Handout for the Secretaries Session

Club Development Seminar in Young May 15th – Broulee May 22nd
Presenters: Paul Murray and Kylie-Anne Rich

There is free WIFI for this session:

Network: 9705WIFI   Key: PAULHARRIS

The ClubRunner portion of the Secretaries Session includes performing the basic duties involved in maintaining an accurate database of club members. Below is the schedule.

ACTION	LOCATION IN MEMBERS AREA TOP MENU
Add a member	For Clubs>Member Lists>Add Member
Add a Photo	For Clubs>Member Lists>Member
Edit member	For Clubs>Member Lists>Member
Add a Date	For Clubs>Member Lists>Member>Settings
Add Signature	For Clubs>Member Lists>Member>
Add Designation	For Clubs>Member Lists>Member
Edit Club data	For Clubs>Edit Club Information
Make Executive	For Clubs>Define Club Executives
Synchronization	For Clubs>RI Member Synchronization
Member Search	Membership>Member Search
Update Archives	Membership>Member Update Archives
Delete Member	For Clubs>Member Lists>Member>Change Status
Club website	Public Area Menu>For Members>Sample clubsite

in district website

District 9705 INSTRUCTIONS FOR ADDING TEST MEMBER

New Member - Wollundry-Wagga Wagga (7794)   Add member to Your Club

Rotary Information and Integration

Membership Type   Active   *

Sponsor   Murray, Paul   **You are the Sponsor**

Rotary Member No.

Date Joined Club   May 13, 2021   *

Integration Options   ○ Report this new member to Rotary International
                       ○ Do NOT report this new member to Rotary International   **DO NOT REPORT RI**

Member Details

Title

First Name   CDSTest   *   **First name: CDSTest**

Middle Name

Last Name   Murray   *   **Lastname: Your last name**

Suffix

Email

Gender   Male   *

Address

Preferred Address   ○ Home   ○ Work

Address 1   Wagga   *

Address 2

City   Wagga

Country   Australia

State/Territory: New South Wales   *

Post Code   2650   *

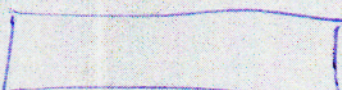### ClubRunner Account

Login Name   CDSTest.Murray.7794   *

Temporary Password   50099   *

Send email notification to this member?   ☐   **Untick send email notice**

CLICK ADD MEMBER BOX [   ]

To Download photo files from the Image Library:

Website>Website Content>Libraries>Image Library>000_CDSTest Pics

If **000_CDSTest Pics** isn't visible…Hit the plus (+) in front of "My Images"

Right click on photo>Download>Save on Desktop>Upload it to Profile

To Download a Photo: Right click on it and hit download. Save it on the Desktop. Then go to the profile of CDSTest and upload it.