

# ROTARY DISTRICT 6840 WEBSITE

[WWW.rotary6840.org](http://WWW.rotary6840.org)





# AGENDA

- District 6840 Website
- Synchronization with MyRotary
- MyRotary Club Management Functions



# DISTRICT 6840 WEBSITE

- Technical Information
- Public Access Information
- Member Access
  - How to log in
  - Member Functions
  - Club Executive Functions

# WHY DO I CARE?

- Source of District 6840 information
  - Members Functions Accessible to Rotarians
  - General Stories and Information Accessible to the public

# TECHNICAL INFORMATION?

Address is: [www.rotary6840.org](http://www.rotary6840.org)

Hosted by ClubRunner

- If your club also has a ClubRunner hosted website, ID & password is same for both
- Member & club data can be synced with Rotary.org & local website

# TECHNICAL INFORMATION?

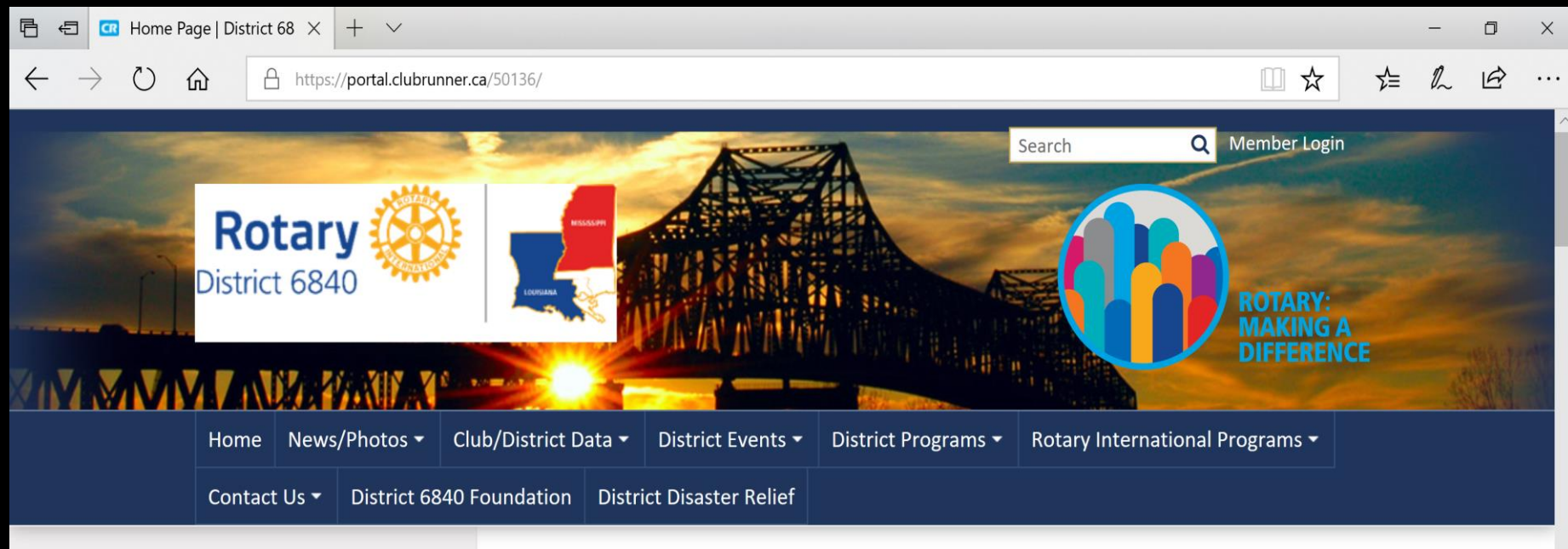
Can Be Functionally Accessed By All Devices

- Computer
- Smart phone
- Tablet



# WHAT DOES IT LOOK LIKE?

www.rotary6840.org



# PUBLIC MENU CONTENTS

## News/Photos

- District Newsletters
- News
- Stories
- Photo Albums



# PUBLIC MENU CONTENTS

## Club/District Data

- District 6840 Profile
- District Directory
- Club & District Information
- **Governing Documents (not Public)**
- Membership
- Vocational Services
- PR and Social Media
- Speakers Bureau
- District Office Descriptions

# PUBLIC MENU CONTENTS

## District Events (Includes Registration Link)

- President-Elect Training Seminar
- District Conference
- Mid-Year Check-Up
- District Assembly
- District Calendar
- District, Zone and RI Schedule
- Summer Seminar
- Paul Harris Society Dinner

# PUBLIC MENU CONTENTS

## District Programs

- Rotaract
- International Service
- Rotary Youth Leadership Awards (RYLA)
- Youth Exchange
- Interact
- Rotary Leadership Institute
- District Grants
- District Conference
- Club Officers, Committee Chairs and Member Training
- Ole Man River PETS
- District 6840 Foundation
- District Awards

# PUBLIC MENU CONTENTS

## Rotary International Programs

- Rotary International Convention
- Shelterbox
- Polio-Plus
- Rotary Peace Centers
- The Rotary Foundation
- Rotary Presidential Conferences
- Rotary's Areas of Focus

# PUBLIC MENU CONTENTS

District 6840 Foundation

District Disaster Relief

# ROTARIAN MEMBER ACCESS



Email must be your primary email used for Rotary

Enter your login information below:

Login Name

Password

☐ Keep me logged in

[Login »](#)

New and existing users: retrieve login and/or reset password

[Retrieve Login Information](#)

All members in the District have login accounts in the system. If you cannot retrieve your login information through this page, please contact your Club President, or email [logins@clubrunner.ca](mailto:logins@clubrunner.ca).

Please select your club, then enter your last name and email address to retrieve your login name and/or reset your password.

\* Denotes a required field.

Select Club:  \*

Last Name:

Email Address:  \*



# MEMBER LAUNCHPAD

Welcome, Harry!

Your last district login was on Monday, February 20, 2017



## My Profile

Update your personal information, change your password, and other preferences.



## My Club's Info

For club executives, update your member data, attendance, officers, and meeting information.



## Calendar

View and register for upcoming events, and create new district events.



## Website

Design the layout, theme, and content of the district website.



## Communication

Send emails, bulletins, and other notices to all members and groups within the district.



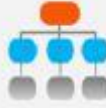
## Reports

View, download, or print the district directory or export member data.



## Membership

View and modify all club and membership data in the district.



## Organization

View and modify all club and district executives, directors, and committees.




## Attendance

Update club attendance, send reminders, and access attendance reports.

# FIRST- UPDATE YOUR PROFILE!!

## Member Profile



**Harry Glidden**  
[Printable Version](#)

[Update](#)

Personal

Rotary

Biography

Commitments

Settings

Privacy

# What Does ClubRunner Member Area Do?

- Seamlessly integrate the **district database** with Rotary International, securely
- Produce **unlimited reports** to help identify membership growth
- Maintain **organizational charts** with committee structures
- Maintain club executive/director listings, accessible by Rotarians in the district
- Generate password-protected **district directories** in several formats
- Track and report **club attendance**
- Send out targeted and personalized **email communication and newsletters**
- Manage **event registrations** and reporting, with **online payment**
- Allow every club to login and maintain their own information

# CLUB DIRECTORY

The Club Directory page displays all clubs, their meeting days and times, along with President names, and links to club websites

Choose from  
Alphabetical listing or  
Sorted by Meeting  
Day/Time

## Club Directory & Contact

ID#	Club	President	Internal	External	Map	Meeting Day and Time
4757	<a href="#">Avon</a>	Johannes Koomen		<a href="#">Website</a>	<a href="#">Map</a>	Tuesday 6:00 PM
4758	<a href="#">Bath</a>	Bernard Burns			<a href="#">Map</a>	Thursday 12:00 PM
4759	<a href="#">Belmont</a>	James Arthur			<a href="#">Map</a>	Wednesday 6:00 PM
4761	<a href="#">Bloomfield</a>	Donald Cicchino		<a href="#">Website</a>	<a href="#">Map</a>	Monday 7:30 AM
4762	<a href="#">Brighton</a>	Richard Marchese		<a href="#">Website</a>	<a href="#">Map</a>	Monday 6:00 PM
4763	<a href="#">Brockport</a>	Fred Kimmel		<a href="#">Website</a>	<a href="#">Map</a>	Thursday 6:15 PM
4764	<a href="#">Caledonia-Mumford</a>	Chris Wood		<a href="#">Website</a>	<a href="#">Map</a>	Tuesday 6:00 PM
4765	<a href="#">Canandaigua</a>	Linda Collins		<a href="#">Website</a>	<a href="#">Map</a>	Thursday 12:15 PM
4766	<a href="#">Canisteo</a>	Linda Mullen			<a href="#">Map</a>	Wednesday 12:00 PM
26837	<a href="#">Chemung County Sunrise</a>	RC Ike		<a href="#">Website</a>	<a href="#">Map</a>	Wednesday 7:00 AM

