Videos
- Downloads
- Webinars
- Submit a Ticket

**Help Articles**

- How to add a new member
- How to set up a member's access rights
- How to delete a member
- How to upload member photos

---

### Member Profile

 **Tracie Murray**  
[Printable Version](#)

**Personal** | Rotary | Biography | Commitments | Settings | Privacy

←

Fields marked in red are required.

**Member Details**

<b>Title</b>	<input type="text"/>	<b>Gender</b>	<input type="radio"/> Male <input checked="" type="radio"/> Female
<b>First Name</b>	Tracie	<b>Date of Birth</b>	Aug 04 1962 <input type="button" value="..."/>
<b>Middle Name</b>	<input type="text"/>	<b>Anniversary</b>	Jun 04 1995 <input type="button" value="..."/>
<b>Last Name</b>	Murray	<b>Spouse/Partner First Name</b>	Jerry
<b>Nickname</b>	<input type="text"/>	<b>Spouse/Partner Last Name</b>	Murray
<b>Suffix</b>	<input type="text"/>	<b>Spouse/Partner Nick Name</b>	<input type="text"/>
<b>Preferred Address</b>	<input checked="" type="radio"/> Home <input type="radio"/> Work	<b>Spouse/Partner Date of Birth</b>	<input type="text"/>
<b>Preferred Phone</b>	<input type="radio"/> Business <input checked="" type="radio"/> Home <input type="radio"/> Cell	<b>Alternate Email</b>	<input type="text"/>
<b>Email</b>	tmurray650@yahoo.com		

\*All emails will only be sent to the primary email address

Birthday and anniversary years can only be viewed by Club Executive level or higher.

# Terminate Member

## Click “Active Member List”

Administration

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.

<b>My ClubRunner</b> <ul style="list-style-type: none"><li><a href="#">Edit My Profile</a></li><li><a href="#">Change My Password</a></li><li><a href="#">Upload My Photo</a></li><li><a href="#">My Commitments</a></li><li><a href="#">My New Member Activities</a> <b>NEW</b></li><li><a href="#">My Friends</a></li><li><a href="#">View Club Directory</a></li><li><a href="#">View Club Photo Directory</a></li><li><a href="#">eDirectory Reports 2.0</a></li><li><a href="#">View Printable Mailing Labels</a> <b>NEW</b></li><li><a href="#">Email Message Centre</a> <b>NEW</b></li><li><a href="#">View Club Documents</a></li><li><a href="#">My Attendance</a></li><li><a href="#">My Committees</a></li><li><a href="#">My Billing Account Balance</a></li></ul>	<b>Membership Manager</b> <ul style="list-style-type: none"><li><a href="#">Club Dashboard</a></li><li><a href="#">Active Member List</a></li><li><a href="#">Other Users List</a></li><li><a href="#">Inactive Members List</a></li><li><a href="#">Friends of the Club</a></li><li><a href="#">Bulletin Subscribers</a></li><li><a href="#">New Member Program</a></li><li><a href="#">Dues &amp; Billing</a></li><li><a href="#">RI Integration</a></li><li><a href="#">Request Member Updates</a></li><li><a href="#">Edit Executives and Directors</a></li><li><a href="#">Committee Management</a></li><li><a href="#">Birthday &amp; Anniversary Report</a></li><li><a href="#">Gender Distribution (Summary)</a></li><li><a href="#">Download Member Data</a> <b>NEW</b></li><li><a href="#">Member Designations</a></li></ul>
<b>Website Manager</b> <ul style="list-style-type: none"><li><a href="#">Website Designer 3.0</a></li><li><a href="#">Edit Home Page Links</a></li><li><a href="#">Edit Stories</a></li><li><a href="#">Edit Events 2.0</a></li><li><a href="#">Edit Speakers</a></li><li><a href="#">Edit Download Files</a></li><li><a href="#">Edit Site Pages</a></li><li><a href="#">Edit Photo Albums</a></li><li><a href="#">Edit Club Documents</a></li><li><a href="#">MyEventRunner Registration (new window)</a></li></ul>	<b>Meeting Services</b> <ul style="list-style-type: none"><li><a href="#">Input Attendance (Current Year)</a></li><li><a href="#">Input Attendance (Previous Year)</a></li><li><a href="#">Report Make-ups</a></li><li><a href="#">Print Member List/Attendance Sheet</a></li><li><a href="#">Print Member List (Simple Version)</a></li><li><a href="#">Attendance Report (Current Year)</a></li><li><a href="#">Attendance Report (Previous Year)</a></li><li><a href="#">Monthly Club Report</a></li><li><a href="#">Customized Attendance Report</a></li><li><a href="#">Edit Duty Roster - Who Does What   [Version 1]</a></li><li><a href="#">Member Leaves of Absence</a></li><li><a href="#">Member Attendance Exemption</a></li></ul>
<b>Club eBulletin</b> <ul style="list-style-type: none"><li><a href="#">Edit Bulletin</a> <b>NEW</b></li><li><a href="#">Send Bulletin</a></li><li><a href="#">Archived Bulletins</a> <b>NEW</b></li></ul>	<b>Administrator</b> <ul style="list-style-type: none"><li><a href="#">Edit Club Info &amp; Settings</a></li><li><a href="#">Edit Meta Tags</a></li><li><a href="#">Upload/Remove Meeting Venue Map</a></li><li><a href="#">Edit Club Logo</a> <b>NEW</b></li><li><a href="#">Edit Custom Fields</a></li><li><a href="#">Website Sponsorship Area</a></li><li><a href="#">Upload Sponsorship Guide</a></li><li><a href="#">Google Analytics</a> <b>NEW</b></li></ul>

# Click “Change Status” next to the Member you want to terminate

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

## Members

- Active Member List
- Other User List
- Inactive Members List

### Download the Mobile App

Access your member directory on the go!

### Help

- Support Center
- On Demand Videos
- Downloads
- Webinars
- Submit a Ticket

### Help Articles

- How to add a new member
- How to set up a member's access rights
- How to delete a member
- How to upload member photos
- Change an inactive member to an active member?

## Active Members List

Members per Page: 25

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [Add New Member](#)

Email	<input type="checkbox"/> By First Name	Name ▼	Type	Access	Action
MacVicar, Jason			Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
Megard, Gary			Active	60	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
Marley III, Arley			Active	30	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
Marshall, Herb			Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
Matthews, Dwight			Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
McAlister, Johnny Mac			Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
McAlister, Maris			Active	60	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
McIlrney, John			Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
McDonnell, John			Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
Meadows, Sally			Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
Miner, Judy			Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
Minga, Sandy			Honorary	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
Mosson, (Bill)			Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
Mosson, Jerry			Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
Morco, Jean			Active	50	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
Mufford, Mary			Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
Murray, Trace			Active	30	<a href="#">Change Status</a>   <a href="#">Reset Password</a>

Total Members: 17 (16 Active + 1 Honorary)

[Go Back](#)



# Click “Terminate Membership”

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

## Change Status for Tracie Murray

Please choose one of the following options to continue making changes to this person’s status.  
To change status from Active to Other, please terminate membership first.

<a href="#">Terminate Membership</a>	to a former member; e.g. Ex Member, Duplicate, etc.
<b>OR</b>	
<a href="#">Change Membership Status</a>	Change this member from Active to Honorary
<b>OR</b>	
<a href="#">Edit Active Member Type</a>	Edit this member’s Active member type; e.g. Active - Satellite, Active - Corporate, etc.

