

# Club Secretary Duties on District 6840 Website

## Add or remove members

Posted by - NA - on 15 September 2009 11:36 AM

If you have a new member or find that one is missing from ClubRunner, you can add that member easily.

To add a member:

- **Login** and go to the **Admin** page.
- Click on **Membership Details**, located under the "For Club Executives" section.
- Click on **Add New Member**, located at the top right.
- Fill in that member's information, including their login name and password.
- Click on **Save**, or Cancel if you do not wish to add this member.

If you want to remove a member, there are 2 steps you can take. First you must change their status to an Ex-member. This is recommended in order to keep information on the member in case he or she returns, as well as keep in touch with them. If you want to indefinitely remove them from your website, you must delete them from the Other Users listing.

To mark a member as an Ex-member:

- **Login** and go to the **Admin** page.
- Click on **Membership Details**, located under the "For Club Executives" section.
- Click on **Mark EX** next to the member. You will be asked if you want to mark this member as an Ex Member, as a confirmation.
- Press **OK**. You should now see this member listed under the Other Users list.

## Add or remove other users

Posted by - NA - on 15 September 2009 11:36 AM

Other Users is the term used for anyone who might login and participate in your club or district, but is not an official, active member. There are 5 types of Other Users:

- Ex Members
- Exchange Students
- Honorary Members
- Staff
- Others

To add a new user:

- **Login** and go to the **Admin** page.
- Click on **Other Users Details**, located under the "For Club Executives" section.
- Click on **Add New User**, located at the top right.
- Fill in that user's information, including their login name and password.
- Click on **Save**, or Cancel if you do not wish to add this user.

To remove a user:

- **Login** and go to the **Admin** page.
- Click on **Other Users Details**, located under the "For Club Executives" section.
- Click on **Delete** next to the user. That user's profile will open as a confirmation.
- Scroll down and click on **Delete** to remove this user, or **Cancel** if you don't want to delete the user.

# Active Members List

Active Members List

Select Club: Oliver

Members per Page: 25

All A B C D E E G H I J K L M N O P Q R S T U V W X Y Z

Click on any name to Edit

Mark Ex to Terminate

Add New Member

Email	By First Name	Name	Type	Age	Action
	<input type="checkbox"/>	Aaron, Mike	Corporate	50	Designation Mark Ex   Reset Password
	<input type="checkbox"/>	Abby, Joe	Active	70	Designation Mark Ex   Reset Password
	<input type="checkbox"/>	Abram, John	Honorary	70	Designation Mark Ex   Reset Password
	<input type="checkbox"/>	Adams, Vivian	Active	50	Designation Mark Ex   Reset Password
	<input type="checkbox"/>	Anderson, Andy	Active	90	Designation Mark Ex   Reset Password
	<input type="checkbox"/>	Anderson, Brian	Active	80	Designation Mark Ex   Reset Password
	<input type="checkbox"/>	Beneficio, Carlos	Active	80	Designation Mark Ex   Reset Password
	<input type="checkbox"/>	Body, Buvy	Active	30	Designation Mark Ex   Reset Password
	<input type="checkbox"/>	Brookshaw, Shelly	Active	30	Designation Mark Ex   Reset Password
	<input type="checkbox"/>	Campbell, Barry	Active	70	Designation Mark Ex   Reset Password
	<input type="checkbox"/>	Campbell, Timothy	Active	50	Designation Mark Ex   Reset Password
	<input type="checkbox"/>	Chappel, Barbara	Active	50	Designation Mark Ex   Reset Password
	<input type="checkbox"/>	Conery, Paul	Active	80	Designation Mark Ex   Reset Password
	<input type="checkbox"/>	Cossidine, Lee	Active	50	Designation Mark Ex   Reset Password
	<input type="checkbox"/>	Copier, James	Active	50	Designation Mark Ex   Reset Password
	<input type="checkbox"/>	Courchaine, Paul	Active	50	Designation Mark Ex   Reset Password
	<input type="checkbox"/>	Cuthbertson, Toni	Active	70	Designation Mark Ex   Reset Password
	<input type="checkbox"/>	Davidson, Joe	Active	50	Designation Mark Ex   Reset Password
	<input type="checkbox"/>	Davidson, Stuart	Active	70	Designation Mark Ex   Reset Password
	<input type="checkbox"/>	Davis, Mark	Active	70	Designation Mark Ex   Reset Password
	<input type="checkbox"/>	Evans, Adrian	Active	40	Designation Mark Ex   Reset Password
	<input type="checkbox"/>	Fagan, Laurie	Active	70	Designation Mark Ex   Reset Password
	<input type="checkbox"/>	Farnsworth, Frank	Active	30	Designation Mark Ex   Reset Password
	<input type="checkbox"/>	Faulkner, Ken	Active	70	Designation Mark Ex   Reset Password
	<input type="checkbox"/>	Ferguson, Sarah	Active	70	Designation Mark Ex   Reset Password