## When & Where Clubs Meet

Club	President	Location	Map	Meeting Day and Time
 <a href="#">Bloomfield</a>	<a href="#">Donald Cicchino</a>	<a href="#">Location</a>	<a href="#">Map</a>	Monday 7:30 AM
<a href="#">Naples</a>	<a href="#">William Grove</a>	<a href="#">Location</a>	<a href="#">Map</a>	Monday 12:00 PM
 <a href="#">Geneseo</a>	<a href="#">Matthew Gavnor</a>	<a href="#">Location</a>	<a href="#">Map</a>	Monday 12:15 PM
 <a href="#">Brighton</a>	<a href="#">Richard Marchese</a>	<a href="#">Location</a>	<a href="#">Map</a>	Monday 6:00 PM
 <a href="#">Cananda</a>	<a href="#">Dawn Reeners</a>	<a href="#">Location</a>	<a href="#">Map</a>	Monday 6:00 PM
 <a href="#">Fairport</a>	<a href="#">Robert Hunt</a>	<a href="#">Location</a>	<a href="#">Map</a>	Monday 6:15 PM
 <a href="#">Livonia</a>	<a href="#">George Harvey</a>	<a href="#">Location</a>	<a href="#">Map</a>	Monday 6:15 PM
 <a href="#">Spencerport</a>	<a href="#">William Ewsuk</a>	<a href="#">Location</a>	<a href="#">Map</a>	Monday 6:15 PM
 <a href="#">Williamson</a>	<a href="#">James Hoffman</a>	<a href="#">Location</a>	<a href="#">Map</a>	Monday 6:15 PM
 <a href="#">Waterloo</a>	<a href="#">Paula Kennv</a>	<a href="#">Location</a>	<a href="#">Map</a>	Monday 6:30 PM

# CLUB DETAILS PAGE

Clicking on a club name will display details for that club, including:

- Meeting day/time
- Meeting location
- Assistant Governor
- Club President
- Executives/Directors
- Committees
- Upcoming Speakers
- Upcoming Events
- Link to Club Bulletin
- Link to Club Site

## Rotary Club of Elmira (#4774)



**Meeting Information:**  
Tuesday at 12:00 PM  
Elmira Riverview Holiday Inn  
760 E. Water Street  
Elmira NY 14901-3399  
United States

[View map](#)

Area Governor: Katrina Stanton

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

### Upcoming Speaker Program

Kaye Newbury, Mar 19, 2013  
Sheriff Chris Moss, Apr 9, 2013  
Sherry Auble, Financial Coach & Financial Planner, Jun 5, 2013

[View complete list](#)

### Upcoming Club Events

No events to display.

[View complete list](#)

### President

Name	Please login to view contact info
 <a href="#">Karl Schwesinger</a>	

### Club Executives

Title	Name	Please login to view contact info
President Elect	 <a href="#">Thomas Brown</a>	
Vice President	 <a href="#">Amanda Harkness</a>	
Secretary	 <a href="#">Polly Smith-Blackwell</a>	
Treasurer	 <a href="#">Andrew Rothstein</a>	

### Club Directors

Title	Name	Please login to view contact info
Club Service	 <a href="#">Laura Lee Liberatore</a>	
Vocational Service	 <a href="#">M. Edward Lincoln</a>	
Community Service	 <a href="#">David Lamoureux</a>	

### Committees

No committees found for this club.

# DISTRICT ORGANIZATION CHART

Displays all District Executives, Officers, Assistant Governors and their clubs and executives, committee directors and sub-committee chairs.

Links go to a private email form to allow members to be contacted by public without divulging email addresses.

Organization Chart	
Previous Year   <b>Current Year: 2010-11</b>   Next Year	
District Governor	
Title	Name
District Governor	<a href="#">Jeffrey Krans</a> ( <a href="#">Penn Yan</a> )
District Executives	
Title	Name
District Governor Elect	<a href="#">Norma Madavaq-Reilly</a> ( <a href="#">Newark Rotary Club</a> )
District Governor Nominee	<a href="#">J. Gaven Hurley</a> ( <a href="#">Pittsford</a> )
District Governor Nominee Designate	<a href="#">Ellen Hughes</a> ( <a href="#">Waterloo</a> )
District Officers and Directors	
Title	Name
District Secretary	<a href="#">William Redden</a> ( <a href="#">Lima</a> )
Assistant District Secretary	<a href="#">Bruce Spector</a> ( <a href="#">Pittsford</a> )
District Treasurer	<a href="#">Charles Clemens</a> ( <a href="#">Elmira Heights</a> )
Assistant District Treasurer	<a href="#">Thomas Rogers</a> ( <a href="#">Canandaigua</a> )
Assistant District Treasurer	<a href="#">Alan Rosbrook</a> ( <a href="#">Victor-Farmington</a> )
Foundation Director	<a href="#">Donald Alhart</a> ( <a href="#">Rochester</a> )



# DISTRICT PHOTO ORGANIZATION CHART

Displays all District Executives, Officers, Assistant Governors and their clubs and executives, committee directors and sub-committee chairs.

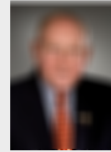
Links go to a private email form to allow members to be contacted by public without divulging email addresses.

Photo Organization Chart

[Switch to list view](#)

◀ Previous Year | **Current Year: 2012-13** | Next Year ▶


### District Governor



**District Governor**  
J. Gaven Hurley  
Pittsford


Icons: [Icons] [Email]

### District Executives




**District Governor Elect**  
Ellen Hughes  
Waterloo

Icons: [Icons] [Email]



**District Governor Nominee**  
Scott MacDonell  
Clifton Springs


Icons: [Icons] [Email]



**District Governor Nominee Designate**  
William Gormont  
Greece


Icons: [Icons] [Email]

### District Officers and Directors




**District Secretary**  
Linda Wyse  
Ontario-Walworth

Icons: [Icons] [Email]



**Assistant District Secretary**  
Marc Kreuser  
Newark Rotary Club

Icons: [Icons] [Email]



**District Treasurer**  
Thomas Rogers  
Canandaigua

Icons: [Icons] [Email]

# PRIVATE EMAIL FORM

## General Email Message

Send email to David Rands

Enter your email address and the message you want to send.

To: David Rands


Your First Name:

Your Last Name:

Your Email Address:

Subject:

Message:



Enter the above code here:

Can't read? Try different words.

Send

Close

# ACCESS LEVELS TO MEMBERS AREA

There are 3 main levels of access to the Communication Intranet:

- District Level – can access and maintain all District organization charts, as well as all Club listings
- Club Executive Level – can access and update all information pertaining to your club and members, including attendance reporting, club executive listings, and membership adds/edits/terminations.
- Member Level – can access and update your own membership profile directly regardless of position in club or district. Can also access district directories once logged in.

# MEMBER LAUNCHPAD

Welcome, Harry!

Your last district login was on Monday, February 20, 2017



## My Profile

Update your personal information, change your password, and other preferences.



## My Club's Info

For club executives, update your member data, attendance, officers, and meeting information.



## Calendar

View and register for upcoming events, and create new district events.



## Website

Design the layout, theme, and content of the district website.



## Communication

Send emails, bulletins, and other notices to all members and groups within the district.



## Reports

View, download, or print the district directory or export member data.



## Membership

View and modify all club and membership data in the district.



## Organization

View and modify all club and district executives, directors, and committees.



## Attendance

Update club attendance, send reminders, and access attendance reports.

# What can Regular Members Do?

Once logged in, any Rotarian in the District can:

- Update their own membership profile
- View and download district directory reports
- Search for members in the online directory
- Register for any District event
- Access District Committees and view/post info if a member of that committee

# What Can Club Executives Do?

Everything a regular member can do, plus:


- Update their club membership listing
- Specify current and next year's club executives
- Update their club information such as meeting time, date, location, and website address
- Report monthly attendance
- Register members for district events





# District Directories & Reports

All members can download a Word or PDF version of the District Directory, which is generated from all the data on the website


Choose from a variety of district directories, search the directory, view trend reports such as the District Dashboard, Age/Gender Distribution reports. View a report showcasing club positions. Build a custom report with the eDirectory builder.

[Search Directory](#)  
[Lookup Member](#)


[Custom Export](#)

**eDirectory Builder**

Don't see a report that suits your needs? Build a custom report with our highly flexible eDirectory Builder!  
[Launch eDirectory Builder](#)

**Trend Reports**

[Club Size/Growth Report](#)  
[District Dashboard](#)  
[Rule of 85](#)  
[Gender Distribution \(Summary\)](#)  
[Gender Distribution \(Members\)](#)  
[Age Distribution \(Summary\)](#)  
[Age Distribution \(Members\)](#)  
[Years of Service Distribution \(Summary\)](#)  
[Years of Service Distribution \(Members\)](#)



















**Club Positions**







View and download members in a particular club position for all clubs.  
[Export Club Positions](#)

## Rotary District 9999 eDirectory

Please note the date of the report to ensure you are using an up-to-date version. Click on the Regenerate button to request a refreshed copy, which will be done overnight.