[Go Back](#)



# Click the reason you are terminating and then click “Terminate Member”

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

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

### Tracie Murray

Ex-Member as of: Apr 11 2017

Please indicate reason for termination:

- Classification
- Business Transfer
- Moved
- Attendance
- Business Pressure
- Disinterest
- Health
- Deceased
- None Given
- Joined Other Club
- Family Obligations
- Duplicate record on ClubRunner
- Non-payment of club dues
- Other

If other, please specify:

Check here if you do NOT wish to notify Rotary International of this member termination

#### Ex-Member Confirmation

Please note that once you confirm this member to be marked as an ex-member, the following actions will take place. These cannot be undone if the member is reinstated.

The member's access rights will be changed to access level 70 (Member) and this member will no longer be able to login.

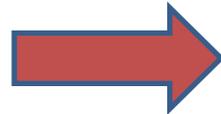
This member's name will be cleared from the following position(s) in the Executives/Directors list:  
Secretary (2016)

This member will be removed from the following committee(s):  
Board of Directors

This member will be removed from the following distribution list(s):  
Club Secretaries 2014-2015  
2016-17 LARC BOO  
Active Past Presidents

# Email Center: From Admin Page Click “Email Message Centre”

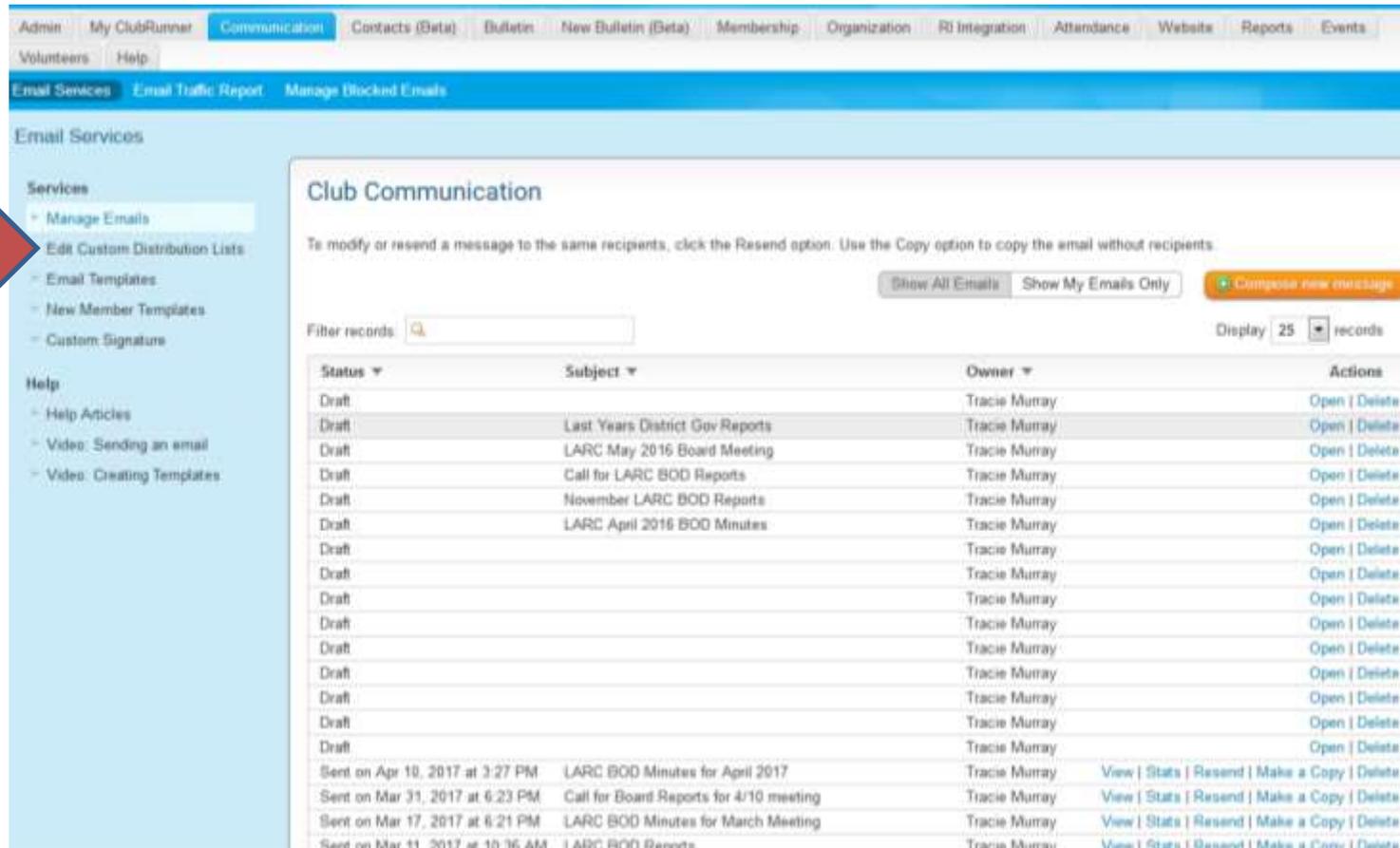
Administration



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.

<b>My ClubRunner</b> <ul style="list-style-type: none"><li><a href="#">Edit My Profile</a></li><li><a href="#">Change My Password</a></li><li><a href="#">Upload My Photo</a></li><li><a href="#">My Commitments</a></li><li><a href="#">My New Member Activities</a> <b>NEW!</b></li><li><a href="#">My Friends</a></li><li><a href="#">View Club Directory</a></li><li><a href="#">View Club Photo Directory</a></li><li><a href="#">eDirectory Reports 2.0</a></li><li><a href="#">View Printable Mailing Labels</a> <b>NEW!</b></li><li><a href="#">Email Message Centre</a> <b>NEW!</b></li><li><a href="#">View Club Documents</a></li><li><a href="#">My Attendance</a></li><li><a href="#">My Committees</a></li><li><a href="#">My Billing Account Balance</a></li></ul>	<b>Membership Manager</b> <ul style="list-style-type: none"><li><a href="#">Club Dashboard</a></li><li><a href="#">Active Member List</a></li><li><a href="#">Other Users List</a></li><li><a href="#">Inactive Members List</a></li><li><a href="#">Friends of the Club</a></li><li><a href="#">Bulletin Subscribers</a></li><li><a href="#">New Member Program</a></li><li><a href="#">Dues &amp; Billing</a></li><li><a href="#">RI Integration</a></li><li><a href="#">Request Member Updates</a></li><li><a href="#">Edit Executives and Directors</a></li><li><a href="#">Committee Management</a></li><li><a href="#">Birthday &amp; Anniversary Report</a></li><li><a href="#">Gender Distribution (Summary)</a></li><li><a href="#">Download Member Data</a> <b>NEW!</b></li><li><a href="#">Member Designations</a></li></ul>
<b>Website Manager</b> <ul style="list-style-type: none"><li><a href="#">Website Designer 3.0</a></li><li><a href="#">Edit Home Page Links</a></li><li><a href="#">Edit Stories</a></li><li><a href="#">Edit Events 2.0</a></li><li><a href="#">Edit Speakers</a></li><li><a href="#">Edit Download Files</a></li><li><a href="#">Edit Site Pages</a></li><li><a href="#">Edit Photo Albums</a></li><li><a href="#">Edit Club Documents</a></li><li><a href="#">MyEventRunner Registration (new window)</a></li></ul>	<b>Meeting Services</b> <ul style="list-style-type: none"><li><a href="#">Input Attendance (Current Year)</a></li><li><a href="#">Input Attendance (Previous Year)</a></li><li><a href="#">Report Make-ups</a></li><li><a href="#">Print Member List/Attendance Sheet</a></li><li><a href="#">Print Member List (Simple Version)</a></li><li><a href="#">Attendance Report (Current Year)</a></li><li><a href="#">Attendance Report (Previous Year)</a></li><li><a href="#">Monthly Club Report</a></li><li><a href="#">Customized Attendance Report</a></li><li><a href="#">Edit Duty Roster - Who Does What   [Version 1]</a></li><li><a href="#">Member Leaves of Absence</a></li><li><a href="#">Member Attendance Exemption</a></li></ul>
<b>Club eBulletin</b> <ul style="list-style-type: none"><li><a href="#">Edit Bulletin</a> <b>NEW!</b></li><li><a href="#">Send Bulletin</a></li><li><a href="#">Archived Bulletins</a> <b>NEW!</b></li></ul>	<b>Administrator</b> <ul style="list-style-type: none"><li><a href="#">Edit Club Info &amp; Settings</a></li><li><a href="#">Edit Meta Tags</a></li><li><a href="#">Upload/Remove Meeting Venue Map</a></li><li><a href="#">Edit Club Logo</a> <b>NEW!</b></li><li><a href="#">Edit Custom Fields</a></li><li><a href="#">Website Sponsorship Area</a></li><li><a href="#">Upload Sponsorship Guide</a></li><li><a href="#">Google Analytics</a> <b>NEW!</b></li></ul>

