

REQUEST TO UPDATE OFFICER INFO ON CLUBRUNNER

Please make sure that your officer information for 2016-17 is updated on ClubRunner by May 31. This can be done by the club president, secretary, or executive secretary/director

If you have a club version of ClubRunner log in on your CR website

in **Membership Manager** section of Admin. page. **Edit Executives & Directors** under

If you don't have a club version of ClubRunner log-in at rotary5950.org

from **Admin.** page, choose **For Clubs** and under it, **Define Club Executives.**

- Click on “**Carry Over Executive and Director Positions to the Next Year**” at the bottom of the page. If that’s been done already, click on “**Next Year**” at top.
- Click **Edit** for each position & choose the member for that position from a pull-down list
- Click **Add New Position** if you need to add more positions to match this list of positions the district would like represented online:

RI requires: President, Secretary, Treasurer, Foundation Chair and Membership Chair and accepts Exec. Secretary/Director (*also needs updating at rotary.org*)

Dist. 5950 also wants: President-elect, Public Image (PR) Chair, Community Service (local) Chair, International Service Chair, Youth Exchange, and STRIVE chair

Optional Dist 5950 positions: President-elect nominee, Club Service (admin), Fundraising Chair, Grants Chair, Literacy Chair, Youth Service Chair, Programs Chair, and Vocational Service Chair

SAMPLE SCREEN

District 5950

Welcome, Jeanne [Logout] | Admin | Home Page | [Preview Version 3.0](#)

Admin | **For Clubs** | Grants | For Members | Membership | Organization | Communication | Website | Reports | Attendance | Events 2.0 | Help

Membership Lists | Define Club Executives | Edit Club Information | RI Integration | Missing RI Member ID | RI Member Synchronization | RI Updates Archive | Club Attendance Report

Define Executives

Define Executives and Directors

Club Executives and Directors

Previous Year | **Year: 2015-16** | Next Year

Eden Prairie AM [Add New Position](#)

Sequence	Title	Position	Name	Action
10	President	President	Eian, Jan	Edit Clear Delete
20	President Elect	President Elect	Zetah, Jeanna	Edit Clear Delete
30	Treasurer	Treasurer	Salwei, Kelly	Edit Clear Delete
40	Secretary	Secretary	Deelstra, Becky	Edit Clear Delete
120	Public Relations	Public Relations	Weber, Mark	Edit Clear Delete
150	Past President	Immediate Past President	Chester, Jared	Edit Clear Delete
640	Membership	Membership	Larabee, Elaine	Edit Clear Delete
650	Administration	Club Administration	Crane, Matthew	Edit Clear Delete
690	President Elect Nominee	President-Elect Nominee	Jorgensen, Roger	Edit Clear Delete
690	Club Administrator	Club Administration	Mara, Mo	Edit Clear Delete
690	General Information	Other	apamrotary.org_info@	Edit Clear Delete
710	Service Projects	Service Projects	Bomben, Carol	Edit Clear Delete
720	The Rotary Foundation	Rotary Foundation	O'Brien, Dan	Edit Clear Delete

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

THANK YOU FOR YOUR HELP!



DISTRICT CLUBRUNNER
MAXIMIZING ITS POTENTIAL
District Website: rotary5950.org

ALL ROTARIANS can:

- log in and update their member profile (using the email in their profile)
 - find out more about district activities, resources, and events (links, download files, etc)
 - learn what other clubs are doing - through their websites, officers, or attending meetings
 - register for district events when available online (assemblies, conference, etc.)*
 - contact district leaders after checking the district organization chart
 - view and download district directory reports*
 - search for members in the district
- (*need to be logged in to do)*

CLUB LEADERS can do all that members do plus:

- update their club information (meeting location/date/ time and website address)* #
 - specify current and next year club executives online (by May 31 for next year) *#
 - update membership adds/edits/terminations (add emails when available) *#
 - report monthly attendance*#
 - post their club's events to the District website (if you have club version CR) #
 - notify PR team of their club's news to be linked to website: "Rotary in the News"
 - find guides to enter club members, officers and goals at RI's Rotary Club Central
 - find link and guides for use of District ClubRunner (if don't have club version of CR)
 - Make sure you're using new Rotary branding on your site and materials ... Logos, tools, guidelines are available at the Brand Center: <https://brandcenter.rotary.org/en-GB>
- (*are expected to do; # can do from Club CR)*

DISTRICT LEADERS can do all that members do plus:

- provide information to PR team to post stories and events on district website*
 - send out targeted emails to people in designated groups (EX: presidents, TRF reps)
 - coordinate with PR team on emails to all members (monthly newsletter, limit to 1/week?)
 - set up district committees to manage lists, send emails, post documents, etc.
- (*are expected to do)*

ASSISTANT GOVERNORS can do all that members do plus:

- view/print reports that show area information such as club/area growth, distribution by age, gender, yrs. of service
- email the presidents in their area or district leaders
- set up area committees - member contacts, store documents, email

For help with using the district website, please contact:

Jeanne Zetah at jeanne.zetah@hotmail.com (2015-16)

Mark Shockey at: mshockey@stpetersedina.org (2016-17)

Carol MacDonald at:carol@rotary5950.org