[Previous Year](#) | **Current Year: 2012-13** | [Next Year](#)

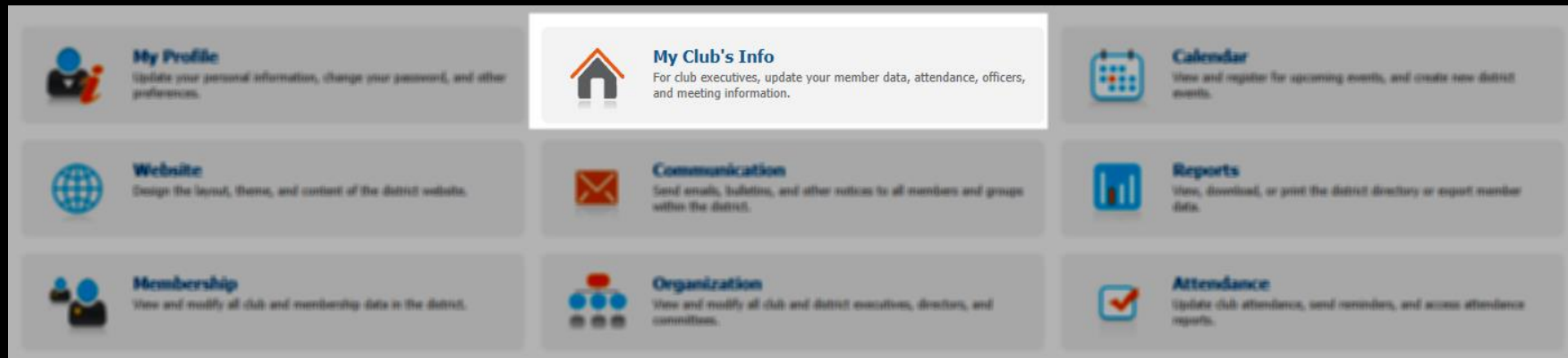
Yearly Reports	Generated	
<b>Club and District Leadership Directory</b> Alphabetical listing by city and Club. Includes contact information for club leadership, club committee assignments and district assignments.	Jan 30, 2013	<a href="#">Regenerate</a>  
<b>Club Executives and Directors</b> Club Executives and Directors description	Jan 30, 2013	<a href="#">Regenerate</a>  
<b>Club Presidents</b> Double column layout of all Presidents with photo and full contact information.	Never	<a href="#">Regenerate</a>  
<b>Committees</b> Double column layout of all committees along with committee chair names and email addresses.	Never	<a href="#">Regenerate</a>  
<b>District Organization and Presidents</b> District Organization and Presidents	Never	<a href="#">Regenerate</a>  
<b>District Organization and Presidents (Photo)</b> District Organization and Presidents	Never	<a href="#">Regenerate</a>  
<b>District Organization and Presidents *</b> District Organization Chart and listing of all Club Presidents.	Nov 16, 2011	<a href="#">Regenerate</a>  
<b>District Organization Chart</b> District Governor and Officers (including AG's) along with photos and full contact information.	Nov 28, 2012	<a href="#">Regenerate</a>  
<b>District Organization Directory</b> Photos and contact information for District executive leadership, senior assistant governors, assistant governors, club presidents, district committee chairs, advisors and chairs for major district events and activities, and Rotaract and Interact governors. Listings include club affiliation.	Never	<a href="#">Regenerate</a>  

Standing Reports	Generated	
<b>Club Information</b> Double column layout of all clubs in the District along with meeting information.	Nov 28, 2012	<a href="#">Regenerate</a>  
<b>club photo directory</b> blah	Never	<a href="#">Regenerate</a>  
<b>Test64</b>	Nov 29, 2012	<a href="#">Regenerate</a>  

Reports available include:

Club size/Growth Report  
District Dashboard  
Rule of 85  
Gender and Age Distribution  
Years of Service Distribution

# Club Executive Functions



# Active Members List

Add New Member

Click on any name to Edit


























Active Members List

Select Club: Oliver

Members per Page: 25

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


[Add New Member](#)

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

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

# MEMBER PROFILE

Member Profile



Christine Lee

[Printable Version](#)

[Update](#)

Personal

Rotary

Biography

Commitments

Settings

Edit

Member Details

Title	Ms.	Gender	Female
First Name	Christine	Birthday	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 Birthday	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	Doxess	Position/Title	Support Specialist
Address Line 1	2155 Dunwin Dr	Business Phone	905-608-2321
Address Line 2	Suite 28	Business Fax	905-608-2338
City	Mississauga	Website URL	http://www.doxess.com
State/Province	ON		
Zip/Postal Code	L5L4M1		
Country	Canada		


Click on various tabs  
to access more  
information.

# 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 Fermán](#)

 [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 & 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**

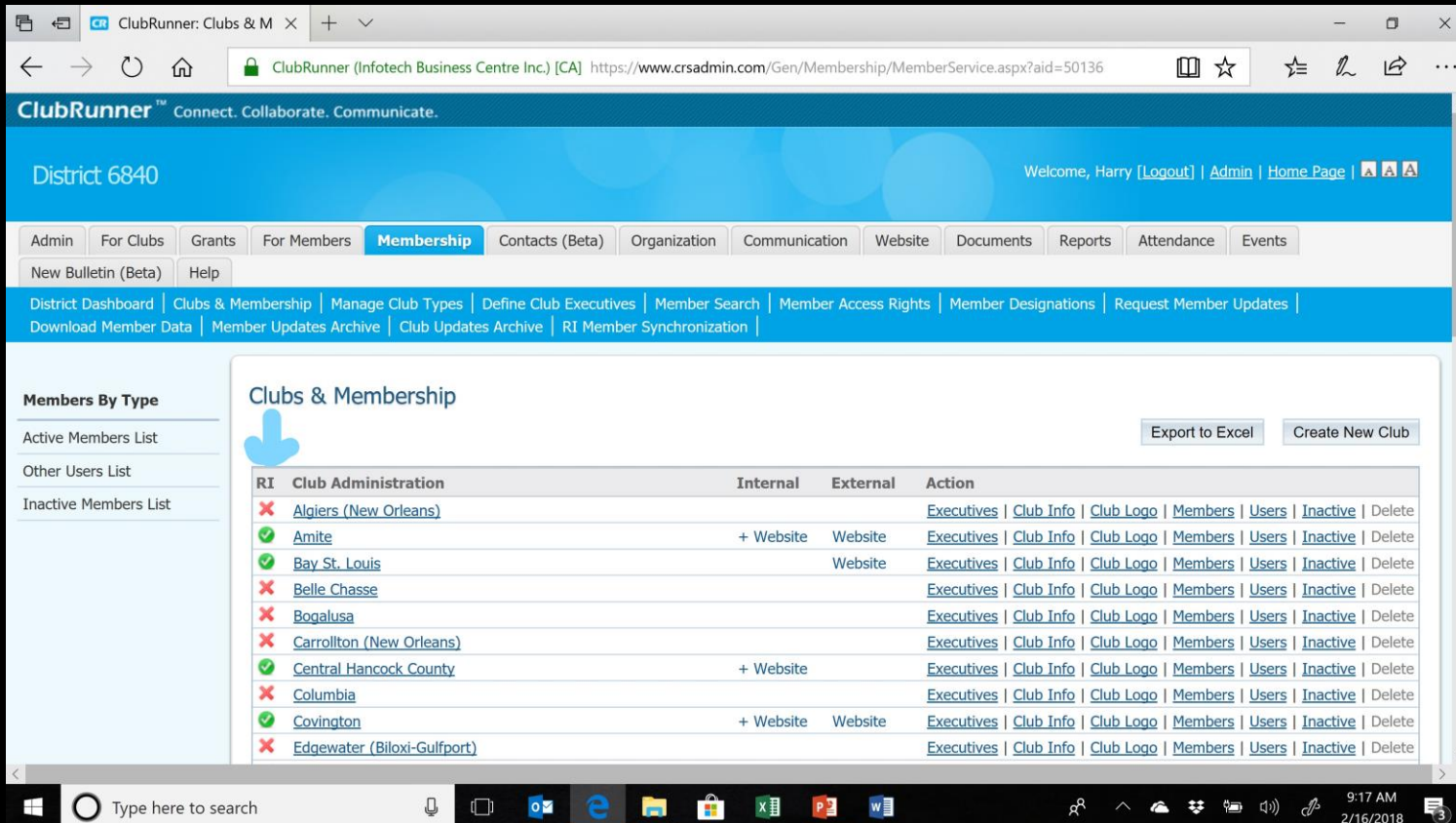
Title	Name	Preferred Phone
Public Relations Director	 <a href="#">Sarah Sunset</a>	Home: 905-555-8989
Webmaster	 <a href="#">Toni Cuthbertson</a>	
Director 1	 <a href="#">Stuart Davidson</a>	

**Committees**

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



# IS CLUB SYNCHRONIZED WITH RI?



ClubRunner: Clubs & M x

ClubRunner (Infotech Business Centre Inc.) [CA] https://www.crsadmin.com/Gen/Membership/MemberService.aspx?aid=50136

ClubRunner™ Connect. Collaborate. Communicate.