# To add a new distribution email list: click “Edit Custom Distribution Lists”



The screenshot shows a web application interface for Club Communication. The top navigation bar includes links for Admin, My ClubRunner, Communication (selected), Contacts (Beta), Bulletin, New Bulletin (Beta), Membership, Organization, RI Integration, Attendance, Website, Reports, and Events. Below this is a secondary navigation bar with Email Services (selected), Email Traffic Report, and Manage Blocked Emails. The main content area is titled 'Club Communication' and contains a table of email records. A red arrow points to the 'Edit Custom Distribution Lists' link in the left sidebar under the 'Email Services' section.

**Email Services**

- Services
  - Manage Emails
  - Edit Custom Distribution Lists**
  - Email Templates
  - New Member Templates
  - Custom Signature
- Help
  - Help Articles
  - Video: Sending an email
  - Video: Creating Templates

**Club Communication**

To modify or resend a message to the same recipients, click the Resend option. Use the Copy option to copy the email without recipients.

Show All Emails Show My Emails Only Compose new message

Filter records:  Display 25 records

Status	Subject	Owner	Actions
Draft		Tracie Murray	Open   Delete
Draft	Last Years District Gov Reports	Tracie Murray	Open   Delete
Draft	LARC May 2016 Board Meeting	Tracie Murray	Open   Delete
Draft	Call for LARC BOD Reports	Tracie Murray	Open   Delete
Draft	November LARC BOD Reports	Tracie Murray	Open   Delete
Draft	LARC April 2016 BOD Minutes	Tracie Murray	Open   Delete
Draft		Tracie Murray	Open   Delete
Draft		Tracie Murray	Open   Delete
Draft		Tracie Murray	Open   Delete
Draft		Tracie Murray	Open   Delete
Draft		Tracie Murray	Open   Delete
Draft		Tracie Murray	Open   Delete
Draft		Tracie Murray	Open   Delete
Draft		Tracie Murray	Open   Delete
Draft		Tracie Murray	Open   Delete
Draft		Tracie Murray	Open   Delete
Sent on Apr 10, 2017 at 3:27 PM	LARC BOD Minutes for April 2017	Tracie Murray	View   Stats   Resend   Make a Copy   Delete
Sent on Mar 31, 2017 at 6:23 PM	Call for Board Reports for 4/10 meeting	Tracie Murray	View   Stats   Resend   Make a Copy   Delete
Sent on Mar 17, 2017 at 6:21 PM	LARC BOD Minutes for March Meeting	Tracie Murray	View   Stats   Resend   Make a Copy   Delete
Sent on Mar 11, 2017 at 10:36 AM	LARC R/O's Benefits	Tracie Murray	View   Stats   Resend   Make a Copy   Delete

# Click “Create New Distribution List”

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

## Email Distribution Lists

[Create New Distribution List](#) **1**

List Name	Owner	Date Created	Action
2016-17 LARC BOD	Tracie Murray <a href="#">Change Owner</a>	Jul 05 2016	<a href="#">Edit</a>   <a href="#">Copy List</a>   <a href="#">Delete</a>
Active Past Presidents	Mona Armistead <a href="#">Change Owner</a>	Jul 05 2016	<a href="#">Edit</a>   <a href="#">Copy List</a>   <a href="#">Delete</a>
Test to me	Arley Marley <a href="#">Change Owner</a>	Apr 01 2017	<a href="#">Edit</a>   <a href="#">Copy List</a>   <a href="#">Delete</a>

[Go Back](#)



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

The screenshot shows a web interface titled "Edit List" with a blue navigation bar at the top containing links for "Communication", "Bulletin", "New Bulletin (Beta)", "Contacts (Beta)", "Membership", "Organization", "RSS Integration", "Attendance", "Website", "Reports", "Events", "Volunteers", and "Help".

The main content area is divided into two sections:

- Left Section:** Contains a text input field labeled "Distribution List Name:" and a larger text area labeled "Distribution List Members:". A red arrow points to the "Distribution List Name:" field.
- Right Section:** Titled "Add members to distribution list:", it contains a list of names, each preceded by a checkbox. A red arrow points to this list.

A "Save" button is located between the two sections, with a red arrow pointing to it.

Member Name	Selected
Adams, Bob	<input type="checkbox"/>
Adams, Lou	<input type="checkbox"/>
Ahrens, Abby	<input type="checkbox"/>
Allen, Wyatt	<input type="checkbox"/>
Anderson, Cathy	<input type="checkbox"/>
Anderson, Steve	<input type="checkbox"/>
Aples, Anne	<input type="checkbox"/>
Arntstead, Flora	<input type="checkbox"/>
Ba, Je	<input type="checkbox"/>
Baker, Jeffrey	<input type="checkbox"/>
Baker, Kiron	<input type="checkbox"/>
Barns, Kathy	<input type="checkbox"/>
Barrick, Steve	<input type="checkbox"/>
Barrick, Dick	<input type="checkbox"/>
Bogard O'Gorman, Cindy	<input type="checkbox"/>
Bogert, (Bojke)	<input type="checkbox"/>
Bonke, Neil	<input type="checkbox"/>
Bone, Louis	<input type="checkbox"/>
Brown, Gary	<input type="checkbox"/>
Bryds, Lisa	<input type="checkbox"/>
Brons, Marge	<input type="checkbox"/>
Bunker, Gregg	<input type="checkbox"/>
Burdett, Bonnie	<input type="checkbox"/>
Burdett, Neil	<input type="checkbox"/>
Cabban, Keyce	<input type="checkbox"/>
Caroos, John	<input type="checkbox"/>

# Click “Go Back” to get to the Email Message Centre

mmunication Bulletin New Bulletin (Beta) Contacts (Beta) Membership Organization RI Integration Attendance Website Reports Events Volunteers Help