Total Members: 110 (106 Active + 3 Honorary + 1 Corporate)

ClubRunner

1-877-4MY-CLUB

# Member Profile

Member Profile

**Christine Lee**  
Potlatch Version

Update

Personal **Rotary** Biography Commitments Settings

Edit

**Member Details**

Title	Ms	Gender	Female
First Name	Christine	Birthdate	Apr 08 2009
Middle Name	A.	Anniversary	Jun 17 1997
Last Name	Lee	Spouse/Partner First Name	James
Nickname	Chris	Spouse/Partner Last Name	Lee
Suffix		Spouse/Partner Nick Name	Jim
Preferred Address	Home	Spouse/Partner Birthdate	Oct 02 2009
E-mail	christine@clubrunner.ca	Alternate E-mail	christine@hotmail.com

\*All emails will only be sent to the primary email address

**Home**

Address Line 1	300 Main St. W.	Home Phone	905-555-1234
Address Line 2	Suite 1	Cell	905-555-9876
City	Mississauga	Home Fax	905-555-5837
State/Province	ON		
Zip/Postal Code	L5H 1E3		
Country	Canada		

**Work**

Company Name	Dovecs	Position/Title	Support Specialist
Address Line 1	2155 Dunwin Dr	Business Phone	905-609-2321
Address Line 2	Suite 28	Business Fax	905-609-2330
City	Mississauga	Website URL	http://www.dovecs.com
State/Province	ON		
Zip/Postal Code	L5L4M1		
Country	Canada		

Click on various tabs to access more information.

ClubRunner

# How do I "input" club's members' information in order to give them access to the District information?

Posted by - NA - on 02 November 2009 04:18 PM

To input information and allow your members to access the District information, please follow these steps:

- Login, and go to the **Admin** page.
- Click on **Membership Details**, located under the "For Club Executives" section. Here you will see all your members. If they have an e-mail address in the system already, you will see that next to their name.
- Click on 'Edit' to view or change a member's profile.

**TIP:** The name that appears at the top right of the page is actually the person currently logged in to ClubRunner, and NOT the person whose information you are editing. Refer to the First Name and Last Name input boxes instead.

- Fill in as many details as you need, then click **Save**, located at the bottom of the page.

## Change the meeting time and location

Posted by - NA - on 15 September 2009 11:44 AM

It is important to update your club's meeting time and place on the district website. This information is posted for all clubs in the Club Directory and "Where Clubs Meet" pages. To edit your club's information:

- Login and go to the Admin page.
- Click on **Club Information Page**, located under the "For Club Executives" section. This will bring you to the Update Club Information page.
- Verify your club name, meeting day and time, and address.

**TIP:** Make sure your meeting address is an actual street address, not just a location. This data will be used to display your meeting place on a map. We will check this in the next step.

- Click on Save.

To check the map:

- Click on the Home tab located at the top of the page.
- Click on **Where Clubs Meet**, on the left hand side of the page, under the section called "District Info".
- Locate your club from the list of all district clubs (they are ordered by meeting time), and click on 'Map'. A new window will appear that leads to Yahoo! Maps. Check that the location is correct.
- 

If the map is incorrect: There may be a spelling mistake in the address, or a part of the address missing, such as the city or province. Also make sure you didn't input the actual address under "Meeting Place", which should really be the name of the venue. If you still encounter problems with your map, email Support with your club name and address for support.