District 6840 Welcome, Harry [Logout] | Admin | Home Page | A A A

Admin For Clubs Grants For Members **Membership** Contacts (Beta) Organization Communication Website Documents Reports Attendance Events

New Bulletin (Beta) Help

District Dashboard | Clubs & Membership | Manage Club Types | Define Club Executives | Member Search | Member Access Rights | Member Designations | Request Member Updates | Download Member Data | Member Updates Archive | Club Updates Archive | RI Member Synchronization

**Members By Type**

- Active Members List
- Other Users List
- Inactive Members List

**Clubs & Membership**

Export to Excel Create New Club

RI	Club Administration	Internal	External	Action
✗	Algiers (New Orleans)			<a href="#">Executives</a>   <a href="#">Club Info</a>   <a href="#">Club Logo</a>   <a href="#">Members</a>   <a href="#">Users</a>   <a href="#">Inactive</a>   Delete
✓	Amite	+ Website	Website	<a href="#">Executives</a>   <a href="#">Club Info</a>   <a href="#">Club Logo</a>   <a href="#">Members</a>   <a href="#">Users</a>   <a href="#">Inactive</a>   Delete
✓	Bay St. Louis		Website	<a href="#">Executives</a>   <a href="#">Club Info</a>   <a href="#">Club Logo</a>   <a href="#">Members</a>   <a href="#">Users</a>   <a href="#">Inactive</a>   Delete
✗	Belle Chasse			<a href="#">Executives</a>   <a href="#">Club Info</a>   <a href="#">Club Logo</a>   <a href="#">Members</a>   <a href="#">Users</a>   <a href="#">Inactive</a>   Delete
✗	Bogalusa			<a href="#">Executives</a>   <a href="#">Club Info</a>   <a href="#">Club Logo</a>   <a href="#">Members</a>   <a href="#">Users</a>   <a href="#">Inactive</a>   Delete
✗	Carrollton (New Orleans)			<a href="#">Executives</a>   <a href="#">Club Info</a>   <a href="#">Club Logo</a>   <a href="#">Members</a>   <a href="#">Users</a>   <a href="#">Inactive</a>   Delete
✓	Central Hancock County	+ Website		<a href="#">Executives</a>   <a href="#">Club Info</a>   <a href="#">Club Logo</a>   <a href="#">Members</a>   <a href="#">Users</a>   <a href="#">Inactive</a>   Delete
✗	Columbia			<a href="#">Executives</a>   <a href="#">Club Info</a>   <a href="#">Club Logo</a>   <a href="#">Members</a>   <a href="#">Users</a>   <a href="#">Inactive</a>   Delete
✓	Covington	+ Website	Website	<a href="#">Executives</a>   <a href="#">Club Info</a>   <a href="#">Club Logo</a>   <a href="#">Members</a>   <a href="#">Users</a>   <a href="#">Inactive</a>   Delete
✗	Edgewater (Biloxi-Gulfport)			<a href="#">Executives</a>   <a href="#">Club Info</a>   <a href="#">Club Logo</a>   <a href="#">Members</a>   <a href="#">Users</a>   <a href="#">Inactive</a>   Delete

Type here to search

9:17 AM 2/16/2018

Go to Club & Membership Page

First column shows if  
synchronized

Other columns allow access to  
membership and club functions



# 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
	<input type="text"/>	-- 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.

# Club Attendance Report

Number of Members  
refers to final count  
as of end of month

Fill in the  
numbers

Monthly Attendance of Oliver

[Enter Previous Year Attendance](#)

	Number of Members	New Members	Terminated Members	Number of Meetings	Attendance Percentage
July 2012	<input type="text" value="23"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/> %
August 2012	<input type="text" value="56"/>	<input type="text" value="5"/>	<input type="text" value="2"/>	<input type="text" value="4"/>	<input type="text" value="60"/> %
September 2012	<input type="text" value="45"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="4"/>	<input type="text" value="89"/> %
October 2012	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %
November 2012	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %
December 2012	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %
January 2013	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %
February 2013	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %

As of 3<sup>rd</sup> week of month,  
new line appears

Then  
press Save


# SYNCHRONIZATION WITH MYROTARY

- Opt in on MyRotary (choose ClubRunner)
- Opt in on District (or Club) Website
- Compare and Synchronize


# CLUBRUNNER & MY ROTARY SYNCHRONIZATION

- Opt in on Rotary's end from My Rotary
- Opt in at ClubRunner
- Set your Club's privacy options
- Wait for RI Member No.s to get populated (under one hour)
- Compare & Synchronize Member Data
- Make updates through ClubRunner

[My Rotary](#)[Club Finder](#)[Location/Language](#)[Give](#)



[Get Involved](#)[About Rotary](#)[News & Features](#)

Already part of the Rotary family? Head over to [My Rotary](#) for more![GIVE](#)



# WELCOME TO ROTARY

We are neighbors, community leaders, and global citizens uniting for the common good. With you, we can accomplish even more.



## JOIN LEADERS



ROTARY.ORG > MY ROTARY | Sign in/Register

Club Finder Location/Language Give

Rotary My Rotary Exchange Ideas Take Action Learning & Reference Manage The Rotary Foundation Member News

GIVE

## WELCOME TO MY ROTARY

[SIGN IN](#)

### SIGN IN

**SIGN-IN EMAIL \***

[Forgot email?](#)

**PASSWORD \***

[Forgot password?](#)

☒ REMEMBER ME ?


[SIGN IN](#)


**WHY CREATE AN ACCOUNT?**


Signing in to My Rotary gives you a customized experience and easier access to tools and information that are relevant to you.

Anyone can create an account and sign in. Existing Member Access users can register with their current ID and password to activate their new account. For assistance, [contact us](#).

[CREATE ACCOUNT](#)

 JOIN LEADERS

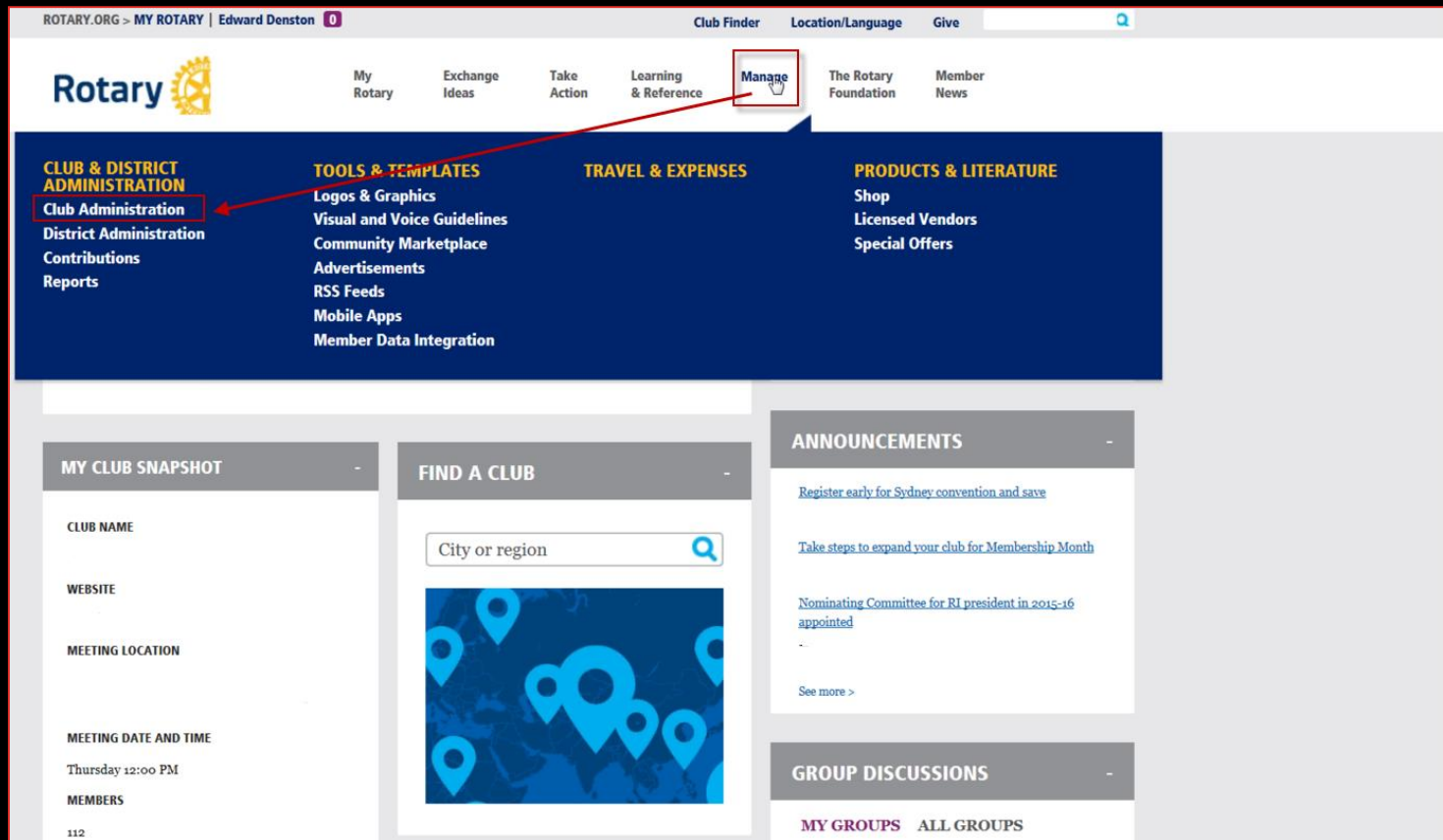
 EXCHANGE IDEAS

 TAKE ACTION

# MY ROTARY



# OPT IN AT MY ROTARY



- Log in as Club President, Secretary, Treasurer or Executive Secretary
- Click on **Manage** on the top menu and click the **Club Administration** link

# OPT IN AT MY ROTARY

The screenshot shows the 'Club Administration' page on the My Rotary website. The page is divided into two main sections: 'Club & Member Data' on the left and 'My Quick Links' on the right. Under 'Club & Member Data', there are three main categories: 'Update Member Data', 'Update Club Data', and 'Manage Membership Leads'. The 'Update Club Data' category contains a link 'Designate a club management vendor' which is highlighted by a red arrow. The 'My Quick Links' section on the right provides information on adding and removing links, as well as a list of frequently asked questions and help resources. The Windows taskbar at the bottom shows the time as 2:49 PM on 4/14/2017.