### Email Distribution Lists

[Create New Distribution List](#) 1

List Name	Owner	Date Created	Action
2016-17 Dir plus new Directors	Tracie Murray <a href="#">Change Owner</a>	Apr 11 2017	<a href="#">Edit</a>   <a href="#">Copy List</a>   <a href="#">Delete</a>
2016-17 LARC BOD	Tracie Murray <a href="#">Change Owner</a>	Jul 05 2016	<a href="#">Edit</a>   <a href="#">Copy List</a>   <a href="#">Delete</a>
Active Past Presidents	Mona Armistead <a href="#">Change Owner</a>	Jul 05 2016	<a href="#">Edit</a>   <a href="#">Copy List</a>   <a href="#">Delete</a>
Test to me	Arley Marley <a href="#">Change Owner</a>	Apr 01 2017	<a href="#">Edit</a>   <a href="#">Copy List</a>   <a href="#">Delete</a>



Go Back

# Click “Compose new message”

Home Contacts (Beta) Bulletin New Bulletin (Beta) Membership Organization RI Integration Attendance Website Reports Events

### Manage Blocked Emails

## Club Communication

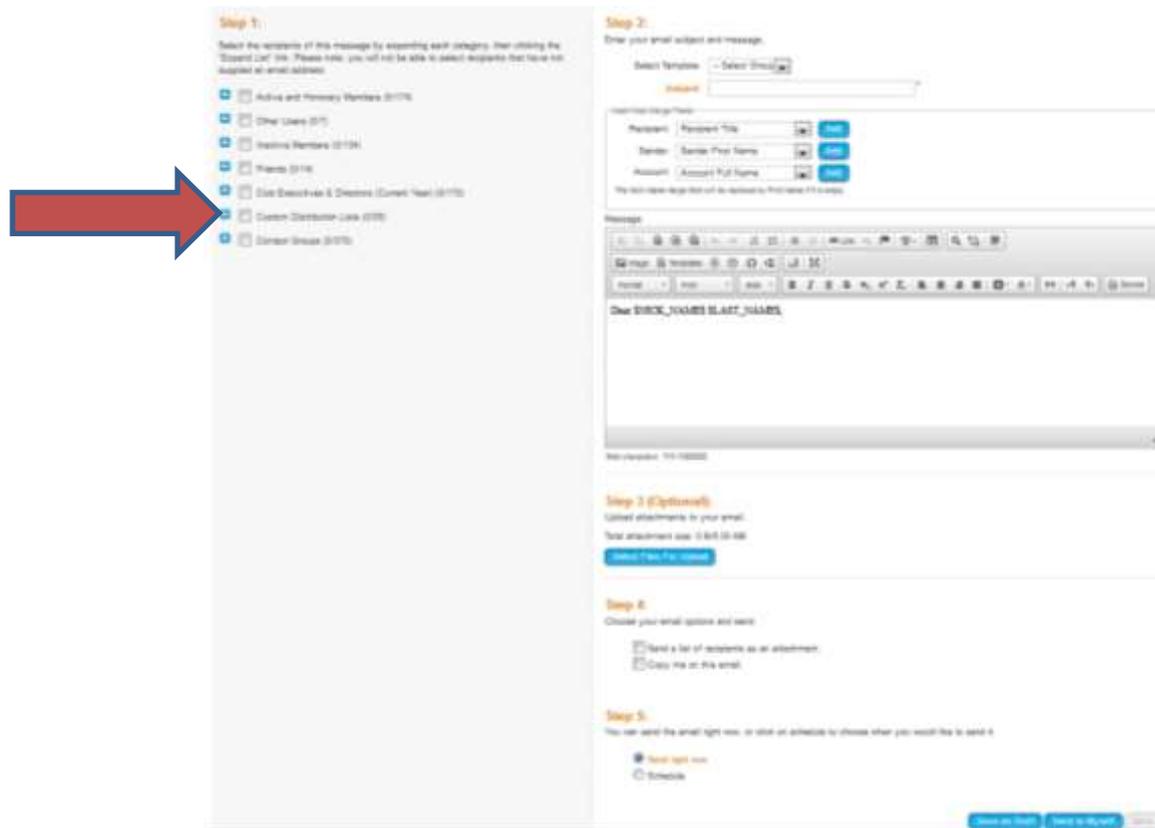
To modify or resend a message to the same recipients, click the Resend option. Use the Copy option to copy the email with recipients.

Show All  [Compose new message](#)

Filter records:  Display 25 records

Status	Subject	Owner	Actions
Draft		Tracie Murray	<a href="#">Open</a>   <a href="#">Delete</a>
Draft	Last Years District Gov Reports	Tracie Murray	<a href="#">Open</a>   <a href="#">Delete</a>
Draft	LARC May 2016 Board Meeting	Tracie Murray	<a href="#">Open</a>   <a href="#">Delete</a>
Draft	Call for LARC BOD Reports	Tracie Murray	<a href="#">Open</a>   <a href="#">Delete</a>
Draft	November LARC BOD Reports	Tracie Murray	<a href="#">Open</a>   <a href="#">Delete</a>
Draft	LARC April 2016 BOD Minutes	Tracie Murray	<a href="#">Open</a>   <a href="#">Delete</a>
Draft		Tracie Murray	<a href="#">Open</a>   <a href="#">Delete</a>
Draft		Tracie Murray	<a href="#">Open</a>   <a href="#">Delete</a>
Draft		Tracie Murray	<a href="#">Open</a>   <a href="#">Delete</a>
Draft		Tracie Murray	<a href="#">Open</a>   <a href="#">Delete</a>
Draft		Tracie Murray	<a href="#">Open</a>   <a href="#">Delete</a>
Draft		Tracie Murray	<a href="#">Open</a>   <a href="#">Delete</a>
Draft		Tracie Murray	<a href="#">Open</a>   <a href="#">Delete</a>
Draft		Tracie Murray	<a href="#">Open</a>   <a href="#">Delete</a>
Draft		Tracie Murray	<a href="#">Open</a>   <a href="#">Delete</a>
Draft		Tracie Murray	<a href="#">Open</a>   <a href="#">Delete</a>
Sent on Apr 10, 2017 at 3:27 PM	LARC BOD Minutes for April 2017	Tracie Murray	<a href="#">View</a>   <a href="#">Stats</a>   <a href="#">Resend</a>   <a href="#">Make a Copy</a>   <a href="#">Delete</a>
Sent on Mar 31, 2017 at 6:23 PM	Call for Board Reports for 4/10 meeting	Tracie Murray	<a href="#">View</a>   <a href="#">Stats</a>   <a href="#">Resend</a>   <a href="#">Make a Copy</a>   <a href="#">Delete</a>
Sent on Mar 17, 2017 at 6:21 PM	LARC BOD Minutes for March Meeting	Tracie Murray	<a href="#">View</a>   <a href="#">Stats</a>   <a href="#">Resend</a>   <a href="#">Make a Copy</a>   <a href="#">Delete</a>
Sent on Mar 11, 2017 at 10:36 AM	LARC BOD Reports	Tracie Murray	<a href="#">View</a>   <a href="#">Stats</a>   <a href="#">Resend</a>   <a href="#">Make a Copy</a>   <a href="#">Delete</a>

To choose the distribution list, click the + sign to the left of the “Custom Distribution List”



