



Rotary

President-Elect

Signing in to ClubRunner and Activating Your My Rotary “Edit” Authority

Step 1. ClubRunner on Club and/or District5190.org site

For Clubs with ClubRunner websites, login to your ClubRunner account

For Clubs whose website is hosted on ClubRunner, your Member Login gives you access to both Club and District functions.

- **Access:** Via “Member Login” in the upper right corner of the main page on your Club website. The account is linked to the email provided by your Club when you joined Rotary. If you need to retrieve your login information, click “Member Login” and choose “New and existing users: retrieve login and/or reset password”.
- **Action needed: Define yourself as Club President your Year**
Once you are logged in, click on “Member Area”, then chose “Edit Executives and Directors” under the Membership Manager area.

For incoming Presidents, it is very important that you (or your Club Secretary) add you as **President Elect** for the current year and **President** for the coming year.

Member, Club officer, and other Club information is synchronized with My Rotary. As a result, this step will authorize you for “Edit” functions in **Rotary Club Central** on the My.Rotary.org site. Please allow several days for the update occur on My.Rotary.org.

For Clubs without ClubRunner websites, login to your [District5190.org](https://www.district5190.org) account

- **Access:** Via “Member Login” in the upper right corner of any page on the District website. The account is linked to the email provided by your Club when you joined Rotary. If you need to retrieve your login information, go to **RotaryDistrict5190.org** and click “Member Login”.
- **Action needed: Define yourself as Club President your Year**
For incoming Presidents, it is very important that you (or your Club Secretary) add you as **President Elect** for the current year and **President** for the coming year.

Member, Club officer, and other Club information is synchronized with My Rotary. As a result, this step will authorize you for “Edit” functions in **Rotary Club Central** on the My.Rotary.org site. Please allow several days for the update occur on My.Rotary.org.



Rotary

President-Elect

Signing in to ClubRunner and Activating Your My Rotary “Edit” Authority

Step 2. On My.Rotary.org

Create and/or Login to your [My.Rotary.org](https://my.rotary.org) account

- **Access:** Via “Sign In” or “Register” in the upper right corner of any page on My.Rotary.org. You will need to register for a **My.Rotary.org** account on your first access attempt.
- **Action needed: Access Rotary Club Central**
From the **My.Rotary.org** Home page or **Member Center** dropdown menu, click on **Rotary Club Central**.

Certain officers (as defined on your Club or District site) are authorized for editing; other members are only able to view. Scroll down on any one of the three tabs (**Your Club**, **Service** or **Foundation Giving**) and select your Year under one of the Goals and Progress options. You should see various “Edit” options. If you only see “View” then you have not been authorized to update goals and results for the year you selected.