

District 9700
Web site/database
(ClubRunner)

Paul Murray
District Webmaster

Club Secretaries Manual page 4

"Your responsibilities as
club Secretary are...."



**1. Maintaining
membership records**

Key Points
of today's
training....

Maintaining membership records
is done in

Clubrunner

NOT
Members Access

Make sure you are on
the executives list for
next year.....
See handout
(last columns)

**Work with Pres/Sec.
They are the current
Executives.**

TO DO ITEMS

- 1. Get logged in**
- 2. Get all members
emails correct by
May 10th**

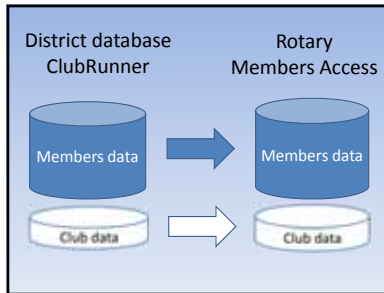
Announce to members:

An email from
Clubrunner is going to
every member asking
them to update their
profile. It is OK to do.

This is YOUR website/database!



The address:
rotary9700.org.au



Enter your login information below

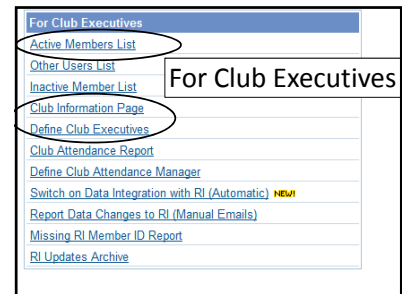
User Name:

Password:

[I forgot my password](#)

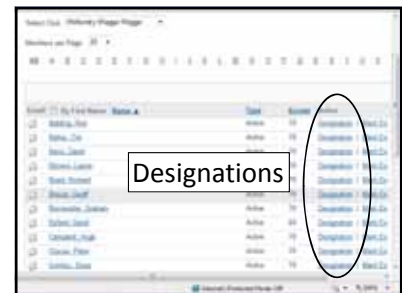
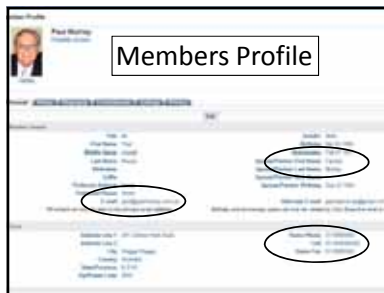
[Create Help](#)

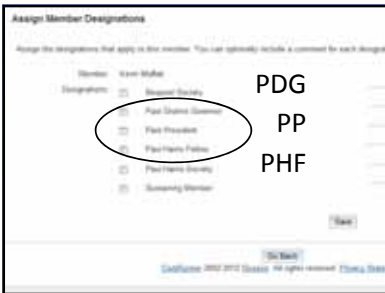
Remember me on this computer



Members Data

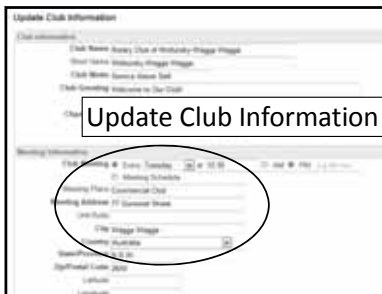
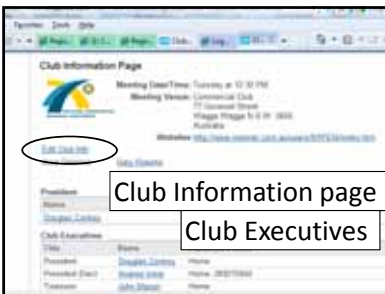
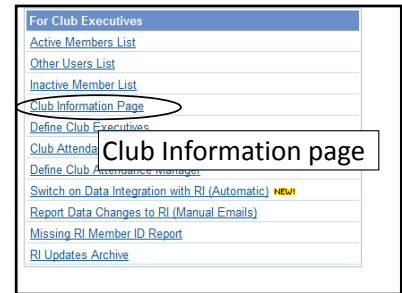
- email addresses
- phone/mobile
- partner
- designations (PHF, PP, PDG)





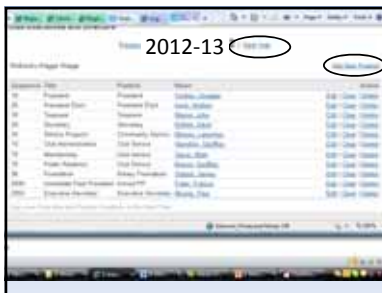
Club Data

- Club Information Page



Club Data

- Define Club Executives
- Check handout for your club



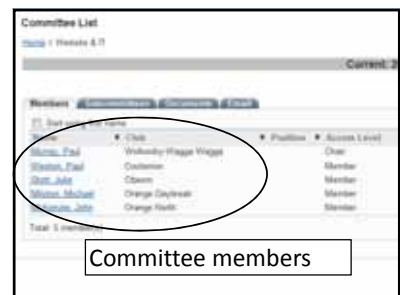
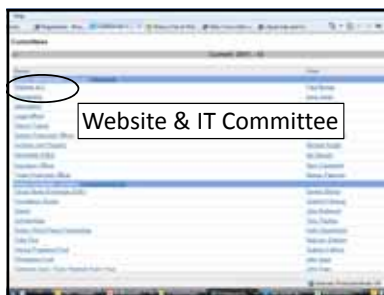
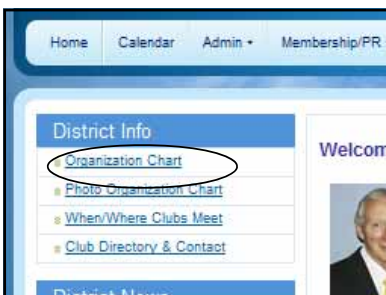
Access levels
(What you can see or edit)
Public : See Executive membership info
(public info)
Members: see all member info and
Edit their own
Executives: see and edit member info

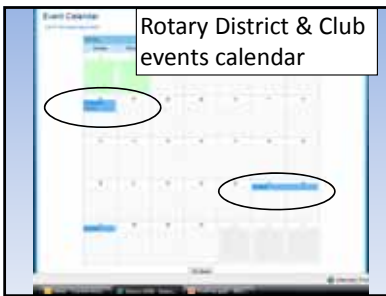
Access levels
Pres/Sec/Ex Sec
Pres-elect/Sec-elect:
Can Edit club and
members data

IMPORTANT
Work with/through
your current
Pres/Sec

Due on
May10

More
features







Remember
your
TODO items

Make sure your
executives list for next
year is in
Clubrunner.....

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Thank You