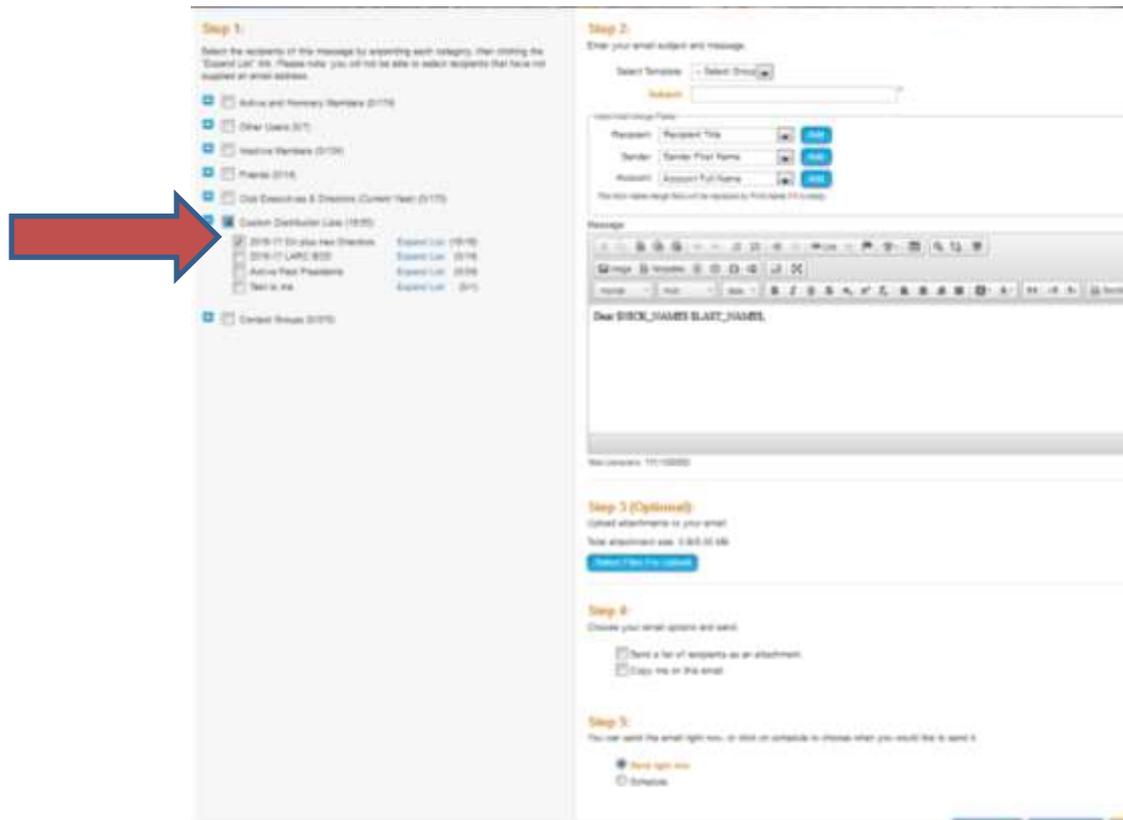
The screenshot displays an email composition interface with a sidebar on the left and a main content area on the right. A red arrow points to the sidebar, specifically to the "+ Custom Distribution List (20)" option. The sidebar lists several distribution lists: "Active and Primary Members (217)", "Other Users (2)", "Regional Members (212)", "Friends (2)", "Edu Research & DevOps (Current Year) (2)", "Custom Distribution List (2)", and "Contact Group (2)".

The main content area shows the email composition steps:

- Step 1:** Select the recipients of this message for exporting each category. (See [Using the "Send To" list](#)). Please note, you will not be able to select recipients that have not supplied an email address.
- Step 2:** Enter your email subject and message. Includes fields for "Subject", "Recipient Name", "Sender", and "Account".
- Step 3 (Optional):** Upload attachments to your email. Total attachment size: 0 MB (0 KB).
- Step 4:** Choose your email options and more. Includes checkboxes for "Send a lot of recipients as an attachment" and "Copy me on this email".
- Step 5:** You can send the email right now, or add an address to choose when you want this to send it. Includes radio buttons for "Send right now" and "Schedule".

Buttons for "Send as Draft" and "Send as Reply" are visible at the bottom right.

# Click the box to the left of the Distribution List that you want



The screenshot shows a web interface for creating an email distribution list. It is divided into two main sections: Step 1 and Step 2.

**Step 1:** Select the recipients of the message for sending each message. It lists several distribution lists with checkboxes to the left:

- Active and Formerly Members (2/174)
- Other Users (3/7)
- Inactive Members (2/73)
- Friends (2/16)
- Outbreaks & Diseases (Current Year) (3/17)
- Custom Distribution Lists (18/0)
- 2016-17 On-line New Students (Expanded List: 19/16)
- 2016-17 LARC 822 (Expanded List: 20/6)
- Active Post-Graduate (Expanded List: 20/0)
- Net in Use (Expanded List: 2/1)
- Current Members (20/0)

A red arrow points to the checkbox next to the "2016-17 LARC 822" distribution list.

**Step 2:** Enter your email subject and message. It includes fields for "Subject" and "Message". The "Message" field contains the text: "Dear \$IRCK\_NAME\$ \$LAST\_NAME\$". Below the message field, there are options for "Send" and "Schedule".

# Fill in the “Subject,” type your message, attach any attachments, click if you want options (step 4) & click “Send”

The screenshot shows an email composition interface with the following sections:

- Step 1:** A list of recipient categories on the left, including "Active and Honorary Members (0/174)", "Other Users (0/7)", "Inactive Members (0/134)", "Friends (0/14)", "Club Executives & Directors (Current Year) (0/170)", and "Custom Distribution Lists (16/55)". Under "Custom Distribution Lists", several lists are checked, such as "2016-17 Dir plus new Directors" and "2016-17 LARC BOD".
- Step 2:** The "Enter your email subject and message" section. It includes a "Subject:" field with a red arrow pointing to it. Below it are "Recipient:", "Sender:", and "Account:" dropdown menus, each with an "Add" button. A "Message:" text area below contains the text "Dear \$NICK\_NAMES \$LAST\_NAMES," with a red arrow pointing to it.
- Step 3 (Optional):** The "Upload attachments to your email" section, featuring a "Select Files For Upload" button.
- Step 4:** The "Choose your email options and send" section, with checkboxes for "Send a list of recipients as an attachment" and "Copy me on this email", with a red arrow pointing to the "Copy me on this email" checkbox.
- Step 5:** The "You can send the email right now, or click on schedule to choose when you would like to send it" section, with radio buttons for "Send right now" (selected) and "Schedule".
- Bottom Right:** Three buttons: "Save as Draft", "Send to Myself", and "Send", with a large red arrow pointing to the "Send" button.

# Club Reports: Click “Reports” on the top menu bar

The screenshot displays the ClubRunner administration interface. At the top, a blue navigation bar contains the following menu items: [Admin](#), [Club Info & Settings \(Beta\)](#), [Customer Mobile](#), [Admin](#), [My ClubRunner](#), [Communication](#), [Bulletin](#), [New Bulletin \(Beta\)](#), [Contacts \(Beta\)](#), [Membership](#), [Organization](#), [KI Integration](#), [Attendance](#), [Website](#), [Reports](#), [Events](#), [Volunteers](#), [Help](#). A red arrow points to the **Reports** link in this menu.