Club Administration | R...  
my.rotary.org/en/manage/club-district-administration/club-administration

## Club & Member Data

- ☆ **Update Member Data**  
Report membership changes within 30 days, no later than 1 January or 1 July, to ensure your club invoice reflects the latest information. Record new member sponsors so they receive recognition.  
[Add, edit, or remove members](#) | [Add, edit, remove club officers](#) | [Record a new member sponsor](#)
- ☆ **Update Club Data**  
Provide club contact information and choose club management providers.  
[Update meeting details](#) | [Update mailing address and contact information](#) | [Designate a club management vendor](#)
- ☆ **Manage Membership Leads**  
Review your online membership leads for prospective, referred, and relocating or returning members. Then assign and track your candidates through the membership process – from inquiry to induction.  
[View or manage leads](#) | [About the membership leads program](#)

## Rotaract

- ☆ **View Member Data**

## My Quick Links

You have no Quick Links. To add links, click on the ☆ icon and choose "Add to My Quick Links." To remove links, click on the ☆ icon and choose "Remove from My Quick Links." [Learn more.](#)

## FAQ & Help

Learn how to create a MyRotary account, pay your invoice, update club officers, and more.

### Frequently Asked Questions

- [Club & District Administration](#)
- [Club Invoice](#)
- [Paul Harris Society \(PDF\)](#)
- [RI Payment Guidelines \(PDF\)](#)
- [Rotary.org](#)
- [Rotary Grants Travel Insurance \(PDF\)](#)
- [Satellite Club \(PDF\)](#)

### Help

- [How to create a My Rotary account](#)
- [How to pay your club invoice](#)

- Click on the Designate a Club Management Vendor link

# OPT IN AT MY ROTARY

Rotary.org: map.rotary.org/en/secureselfservice/Pages/ClubDataForm22.aspx?sessionkey=#partners

Position	Start Date	End Date	Name	E-mail
President	01-Jul-2017	30-Jun-2018	Ms. Robbie Tomeny	robbietomeny@gmail.com
Secretary	01-Jul-2017	30-Jun-2018	Betty Martin	bttymart@aol.com
Treasurer	01-Jul-2017	30-Jun-2018	Reverend Gordon James Taylor	Gordon.J.Taylor@DuPont.Com

### Club Management Systems

A Rotary or Rotaract club can simplify its recordkeeping by using one or more club management vendors to link its own membership records to Rotary International's database. A district or zone may also use a vendor to view club data if the club allows that vendor access to club information. (Note that, though more than one vendor may be authorized to view a club's data, only one may update the data.) First, your club must be a customer of a club management vendor. Find a list of the vendors that provide database services on the [Club Management Systems & Website Providers](#) page of My Rotary. Then, your club can allow the vendor access to club data by choosing the appropriate link below.

**Tell us which vendor you're allowing to view club data**

	Vendor	Start Date	Access Level	Access Granted To
Terminate	ClubRunner	02-Apr-2015	Update	La Place

### Sponsored Rotaract Clubs

[Download All Rotaractor Information](#) | [Download All Rotaract Club Officer Information](#)

Name	Start Date
------	------------

Full-screen Snip

Privacy | Copyright © 2017 Rotary International

- Look for **Club Management Systems**
- Click on the **Tell Us Which Vendor You are Allowing to View Club Data** link

# OPT IN AT MY ROTARY

Rotary.org: map.rotary.org/en/secureselfservice/Pages/AddReadOnlyVendorOrganization.aspx

**Identify and authorize a Club Management Vendor**  
Please review the Agreement below and click on "I Agree" to authorize Rotary International to complete the data integration process and submit your authorization.

Rotary Club and Rotaract Club Authorization to Initiate Data Integration Agreement

Identify the club management vendor you are authorizing from the dropdown menu below.

Club management vendor  
ClubRunner

If you are allowing this vendor to view or to view and update your club data on behalf of your club, under the dropdown menu "Access granted to" below, please select "Club".

If you are allowing this vendor view-only access to your club data for viewing by your district or zone, under the dropdown menu "Access granted to" below, please select "District" or "Zone," as applicable.

Access granted to  
District

You can allow multiple vendors view-only access to your club data, but only one vendor can update your data. Repeat this process as many times as necessary if you allow multiple vendors view-only access to your club data.

Start Date  
04/14/2017 00:00:00

By clicking the "I agree" button, I make the representations and warranties, authorize RI to complete the data integration process in rotary.org/myrotary and agree to abide by the terms and conditions set forth below:

1. I represent and warrant that I have the authority to act on behalf of my club (the "Club") and to enter this Agreement with RI. I represent and warrant that the members of my Club understand that their personal and member data will be

- Select **ClubRunner** from drop down menu
- Select Access Granted to Club (or district)
- Read the terms and conditions, and if you agree, press **I Agree** button

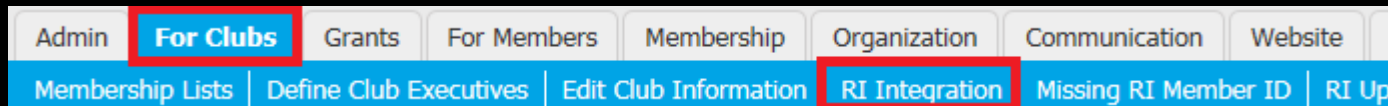


# OPT IN AT CLUBRUNNER

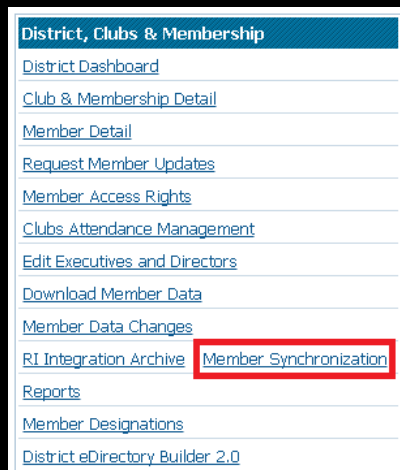
Clubs with ClubRunner:



Clubs without ClubRunner, on the District:



District Administrators, on the District:




RI Member Synchronization				
RI	Club Name	Club Id	President	Action
✓	Aville	000	John	<a href="#">RI Member Synchronization</a>   <a href="#">RI Synchronization Settings</a>
✓	Bylon	000	John	<a href="#">RI Member Synchronization</a>   <a href="#">RI Synchronization Settings</a>

- Log into your ClubRunner site
- Click on the RI Integration Settings or RI Integration link

# OPT IN AT CLUBRUNNER

Club Information **Rotary Club of Green Town** [Print Page](#)



President: [Clare Harris](#)  
Members: 15 active, 0 honorary

Meetings: Tuesdays, 7 PM  
Memorial Hall  
[View Map](#)

[Website](#)

**Club Details**

Club Details	Edit
Club Name: Rotary Club of Green Town	
Short Name: Green Town	
<b>Club Id: 1234</b>	
Club Type: Rotary	
Date Chartered: Nov 13, 2012	
Club Motto: Service Above Self	
Club Greeting:	

Meetings	Edit
Schedule: Tuesdays, 7 PM	
Location: Memorial Hall	
Address: 100 Merrill Street Green Town, WI 54459 United States	

[View larger map](#)

- Verify your Rotary Club ID is properly set by going to **Edit Club Info & Settings** from the Admin page
- Enter your **Club ID** if not already populated, then press **Save Changes**



# OPT IN AT CLUBRUNNER

Admin | My ClubRunner | Communication | Contacts (Beta) | Bulletin | New Bulletin (Beta) | Membership | Organization | **RI Integration** | Attendance 3.0 (Beta) | Website | R

**RI Integration Settings** | Missing Member ID Report | Updates Archive | Updates Queue | Compare & Synchronize | Help

RI Integration [Go back](#)

### RI Database Integration for

Using this feature, member data changes you make on ClubRunner will be automatically updated at Rotary International Headquarters within minutes. For more information on this feature, [click here](#).

In order to set this up, there are **two steps** that need to be completed by your club:

- 1. Opt in at Rotary International's Member Portal.**  
As a Club President, Secretary or Executive Secretary/Director, you will need to sign in to your My Rotary account. To access the sign in page use this link: <https://www.rotary.org/myrotary/en/user/login?destination=/>  
Click on "Manage" on the top menu, and then click on "Club Administration".  
Then click "Add or remove vendor partner organization". Look for the Partner Organization section, and click on "Add Partner Organization".  
Select ClubRunner from the Partner Organization drop-down list.  
Click "I Agree" to activate the agreement.
- 2. After 24 hours, opt in by selecting the checkbox below.** Note that this checkbox will only become available once you complete the above step and wait for the RI database to refresh which may take up to 24 hours.

☒ Switch on Data Integration between ClubRunner and RI for all active member records within my club.  
  
**Note that all members will now be set to opt into the fields the club has selected below. Any members who wish to opt out of specific fields can update their preferences under the Privacy tab of their profile.**  
  
I agree to the [Terms and Conditions](#) of this integration.  
  
