

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.

<u>ACTION</u>	<u>LOCATION IN MEMBERS AREA TOP MENU</u>
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

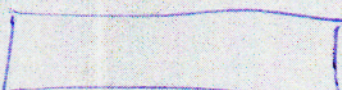
Temporary Password

50099

Send email notification to this member?

☐**Untick send email notice**<https://admin.clubrunner.ca/50099/Member/Add?IsActive=True&IsOfficial=True&ClubId=7794>

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CLICK ADD MEMBER
BOX 

To Download photo files from the Image Library:

District 9705

Welcome, Paul Murray [Logout] Home English

Admin For Clubs For Members Membership Contacts Organization Communication Website New Website (Beta) Documents Reports Attendance Events New Bulletin (Beta) Donations (Beta) Help

Website Design Website Content

Home Page Content Libraries Getting Started Photo Album Library Global Custom Widgets Links Widget Library Image Library Stories and blogs Story Library Comments Tags Sponsorship Website Sponsors Sponsorship Guide Settings Pages

Image Library

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

Double click on a thumbnail to select the image.

Note that you can't make changes to any folders marked as locked. The "My Images" folder is your website's shared library and can be modified. To upload a new image, click on this folder then select the **Upload** link at the top. Maximum file size for upload is 15.00 MB.

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download--3b-.jpg Tom-Cruise.jpg

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.