Below the navigation bar, the page is divided into several sections:

- Left Sidebar:** Contains links for downloading a mobile app, support center, downloads, and various modules like MyEventRunner and eCommerce.
- Administration Section:** Features a red-bordered warning box about a system update on Thursday, April 13, 2017, and a box for new users to register for free ClubRunner.
- Main Content Area:** Organized into three columns of menu items:
  - My ClubRunner:** Includes links for profile, password, home, commitments, new member activities, friends, club directory, club photo directory, reports, printable media labels, email message center, club documents, attendance, committees, and billing account release.
  - Membership Manager:** Includes links for dashboard, active member list, other users list, inactive members list, council of the club, bulletin subscribers, new member program, dues & billing, KI integration, request member updates, edit executives and directors, committee management, bulletin & announcement report, gender distribution (summary), download member data, and member designation.
  - Hosting Services:** Includes links for issue attendance (current year), issue attendance (previous year), request make-ups, print member list/attendance sheet, print member list (streamline version), attendance report (current year), attendance report (previous year), monthly club reports, customized attendance report, edit club home - who does what (version 1), member lessons of absence, and member attendance examination.
  - Website Manager:** Includes links for website designer, edit home page info, edit stories, edit events, edit sponsors, edit download files, edit site pages, edit photo albums, edit club documents, and MyEventRunner registration (new window).
  - Club Bulletin:** Includes links for edit bulletin, send bulletin, and archived bulletin.
  - Administrator:** Includes a link for edit club info & settings.

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

Rotary Club of Los Atos

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

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!

**Help**  
Support Center  
On Demand Videos  
Downloads  
Webinars  
Submit a Ticket

**ClubRunner Add-ons**  
Enhanced Committees Module  
MyEventRunner  
Online Payment & eCommerce Module - US  
Online Payment & eCommerce Module - CAN  
Barcode Scanner Module

**Administration**

**Important:** Please note that we will be performing our bi-weekly updates to ClubRunner on **Thursday, April 20, 2017** between **9:00 AM and 11:00 AM Eastern Time**. During this time, certain services may not be available. Thank you for your patience as we continue to improve ClubRunner.

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.

**My ClubRunner**  
[Edit My Profile](#)  
[Change My Password](#)  
[Upload My Photo](#)  
[My Commitments](#)  
[My New Member Activities](#) **NEW**  
[My Friends](#)  
[View Club Directory](#)  
[View Club Photo Directory](#)  
[eDirectory Reports 2.0](#)  
[View Printable Mailing Labels](#) **NEW**  
[Email Message Centre](#) **NEW**  
[View Club Documents](#)  
[My Attendance](#)  
[My Committees](#)  
[My Billing Account Balance](#)

**Membership Manager**  
[Club Dashboard](#)  
[Active Member List](#)  
[Other Users List](#)  
[Inactive Members List](#)  
[Friends of the Club](#)  
[Bulletin Subscribers](#)  
[New Member Program](#)  
[Dues & Billing](#)  
[RI Integration](#)  
[Request Member Updates](#)  
[Edit Executives and Directors](#)  
[Committee Management](#)  
[Birthday & Anniversary Report](#)  
[Gender Distribution \(Summary\)](#)  
[Download Member Data](#) **NEW**  
Member Designations:

# Click “Download Member Data”

Rotary Club of Los Altos

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

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!

**Help**  
Support Center  
On Demand Videos  
Downloads  
Webinars  
Submit a Ticket

**ClubRunner Add-ons**  
Enhanced Committees Module  
MyEventRunner  
Online Payment & eCommerce Module - US  
Online Payment & eCommerce Module - CAN  
Barcode Scanner Module

**Administration**

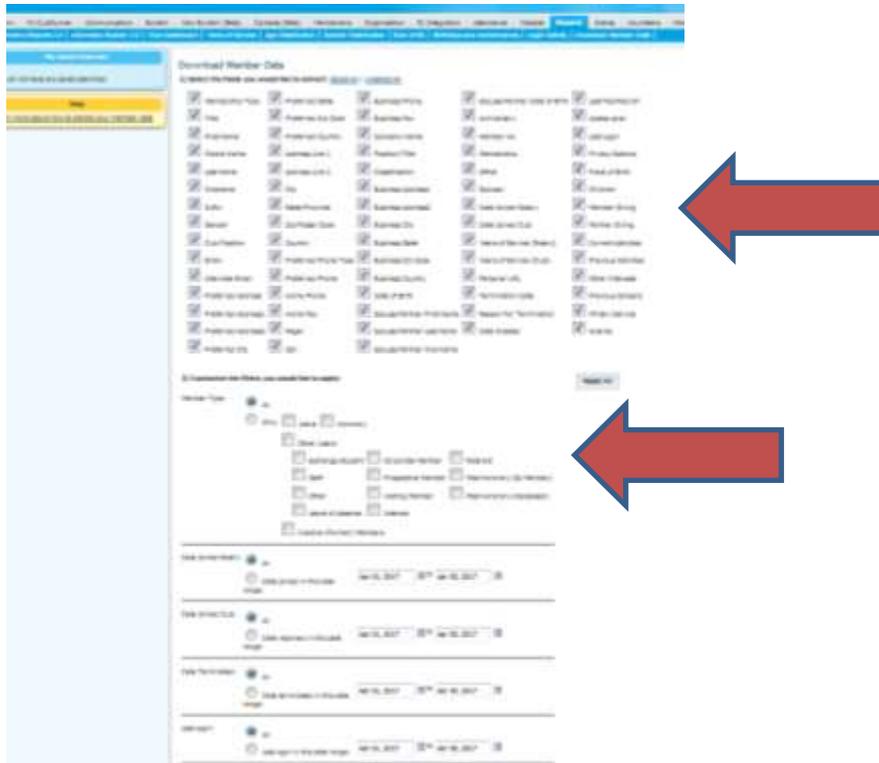
**Important:** Please note that we will be performing our bi-weekly updates to ClubRunner on **Thursday, April 13, 2017 between 9:00 AM and 11:00 AM Eastern Time**. During this time, certain features may not be available. Thank you for your patience as we continue to improve ClubRunner.

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.

**My ClubRunner**  
[Edit My Profile](#)  
[Change My Password](#)  
[Upload My Photo](#)  
[My Commitments](#)  
[My New Member Activities](#) **NEW!**  
[My Friends](#)  
[View Club Directory](#)  
[View Club Photo Directory](#)  
[eDirectory Reports 2.0](#)  
[View Printable Mailing Labels](#) **NEW!**  
[Email Message Centre](#) **NEW!**  
[View Club Documents](#)  
[My Attendance](#)  
[My Committees](#)  
[My Billing Account Balance](#)

**Membership Manager**  
[Club Dashboard](#)  
[Active Member List](#)  
[Other Users List](#)  
[Inactive Members List](#)  
[Friends of the Club](#)  
[Bulletin Subscribers](#)  
[New Member Program](#)  
[Dues & Billing](#)  
[RI Integration](#)  
[Request Member Updates](#)  
[Edit Executives and Directors](#)  
[Committee Management](#)  
[Birthday & Anniversary Report](#)  
[Gender Distribution \(Summary\)](#)  
[Download Member Data](#) **NEW!**  
[Member Designations](#)

# Customize your report by clicking the data that you want for each Member and the Member type



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

Admin | My ClubHome | Communication | Bulletin | New Bulletin (Beta) | Contacts (Beta) | Membership | Organization | RI Integration | Attendance | Website | Reports

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 | Downloads

**My Saved Searches**

You do not have any saved searches.