Integration confirmed on 2011-03-20 7:01:22 PM by

#### Choose Club RI Integration Privacy

<input checked="" type="checkbox"/> Allow Name	<input checked="" type="checkbox"/> Allow Home Phone	<input checked="" type="checkbox"/> Allow Home Fax
<input checked="" type="checkbox"/> Allow Birthday	<input checked="" type="checkbox"/> Allow Cell Phone	<input checked="" type="checkbox"/> Allow Business Fax
<input checked="" type="checkbox"/> Allow Home Address	<input checked="" type="checkbox"/> Allow Business Phone	<input checked="" type="checkbox"/> Allow Primary Email
<input checked="" type="checkbox"/> Allow Business Address		

[Update Privacy](#)

- Check the checkbox to switch on integration
- Customize your privacy options by selecting the fields to synchronize
- Press the **Update Privacy** button to save the changes

## RI MEMBER NO.


- This is the key to making successful updates
- Found within ClubRunner member profile, under Rotary tab
- Automatically populated once you switch on RI Integration
- Allow one hour for completion
- Unmatched members report found in RI Integration Compare and Synchronize link, under Membership tab

# COMPARE & SYNCHRONIZE

- Allows you to compare your member data in ClubRunner with what is available in Rotary International's Member Access
  - Sync data between two systems by “pushing” from ClubRunner to RI or “pulling” data from RI to ClubRunner
  - Remove inconsistencies between two systems
  - Add member directly to RI
  - Add member to ClubRunner

# OPT IN AT CLUBRUNNER

Member Profile



**John Smith**  
[Printable Version](#)

[Update](#)

[Personal](#) [Rotary](#) [Biography](#) [Commitments](#) [Settings](#) [Privacy](#)

[Edit](#)

Communication Preferences

Club Emails	✓	ClubRunner Connect	✓
Club Bulletin	✓	ClubRunner Service Updates	✗
District Emails	✓	ClubRunner Product	✓
		Announcements/News	
District Bulletin	✓		
Zone Emails	✓		
Zone Bulletin	✓		
Inter Club Email	✓		
Register Guest Confirmation Email	✓		

RI Integration Privacy

This section allows you to specify which fields you would like to update at Rotary International's database. If your club has opted out of certain fields, those will not be updated, even if you opt in. For a field that your club has opted into, you can choose to opt out by unchecking it from the list below.

Allow Name	✓	Allow Home Phone	✓
Allow Home Address	✓	Allow Cell	✓
Allow Business Address	✓	Allow Business Phone	✓
Allow Birthday	✓	Allow Home Fax	✓
		Allow Business Fax	✓
		Allow Primary Email	✓

[Edit](#)














- If you have some members who prefer not to send data updates, go to their ClubRunner member profile, and select the **Privacy** tab
- Uncheck the fields which you do not wish to share with RI for that member

# ONGOING UPDATES

Active Members List

Members per Page: 25 ▼

[All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Add New Member](#)


Email	<input type="checkbox"/> By First Name	Name ▼	Type	Access	Action
		<a href="#">Baker, Sue</a>	Active	70	<a href="#">Mark Ex</a>   <a href="#">Reset Password</a>
		<a href="#">Brackett, Leigh</a>	Active	40	<a href="#">Mark Ex</a>   <a href="#">Reset Password</a>
		<a href="#">Harris, Clare</a>	Active	70	<a href="#">Mark Ex</a>   <a href="#">Reset Password</a>
		<a href="#">Jones, Mickey</a>	Active	30	<a href="#">Mark Ex</a>   <a href="#">Reset Password</a>
		<a href="#">Kornbluth, Cyril</a>	Active	50	<a href="#">Mark Ex</a>   <a href="#">Reset Password</a>
		<a href="#">Kuang, Ni</a>	Active	30	<a href="#">Mark Ex</a>   <a href="#">Reset Password</a>
		<a href="#">Lankton, Greer</a>	Active	90	<a href="#">Mark Ex</a>   <a href="#">Reset Password</a>
		<a href="#">Merril, Judith</a>	Active	70	<a href="#">Mark Ex</a>   <a href="#">Reset Password</a>
		<a href="#">Moore, Catherine</a>	Active	70	<a href="#">Mark Ex</a>   <a href="#">Reset Password</a>
		<a href="#">Pohl, Fred</a>	Active	70	<a href="#">Mark Ex</a>   <a href="#">Reset Password</a>
		<a href="#">Smith, Edward</a>	Active	30	<a href="#">Mark Ex</a>   <a href="#">Reset Password</a>
		<a href="#">Smith, John</a>	Active	70	<a href="#">Mark Ex</a>   <a href="#">Reset Password</a>
		<a href="#">Stapledon, Olaf</a>	Active	60	<a href="#">Mark Ex</a>   <a href="#">Reset Password</a>
		<a href="#">Trout, Kilgore</a>	Active	70	<a href="#">Mark Ex</a>   <a href="#">Reset Password</a>
		<a href="#">Woods, Zach</a>	Active	30	<a href="#">Mark Ex</a>   <a href="#">Reset Password</a>

Click on the member's name to make updates

- Now that Integration is switched on, continue to make updates through your ClubRunner site

# ONGOING UPDATES

Member Profile



**Ni Kuang**  
[Printable Version](#)

[Update](#)

[Personal](#) [Rotary](#) [Biography](#) [Commitments](#) [Settings](#) [Privacy](#)

[Edit](#)

Click the Edit button to make changes

**Member Details**

<b>Title</b>		<b>Gender</b>	Male
<b>First Name</b>	Ni	<b>Date of Birth</b>	May 23 1990
<b>Middle Name</b>		<b>Anniversary</b>	
<b>Last Name</b>	Kuang	<b>Spouse/Partner First Name</b>	
<b>Nickname</b>		<b>Spouse/Partner Last Name</b>	
<b>Suffix</b>		<b>Spouse/Partner Nick Name</b>	
<b>Preferred Address</b>	Home	<b>Spouse/Partner Date of Birth</b>	
<b>Preferred Phone</b>	Home		
<b>Email</b>	kuangni@example.com	<b>Alternate Email</b>	

*\*All emails will only be sent to the primary email address      Birthday and anniversary years can only be viewed by Club Executive level or higher.*

**Home**

<b>Address Line 1</b>	22b Drury Lane	<b>Home Phone</b>	
<b>Address Line 2</b>		<b>Cell</b>	
<b>City</b>	Green Town	<b>Home Fax</b>	
<b>Country</b>	United States		
<b>State/Province</b>	WI		
<b>Zip/Postal Code</b>	54459		

**Work**

<b>Company Name</b>		<b>Position/Title</b>	
<b>Address Line 1</b>		<b>Business Phone</b>	
<b>Address Line 2</b>		<b>Business Fax</b>	
<b>City</b>		<b>Website URL</b>	
<b>Country</b>			
<b>State/Province</b>			
<b>Zip/Postal Code</b>			

**Custom Fields**

[Edit](#)


- Click on Edit to make changes



# ONGOING UPDATES

- Click Save, and synchronization with RI will happen automatically

Member Profile




**Ni Kuang**  
[Printable Version](#)

Personal Rotary Biography Commitments Settings Privacy

Save Cancel

Fields marked in red are required.

**Member Details**

<b>Title</b>	<input type="text"/>	<b>Gender</b>	<input checked="" type="radio"/> Male <input type="radio"/> Female
<b>First Name</b>	<input type="text" value="Ni"/>	<b>Date of Birth</b>	<input type="text" value="May 23 1990"/> 
<b>Middle Name</b>	<input type="text"/>	<b>Anniversary</b>	<input type="text"/> 
<b>Last Name</b>	<input type="text" value="Kuang"/>	<b>Spouse/Partner First Name</b>	<input type="text"/>
<b>Nickname</b>	<input type="text"/>	<b>Spouse/Partner Last Name</b>	<input type="text"/>
<b>Suffix</b>	<input type="text" value="v"/>	<b>Spouse/Partner Nick Name</b>	<input type="text"/>
<b>Preferred Address</b>	<input checked="" type="radio"/> Home <input type="radio"/> Work	<b>Spouse/Partner Date of Birth</b>	<input type="text"/> 
<b>Preferred Phone</b>	<input type="radio"/> Business <input checked="" type="radio"/> Home <input type="radio"/> Cell	<b>Alternate Email</b>	<input type="text"/>
<b>Email</b>	<input type="text" value="kuangni@example.com"/>		

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

*Birthday and anniversary years can only be viewed by Club Executive level or higher.*

Home

**Address Line 1**  **Home Phone**

After you press save  
changes will synchronize  
with RI automatically

# Privacy

- No personal information or email address ever exposed on public website
- Member's access to information is restricted based on his or her role in the District or Club
- Strict Privacy Policy assures you that ClubRunner will not release data to third party in any form
- Member can customize privacy level based on fields
- Read our [Privacy Policy](#)



# Club Version of ClubRunner

- Not a requirement to participate in updating District communication intranet
- Provides your club with your own website and portal
- Club-level directories, email and document management
- Higher detail of attendance tracking
- Event management
- Dues & billing (sending out invoices, not accounting)
- Branded Club newsletter
- Database integrated with District and Rotary International
- More info at [www.clubrunner.ca](http://www.clubrunner.ca)

# Support and Help Guides

## ClubRunner Contacts & Resources

Subscriber Community Portal

[community.clubrunner.ca](http://community.clubrunner.ca)

On Demand Video Tutorials

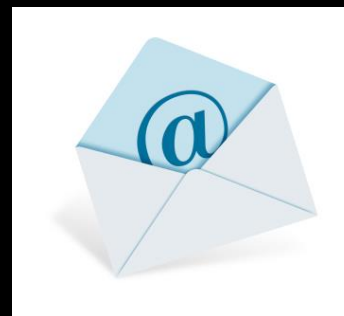
[www.clubrunner.ca/videos](http://www.clubrunner.ca/videos)

Webinar Training

[www.clubrunner.ca/webtraining](http://www.clubrunner.ca/webtraining)

eSupport Center

[www.ClubRunnerSupport.com](http://www.ClubRunnerSupport.com)



Email ClubRunner  
Support at:

[support@clubrunner.ca](mailto:support@clubrunner.ca)