# Specify my club's website

Posted by - NA - on 15 September 2009 11:51 AM

Your District site has a listing of clubs and their website links. To change your club's website link, follow these steps:

- **Login**, and go to the Admin page.
- Click on **Club Information Page**, in the "For Club Executives" section. This will take you to a page with all your club's settings and information.
- Fill in your website address next to **Website**.

**TIP:** Don't forget the HTTP:// before your website address. The link will not work if you omit this part.

- Press **Save**.

# Specify my executives and directors

Posted by - NA - on 15 September 2009 11:47 AM

Your club's listing of executives and directors appears in several places:

- The District organization chart
- The District's auto-generated group mailing lists
- Your club's website (if you are on ClubRunner)

**NOTE:** Although your executives' names appear on a web page, their email addresses do not.

It is also important to state who your executives are so that any one of them will be granted access when they try to login to the District site. To specify your executives and directors:

- Login, and go to the Admin page.
- Click on **Define Club Executives**, in the "For Club Executives" section. This will take you to a page with many different positions listed. You do not need to fill each one in! Whatever you don't specify will simply not be listed on the site.
- To assign a person to a position, click on **Edit**.
- Choose the member's name from the drop down list.
- Press **Save**.

**NOTE:** If you do not see the member's name in the listing, you will need to add this member to your club directory. See **Add or remove members** from the previous screen.

# Report monthly attendance

Posted by - NA - on 15 September 2009 11:52 AM

To report your club's monthly attendance, follow these steps:

Note: You must be a club executive to be able to report attendance for your club.

- **Login** to your District site.
- Click on **Club Attendance Report** under the "For Club Executives" section.
- Enter the number of members as of the end of the month shown.
- Enter the attendance percentage for that month.
- Press **Save**.

Note: For clubs using ClubRunner, you can report attendance either through the District site or through your club site. For help reporting through your club site, please refer to the Help section on your site.

# Edit Club Information

Oliver

**Meeting Information:**  
 Monday at 7:30 AM  
 ClubRunner Office  
 2060 Winston Park Drive  
 Oakville ON L5V2W8  
 Canada

[View map](#)

Area Governor: [José Fermín](#)

[View Club Bulletin](#) [Business Cards View](#)

[Edit Club Info \(Online\)](#)

**Upcoming Speaker Program**  
 No speakers to display.  
[View complete list](#)

**Upcoming Club Events**  
 Test, Mar 11, 2013  
 Rib Fest, Apr 25, 2013  
[View complete list](#)

**Edit Executives** [Edit Executives & Directors](#)

**President**

Name	Preferred Phone
<a href="#">Julie Headlam</a>	

**Club Executives**

Title	Name	Preferred Phone
Treasurer	<a href="#">Richard Madison</a>	Home: (310) 555-0975
Secretary	<a href="#">Bill Souter</a>	

**Club Directors**

Title	Name	Preferred Phone
Public Relations Director	<a href="#">Sarah Sunest</a>	Home: 905-555-0989
Webmaster	<a href="#">Tom Cuthbertson</a>	
Director 1	<a href="#">Stuart Davidson</a>	

**Committees**

Name	Chair
<a href="#">Line Dancing</a>	
<a href="#">Membership Committee</a>	

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# Edit Club Executives

Switch to Next  
Rotary Year  
listing

Add New  
Position

[View Next Year's Executives & Directors](#) [Publish Changes to Home Page](#) | [Add New Position](#)

Page 1

Sequence	Title	Position	Name	Action
		-- Select Position Title --	Select Member -- Select Member --	<a href="#">Save</a>   <a href="#">Cancel</a>
10	President	President	<a href="#">Timmermann, Peter</a>	<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>
40	Secretary	Secretary	<a href="#">Brown, Jennifer</a>	<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>

Page 1

When adding a position, select the closest match under Position. This will ensure this person receives district communications relevant to their title.

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