**Help**

[Learn more about how to extract your member data](#)

## Download Member Data

1) Select the fields you would like to extract: [Select All](#) | [Unselect All](#)

<input type="checkbox"/> Membership Type	<input type="checkbox"/> Preferred State	<input type="checkbox"/> Business Phone	<input type="checkbox"/> Spouse/Partner Date of Birth	<input type="checkbox"/> Last Modified On
<input type="checkbox"/> Title	<input type="checkbox"/> Preferred Zip Code	<input type="checkbox"/> Business Fax	<input type="checkbox"/> Anniversary	<input type="checkbox"/> Access Level
<input checked="" type="checkbox"/> First Name	<input type="checkbox"/> Preferred Country	<input type="checkbox"/> Company Name	<input type="checkbox"/> Member No	<input type="checkbox"/> Last Login
<input type="checkbox"/> Middle Name	<input type="checkbox"/> Address Line 1	<input type="checkbox"/> Position/Title	<input type="checkbox"/> Membership	<input type="checkbox"/> Privacy Options
<input checked="" type="checkbox"/> Last Name	<input type="checkbox"/> Address Line 2	<input checked="" type="checkbox"/> Classification	<input type="checkbox"/> Office	<input type="checkbox"/> Place of Birth
<input type="checkbox"/> Nickname	<input type="checkbox"/> City	<input type="checkbox"/> Business Address1	<input type="checkbox"/> Sponsor	<input type="checkbox"/> Children
<input type="checkbox"/> Suffix	<input type="checkbox"/> State/Province	<input type="checkbox"/> Business Address2	<input checked="" type="checkbox"/> Date Joined Rotary	<input type="checkbox"/> Member Giving
<input type="checkbox"/> Gender	<input type="checkbox"/> Zip/Postal Code	<input type="checkbox"/> Business City	<input type="checkbox"/> Date Joined Club	<input type="checkbox"/> Partner Giving
<input type="checkbox"/> Club Position	<input type="checkbox"/> Country	<input type="checkbox"/> Business State	<input type="checkbox"/> Years of Service (Rotary)	<input type="checkbox"/> Current Activities
<input checked="" type="checkbox"/> Email	<input type="checkbox"/> Preferred Phone Type	<input type="checkbox"/> Business Zip Code	<input type="checkbox"/> Years of Service (Club)	<input type="checkbox"/> Previous Activities
<input type="checkbox"/> Alternate Email	<input type="checkbox"/> Preferred Phone	<input type="checkbox"/> Business Country	<input type="checkbox"/> Personal URL	<input type="checkbox"/> Other Interests
<input type="checkbox"/> Preferred Address	<input type="checkbox"/> Home Phone	<input type="checkbox"/> Date of Birth	<input type="checkbox"/> Termination Date	<input type="checkbox"/> Previous Careers
<input type="checkbox"/> Preferred Address1	<input type="checkbox"/> Home Fax	<input type="checkbox"/> Spouse/Partner First Name	<input type="checkbox"/> Reason For Termination	<input type="checkbox"/> Military Service
<input type="checkbox"/> Preferred Address2	<input type="checkbox"/> Pager	<input type="checkbox"/> Spouse/Partner Last Name	<input type="checkbox"/> Date Created	<input type="checkbox"/> Awards
<input type="checkbox"/> Preferred City	<input type="checkbox"/> Cell	<input type="checkbox"/> Spouse/Partner Nick Name		

2) Customize the filters you would like to apply: [Reset All](#)

Member Type:  All  Only:  Active  Honorary

Other Users:

<input type="checkbox"/> Exchange Student	<input type="checkbox"/> Corporate Member	<input type="checkbox"/> Rotaract
<input type="checkbox"/> Staff	<input type="checkbox"/> Prospective Member	<input type="checkbox"/> Past Honorary (Ex Member)
<input type="checkbox"/> Other	<input type="checkbox"/> Visiting Member	<input type="checkbox"/> Past Honorary (Deceased)
<input type="checkbox"/> Leave of Absence	<input type="checkbox"/> Interact	

Inactive (Former) Members

# After all the selections are made, click “Generate” at the bottom

Inactive (Former) Members

Date Joined Rotary:  All  
 Date joined in the date range:  To:

Date Joined Club:  All  
 Date joined in the date range:  To:

Date Terminated:  All  
 Date terminated in the date range:  To:

Last Login:  All  
 Last login in the date range:  To:

Date Modified:  All  
 Date modified in the date range:  To:

Club Position Year:  Current Rotary Year: 2016-17  
 Another Year:

Club Position:  All

<input type="checkbox"/> Only	<input type="checkbox"/> President	<input type="checkbox"/> President Elect	<input type="checkbox"/> The Rotary Foundation
<input type="checkbox"/> President Elect	<input type="checkbox"/> The Rotary Foundation	<input type="checkbox"/> Other	<input type="checkbox"/> Records Manager
<input type="checkbox"/> Immediate Past President	<input type="checkbox"/> Public Relations	<input type="checkbox"/> Executive Secretary/ Director	<input type="checkbox"/> Director
<input type="checkbox"/> Treasurer	<input type="checkbox"/> Service Projects	<input type="checkbox"/> Club Administration	<input type="checkbox"/> Strategic Development Officer
<input type="checkbox"/> Secretary	<input type="checkbox"/> Public Relations	<input type="checkbox"/> Service Projects	
<input type="checkbox"/> Vice President			
<input type="checkbox"/> Membership			

Click on the Generate button to extract your data to CSV format (compatible with most spreadsheet software).  
Save this report for future use?  No  Yes



# Click “Download” at bottom of page

Inactive (Former) Members

---

Date Joined Rotary:  All  
 Date joined in the date range:  to

---

Date Joined Clubs:  All  
 Date rejoined in the date range:  to

---

Date Terminated:  All  
 Date terminated in the date range:  to

---

Last Login:  All  
 Last login in the date range:  to

---

Date Modified:  All  
 Date modified in the date range:  to

---

Club Position Year:  Current Rotary Year: 2016-17  
 Another Year:

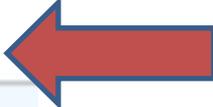
---

Club Positions:  All

<input type="checkbox"/> Only:	<input type="checkbox"/> President	<input type="checkbox"/> President	<input type="checkbox"/> The Rotary Foundation
	<input type="checkbox"/> President Elect	<input type="checkbox"/> The Rotary Foundation	<input type="checkbox"/> Other
	<input type="checkbox"/> Immediate Past President	<input type="checkbox"/> Public Relations	<input type="checkbox"/> Records Manager
	<input type="checkbox"/> Treasurer	<input type="checkbox"/> Service Projects	<input type="checkbox"/> Executive Secretary/Director
	<input type="checkbox"/> Secretary	<input type="checkbox"/> Club Administration	<input type="checkbox"/> Director
	<input type="checkbox"/> Vice President	<input type="checkbox"/> Public Relations	<input type="checkbox"/> Strategic Development Officer
	<input type="checkbox"/> Membership	<input type="checkbox"/> Service Projects	

Click on the Generate button to extract your data in CSV format (compatible with most spreadsheet software):  
Save the search for future use?  No  Yes