# QUESTIONS??

Home Page | District 68

https://portal.clubrunner.ca/50136/

Search Member Login

**Rotary District 6840**

MISSISSIPPI LOUISIANA

ROTARY: MAKING A DIFFERENCE

Home News/Photos Club/District Data District Events District Programs Rotary International Programs

Contact Us District 6840 Foundation District Disaster Relief

**Welcome to District 6840**

THE 100TH ANNIVERSARY OF THE ROTARY FOUNDATION

**ANNUAL FUND-SHARE DONATION**

**Upcoming Events**

Incoming New Zealand Friendship Exchange  
Various Locations

2:49 PM 2/15/2018



# MYROTARY CLUB MANAGEMENT

- Club Invoice
- Club & Membership Data
- Club Sponsorships
- Club Foundation Giving
- Forms & Instructions
  - Liability Insurance Information



# MY ROTARY FUNCTIONS

Manage Site Pages | District My Rotary | Rotary

my.rotary.org/en

This website uses cookies. by continuing you are agreeing to our [privacy policy](#). close X

Profile Delegation Account Settings Sign Out(gliddehj@gmail.com)

Rotary My Rotary Rotary.org Club Finder JOIN GIVE

Exchange Ideas Take Action Learning & Reference **Manage** The Rotary Foundation News & Media Member Center

8,000 kilometers to peace

Rotary Spotlight

Celebrate 100 years of Doing Good in the World at the **2017 Atlanta convention**. >

2:18 PM 4/13/2017

# CLUB ADMINISTRATION FUNCTIONS

The screenshot shows a web browser window with the URL `my.rotary.org/en/manage/club-district-administration/club-administration`. The page features a dark blue header with the Rotary logo and "My Rotary" text. Navigation links include "Profile", "Delegation", "Account Settings", and "Sign Out(gliddehj@gmail.com)". A search bar and "JOIN" / "GIVE" buttons are also present. Below the header, a horizontal menu lists various sections: "Exchange Ideas", "Take Action", "Learning & Reference", "Manage", "The Rotary Foundation", "News & Media", and "Member Center". The main content area is titled "Club Administration" and includes a "PAGE GUIDE" icon. It is divided into two main sections: "Club Finances" and "Club & Member Data". Under "Club Finances", there is a "Club Invoice" section with a description and links to "Club invoice", "Daily club balance report", "Edit invoice preferences", "About the club invoice", and "Rotary exchange rates". Under "Club & Member Data", there is an "Update Member Data" section with a description. On the right side, there is a "What do you want to do?" section with a dropdown menu and social media icons. Below that is a "My Quick Links" section with instructions on how to add or remove links. The Windows taskbar at the bottom shows the date as 4/14/2017 and the time as 2:47 PM.

Club Administration | Rotary.org

my.rotary.org/en/manage/club-district-administration/club-administration

This website uses cookies, by continuing you are agreeing to our [privacy policy](#). close X

Profile Delegation Account Settings Sign Out(gliddehj@gmail.com)

Rotary My Rotary Rotary.org Club Finder JOIN GIVE

Exchange Ideas Take Action Learning & Reference Manage The Rotary Foundation News & Media Member Center

Home | Manage | Club & District Administration | Club Administration

## Club Administration

PAGE GUIDE

### Club Finances

☆ **Club Invoice**  
View your club's invoice, pay dues with a credit card, or update invoice preferences  
[Club invoice](#) | [Daily club balance report](#) | [Edit invoice preferences](#) | [About the club invoice](#) | [Rotary exchange rates](#)

### Club & Member Data

☆ **Update Member Data**  
Report membership changes within 30 days, no later than 1 January or 1 July, to ensure your club

What do you want to do?  
I want to... [dropdown arrow]

f t in e p

My Quick Links

You have no Quick Links. To add links, click on the ☆ icon and choose "Add to My Quick Links." To remove links, click on the ☆ icon and choose "Remove from My Quick Links." [Learn more.](#)

Ask me anything

2:47 PM 4/14/2017

# CLUB ADMINISTRATION FUNCTIONS

The screenshot displays the 'Club Administration' page on the My Rotary website. The browser's address bar shows the URL: [my.rotary.org/en/manage/club-district-administration/club-administration](https://my.rotary.org/en/manage/club-district-administration/club-administration). The page is organized into two main columns. The left column contains three sections: 'Club & Member Data', 'Rotaract', and a partially visible 'View Member Data' section. The 'Club & Member Data' section includes three items: 'Update Member Data' (with instructions to report changes within 30 days and links for adding/editing/removing members and officers, and recording new member sponsors), 'Update Club Data' (with instructions to provide contact information and links for updating meeting details, mailing address, and designating a management vendor), and 'Manage Membership Leads' (with instructions to review and track candidates and a link to view/manage leads). The 'Rotaract' section is currently empty. The right column features 'My Quick Links' (explaining how to add or remove links) and 'FAQ & Help' (providing information on creating a My Rotary account, paying invoices, and updating club officers). Below these are 'Frequently Asked Questions' with links to 'Club & District Administration', 'Club Invoice', 'Paul Harris Society (PDF)', 'RI Payment Guidelines (PDF)', 'Rotary.org', 'Rotary Grants Travel Insurance (PDF)', and 'Satellite Club (PDF)'. At the bottom of the right column is a 'Help' section with links to 'How to create a My Rotary account' and 'How to pay your club invoice'. A 'Full-screen Snip' button is located between the 'FAQ & Help' and 'Help' sections. The Windows taskbar at the bottom shows the time as 2:49 PM on 4/14/2017, along with various system icons and open applications.

Club Administration | Rt X +

my.rotary.org/en/manage/club-district-administration/club-administration

## Club & Member Data

- ☆ **Update Member Data**  
Report membership changes within 30 days, no later than 1 January or 1 July, to ensure your club invoice reflects the latest information. Record new member sponsors so they receive recognition.  
[Add, edit, or remove members](#) | [Add, edit, remove club officers](#) | [Record a new member sponsor](#)
- ☆ **Update Club Data**  
Provide club contact information and choose club management providers.  
[Update meeting details](#) | [Update mailing address and contact information](#) | [Designate a club management vendor](#)
- ☆ **Manage Membership Leads**  
Review your online membership leads for prospective, referred, and relocating or returning members. Then assign and track your candidates through the membership process – from inquiry to induction.  
[View or manage leads](#) | [About the membership leads program](#)

## Rotaract

- ☆ **View Member Data**

## My Quick Links

**You have no Quick Links.** To add links, click on the ☆ icon and choose "Add to My Quick Links." To remove links, click on the ☆ icon and choose "Remove from My Quick Links." [Learn more.](#)

## FAQ & Help

Learn how to create a MyRotary account, pay your invoice, update club officers, and more.

### Frequently Asked Questions

- [Club & District Administration](#)
- [Club Invoice](#)
- [Paul Harris Society \(PDF\)](#)
- [RI Payment Guidelines \(PDF\)](#)
- [Rotary.org](#)
- [Rotary Grants Travel Insurance \(PDF\)](#)
- [Satellite Club \(PDF\)](#)

Full-screen Snip

## Help

- [How to create a My Rotary account](#)
- [How to pay your club invoice](#)

# CLUB ADMINISTRATIVE FUNCTIONS

The screenshot displays the 'Club Administration' page on the my.rotary.org website. The main content area is titled 'Club Sponsorships' and lists five categories of sponsorship, each with a brief description and links to relevant forms or information.

- Rotaract**: Help young adults develop leadership skills and take action in your community. [Rotaract club certification form](#) | [About Rotaract club sponsorship](#)
- Interact**: Sponsor a club for youth ages 12-18. [Interact club certification form](#) | [About Interact club sponsorship](#)
- Satellite Club**: A satellite club is a transitional step on the way to becoming a full, independent Rotary club. [Satellite club member information form](#) | [Satellite club application](#) | [Satellite club FAQ](#)
- Rotary Community Corps**: A Rotary Community Corps is a group of non-Rotarians who carry out and support local Rotary club projects. [Sponsor a Rotary Community Corps](#)
- Twin Club**: Commemorate your twin club partnerships. [Certificate of Recognition](#)

The right sidebar contains additional links: [How to manage membership leads \(for districts\)](#), [Understanding Membership Reports: Getting Started](#), [Exchange rates](#), and [Still have questions? Contact us](#). A 'Full-screen Snip' button is visible at the bottom of the sidebar.

The browser's address bar shows the URL: [my.rotary.org/en/manage/club-district-administration/club-administration](https://my.rotary.org/en/manage/club-district-administration/club-administration). The Windows taskbar at the bottom indicates the time is 2:51 PM on 4/14/2017.



# CLUB ADMINISTRATIVE FUNCTIONS

The screenshot shows a web browser window with the address bar displaying `my.rotary.org/en/manage/club-district-administration/club-administration`. The page content is organized into two main sections:

- Club Giving**
  - Online**

Make a contribution to The Rotary Foundation or to a Foundation-approved project on behalf of your club or club members.

[Contribute to a Foundation-funded project](#) | [Contribute on behalf of club or club members](#) | [Multiple donor form](#) | [Individual contribution form](#)
  - Printable Forms**

Send printed forms to The Rotary Foundation with your credit card number or check, or as soon as a wire transfer is initiated.

[Multiple donor form](#) | [Individual contribution form](#)
- Forms & Instructions**
  - Name Change**

Notify Rotary about a proposed change to your club's name or locality.

