



# ClubRunner for the District and/or Club

Rotary communication made easy

## Getting Started

Username and password are the same for the Club and District versions of ClubRunner.

### 1 Finding Out Your Username and Password

Go to the District website – <http://www.rotary5930.org>. Click on the **Member Login** link at the top right of the Home. Click on the “**Forgot Your Password?**” link.

This will take you to the “**Get Password**” screen.

You will be asked to enter your last name and your email address, and then click on the “**Get Login Info**” button. You should receive an email with your login information shortly.

Please note that the last name and email address you provide must match what is on record at Rotary International for security purposes. If you are unable to get your password, please call or email the Webmaster for District 5930.



### 2 Login to the District Website - [www.rotary5930.org](http://www.rotary5930.org)

Start at the District home page. To login, click on the **Member Login** link at the top right of the Home page.

This will take you to the **Member Login** page. Enter your login name and password in the appropriate fields and click on the **Login** button. If your login has been successful, you will be directed back to the Home page. To get the **Admin/Member** page – look in the upper right for the link **Member Area**. You should also see your name at the top right.

The Admin tab is a member's only page where you will go to change your profile, sign up for events and much more.

*If you have trouble logging in*

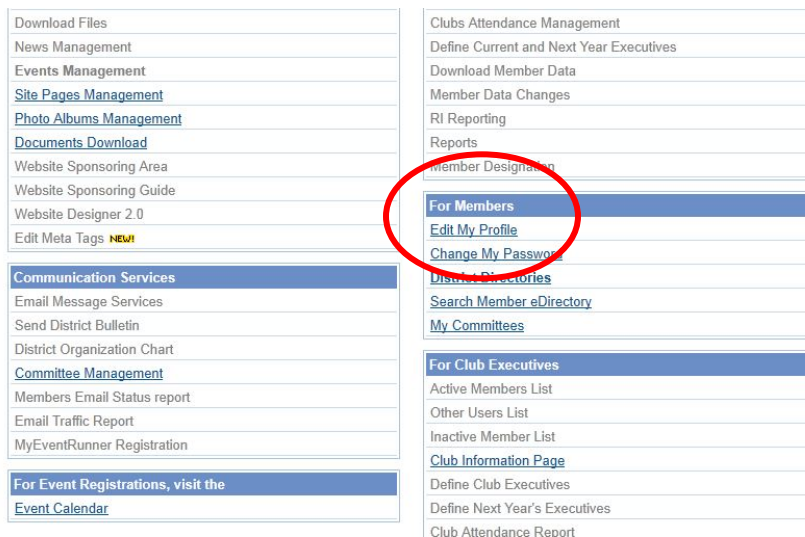
This may be due to an invalid password or login name. Try to copy and paste your login name from the email you receive to ensure accuracy. If you still cannot get into the system, please call or email the Webmaster for District 5930.

*Alternatively you can also watch a [training video](http://clubrunner.helpserve.com/Knowledgebase/Article/View/357/214/how-do-i-login-to-my-clubrunner-website) (<http://clubrunner.helpserve.com/Knowledgebase/Article/View/357/214/how-do-i-login-to-my-clubrunner-website>) on how to login.*

### 3 Editing Your Profile

Next you will check your member profile. This step is vital if you want to receive all email correspondence.

1. Click on the **Admin** link (top right corner).
2. There are various Blue bordered boxes. On the right side, in the box named **For Members**, click on **Edit My Profile**, where you will see all your information.
3. Fill in as many details as you need. The **email address** is the most important piece of information to include.
4. Click on **Save**, located at the bottom of the page.
5. To change the username and or password click on the **Settings** tab. Click on the top **Edit** button to edit your Login name. This must be unique to the system, recommendation - leave as is or change to your email address.



This guide is an excerpt of the extensive online help available on your website. To access the online help, click on the Help tab at the top of your homepage.

For future reference, record your login information below.

Login name:	
Password:	

District 5930 website is located at:

[www.Rotary5930.org](http://www.Rotary5930.org)