Data exported successfully. Click on Download



# Click “OK” when the window pops up and your report will appear in Excel

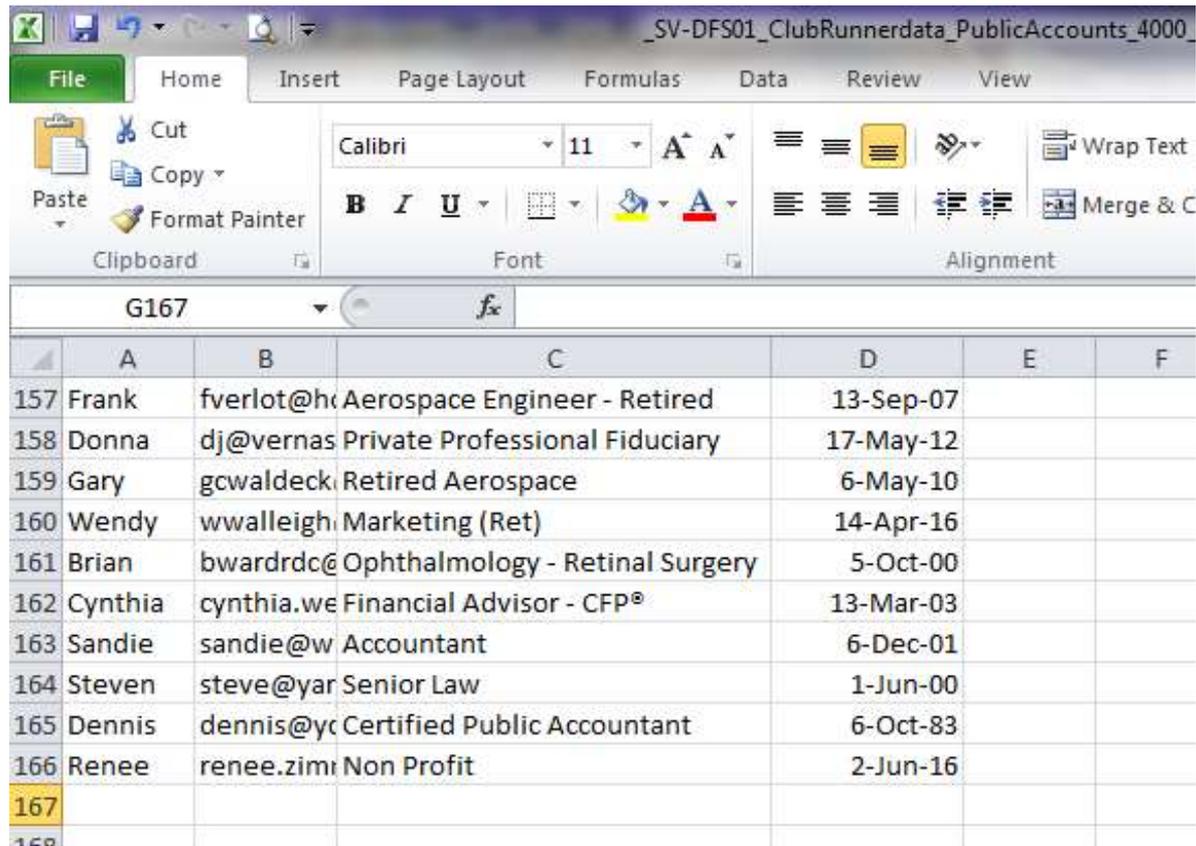
The screenshot shows a web application interface for generating a report. The main content area is titled "Inactive (Former) Members" and contains several filter sections:

- Date Joined Rotary:** Radio button selected for "All", with date range "Apr 01, 2017" to "Apr 30, 2017".
- Date Joined Club:** Radio button selected for "All", with date range "Apr 01, 2017" to "Apr 30, 2017".
- Date Terminated:** Radio button selected for "All", with date range "Apr 01, 2017" to "Apr 30, 2017".
- Last Login:** Radio button selected for "All", with date range "Apr 01, 2017" to "Apr 30, 2017".
- Date Modified:** Radio button selected for "All", with date range "Apr 01, 2017" to "Apr 30, 2017".
- Club Position Year:** Radio button selected for "Current Rotary Year: 2016-17", with a dropdown for "Another Year: - Select year -".
- Club Position:** Radio button selected for "All", with a grid of checkboxes for various roles: President, President Elect, Immediate Past President, Treasurer, Secretary, Vice President, Membership, The Rotary Foundation, Public Relations, Club Administration, Public Relations, Service Projects, Records Manager, Executive Secretary/Dir, Director, and Strategic Development Officer.

At the bottom of the main area, there is a "Generate" button and a message "Data exported successfully. Close". Below that is a "Go Back" button. A footer contains links for "Help", "Privacy Statement", "Contact Us", and "System Requirements".

Overlaid on the bottom right is a file opening dialog box titled "Opening \_SV-DF501\_ClubCurrentdata\_PublicAccounts\_4000\_ExportMe...". It displays the file name "PublicAccounts\_4000\_ExportMember\_103538\_ExportMember.csv" and its location "https://www.crsadmin.com". The dialog asks "What should Firefox do with this file?" and has three options: "Open with Microsoft Excel (default)" (selected), "Save File", and "Do this automatically for files like this from now on.". A red arrow points to the "OK" button.

You can elect what information you want for your report and use Excel for any searches you need



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F
157	Frank	fverlot@h	Aerospace Engineer - Retired	13-Sep-07		
158	Donna	dj@vernas	Private Professional Fiduciary	17-May-12		
159	Gary	gcwaldeck	Retired Aerospace	6-May-10		
160	Wendy	wwalleigh	Marketing (Ret)	14-Apr-16		
161	Brian	bwardrdc@	Ophthalmology - Retinal Surgery	5-Oct-00		
162	Cynthia	cynthia.we	Financial Advisor - CFP®	13-Mar-03		
163	Sandie	sandie@w	Accountant	6-Dec-01		
164	Steven	steve@yar	Senior Law	1-Jun-00		
165	Dennis	dennis@yc	Certified Public Accountant	6-Oct-83		
166	Renee	renee.zimr	Non Profit	2-Jun-16		
167						

# If you need help ClubRunner can help!

Rotary Club of Los Altos

Welcome, Tracy [Logout] | Admin | Home Page

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

Admin | Club Info & Settings (Beta) | ClubRunner Mobile

### Download the Mobile App

Access your member directory on the go!

### Help

- Support Center
- On Demand Videos
- Downloads
- Webinars
- Submit a Ticket

### ClubRunner Add-ons

- Enhanced Committees Module
- My@entRunner
- Online Payment & eCommerce Module - US
- Online Payment & eCommerce Module - CAN
- Barcode Scanner Module

## Administration

**Important:** Please note that we will be performing our bi-weekly updates to ClubRunner on **Thursday, April 13, 2017** between **9:00 AM and 11:00 AM Eastern Time**. During this time, certain services may not be available. Thank you for your patience as we continue to improve ClubRunner.

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.

### My ClubRunner

- Edit My Profile
- Change My Password
- Upload My Photo
- My Commitments
- My New Member Activities **new**
- My Friends
- View Club Directory
- View Club Photo Directory
- eDirectory Reports 2.0
- View Printable Mailing Labels **new**
- Email Message Cards **new**
- View Club Documents
- My Attendance
- My Committees
- My Billing Account Balance

### Membership Manager

- Club Dashboard
- Active Member List
- Other Users List
- Inactive Members List
- Friends of the Club
- Bulletin Subscribers
- New Member Program
- Due & Billing
- BI Integration
- Request Member Updates
- Edit Executives and Directors
- Committee Management
- Efficiency & Anniversary Report
- Gender Distribution (Summary)
- Download Member Data **new**
- Member Designations

### Website Manager

- Website Designer 3.0
- Edit Home Page Links
- Edit Stories
- Edit Events 2.0
- Edit Speakers
- Edit Download Files
- Edit Site Pages
- Edit Photo Albums

### Meeting Services

- Input Attendance (Current Year)
- Input Attendance (Previous Year)
- Report Make-ups
- Print Member List/Attendance Sheet
- Print Member List (Simple Version)
- Attendance Report (Current Year)
- Attendance Report (Previous Year)