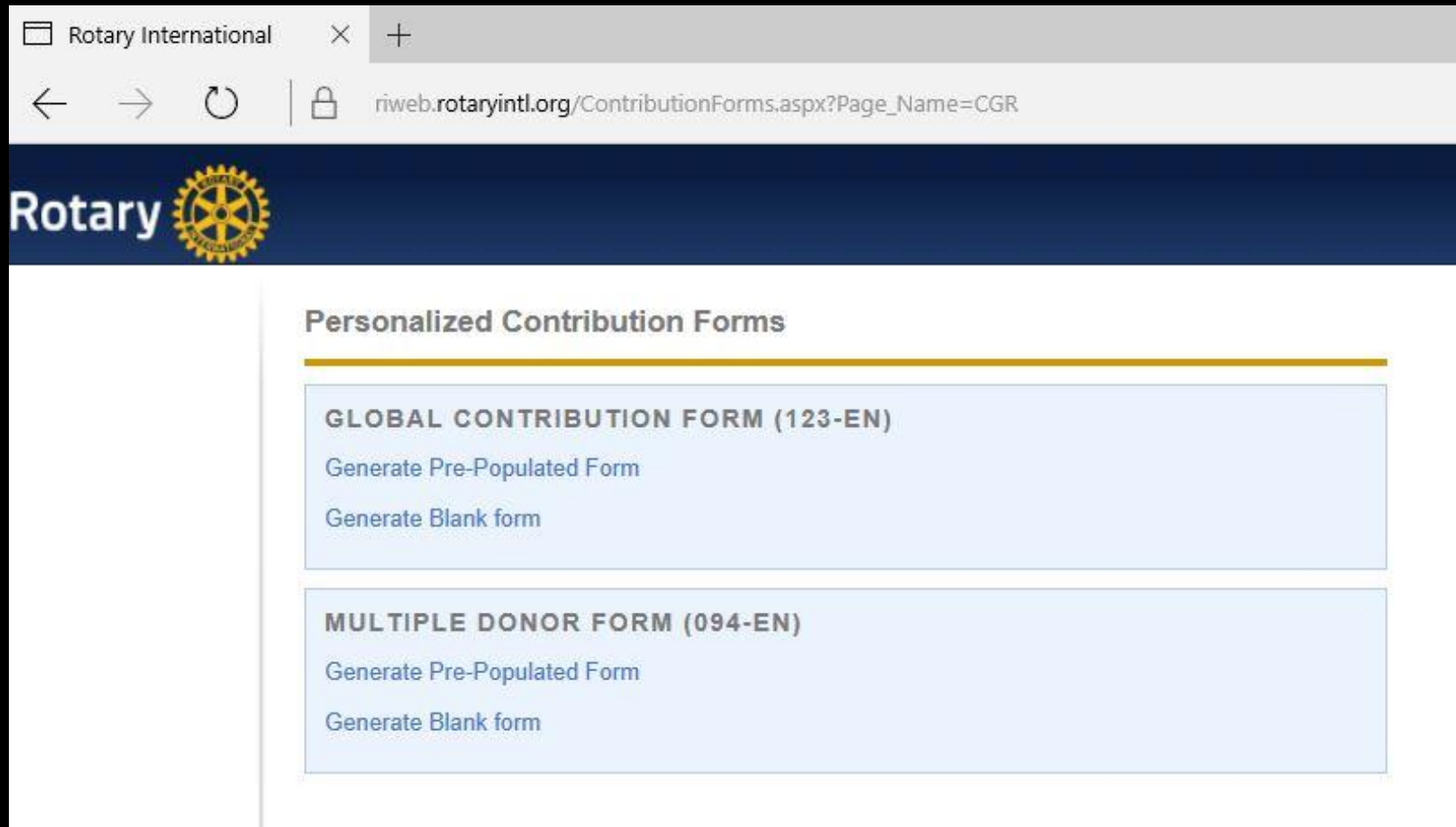
[Change of Rotary Club Name and/or Locality](#)
  - Merger**

Step-by-step instructions on how to merge two clubs.

[Club merger forms and instructions](#)

The Windows taskbar at the bottom shows the time as 2:52 PM on 4/14/2017, along with various system icons and the search bar.

# CLUB ADMINISTRATIVE FUNCTIONS



The screenshot shows a web browser window with the address bar displaying "riweb.rotaryintl.org/ContributionForms.aspx?Page\_Name=CGR". The page features the Rotary International logo and a section titled "Personalized Contribution Forms". This section contains two main categories of forms, each with options to generate pre-populated or blank versions.

Personalized Contribution Forms	
<b>GLOBAL CONTRIBUTION FORM (123-EN)</b>	
Generate Pre-Populated Form	
Generate Blank form	
<b>MULTIPLE DONOR FORM (094-EN)</b>	
Generate Pre-Populated Form	
Generate Blank form	



# CLUB ADMINISTRATIVE FUNCTIONS

Rotary International

riweb.rotaryintl.org/MultipleDonor\_select.aspx?Page\_Name=CGR

Rotary

## Multiple Donor Form

Club Name: La Place, LA, United States

Please select donors


☐ Select All

<input type="checkbox"/> Mary Alltmont	<input type="checkbox"/> Anita Dabon	<input type="checkbox"/> Damon Davis	<input type="checkbox"/> Pastor MICHAEL DAY
<input type="checkbox"/> Eliana De Francesch	<input type="checkbox"/> District Attorney Bridget Dinva	<input type="checkbox"/> Melanie Duhe	<input type="checkbox"/> Lucien Gauff
<input type="checkbox"/> Kevin George	<input type="checkbox"/> Harry Glidden	<input type="checkbox"/> Jude Gravois	<input type="checkbox"/> Beverly Harris
<input type="checkbox"/> reporter Candice Hemelt	<input type="checkbox"/> Mr. Jorge Lavastida	<input type="checkbox"/> Betty Martin	<input type="checkbox"/> Cheryl Millet
<input type="checkbox"/> Poonam Oberoi	<input type="checkbox"/> Mr. John Olynick	<input type="checkbox"/> Rajender Pannu	<input type="checkbox"/> JoAnn Proctor
<input type="checkbox"/> Mrs. Linda Stein	<input type="checkbox"/> Reverend Gordon Taylor	<input type="checkbox"/> Ms. Robbie Tomeny	<input type="checkbox"/> Dean Torres
<input type="checkbox"/> Mike Tregre			

Generate form for chosen donors

# CLUB ADMINISTRATIVE FUNCTIONS

094-EN-(1013)

**THE ROTARY FOUNDATION  
MULTIPLE DONOR FORM**

Complete this form when submitting a single contribution reflecting the combined gifts of multiple club members. Please do not send cash. Club officers can also make contributions to The Rotary Foundation on behalf of their club or multiple club members at [www.rotary.org/give](http://www.rotary.org/give).

Contributions to credit Rotary Club of La Place 3987 6840  
Club Name Club # District #

**1. DESIGNATION/PURPOSE (Check one):**

☐ Annual Fund - SHARE ☐ Endowment Fund - World Fund ☐ Endowment Fund - Rotary Peace Centers  
☐ PolioPlus Fund ☐ Endowment Fund - SHARE ☐ Other \_\_\_\_\_  
☐ Approved Foundation grant \_\_\_\_\_ (number mandatory)

**2. CONTRIBUTION DETAILS**

Amount of contribution \_\_\_\_\_ Currency \_\_\_\_\_

Credit card contributions can be made at [www.rotary.org/give](http://www.rotary.org/give).

☐ Check - Payable to "The Rotary Foundation." Check number \_\_\_\_\_  
☐ Wire transfer Date initiated \_\_\_\_\_ (Please send completed contribution form as soon as possible after initiating a wire transfer.)

**3. INDIVIDUAL DONOR DETAILS (Identify and allocate individual contribution amounts.)**

Please provide each individual donor's membership ID, name, and personal contribution amount. Membership ID numbers may be obtained from the club secretary and are also listed on the Club Recognition Summary (CRS).

*NOTE: Changes to designation can only be requested within 90 days of gift receipt date within current Rotary year.*

Membership ID #	Donor Name (as appears on CRS)	Contribution Amount	Membership ID #	Donor Name (as appears on CRS)	Contribution Amount
6734856	Anita Dabon		8562761	Betty Martin	
5772108	Beverly Harris		3477613	Cheryl Millet	
8509194	Damon Kenydehl Davis		2408355	Dean Torres	
9866975	District Attorney Bridget Dinvaot		5685493	Eliana De Francesch	
6174759	Harry Glidden		9657562	JoAnn M. Proctor	

# CLUB ADMINISTRATIVE FUNCTIONS

The screenshot displays a web browser window with the address bar showing `my.rotary.org/en/manage/club-district-administration/club-administration`. The page features a navigation bar with links for [Multiple donor form](#) and [Individual contribution form](#). The main content area is titled "Forms & Instructions" and lists four administrative functions, each with a star icon and a link:

- Name Change**  
Notify Rotary about a proposed change to your club's name or locality.  
[Change of Rotary Club Name and/or Locality](#)
- Merger**  
Step-by-step instructions on how to merge two clubs.  
[Club merger forms and instructions](#)
- Member Confirmation**  
Confirm membership and financial standing for former club members.  
[Confirmation form](#)
- Insurance and IRS (U.S. only)**  
Access resources about the U.S. Rotary club and district liability insurance program and tax forms.  
[U.S. Rotary club and district liability insurance program](#) | [IRS forms and instructions](#)

At the bottom of the page, there is a section titled "Official Directory". A "Full-screen Snap" button is visible in the bottom right corner of the content area. The Windows taskbar at the bottom shows the time as 2:53 PM on 4/14/2017.



QUESTIONS??