POETS 2021 – ClubRunner

10 April 2021

When: 10 April 2021 08:15 AM-12:15 PM (UTC+02:00) Harare, Pretoria.

Where: <https://us02web.zoom.us/j/7650743872?pwd=SUJHdnNhenNBTWU1c2JLQ0FQbG9UZz09>

Go to D9370’s ClubRunner web and admin site at [www.rotary9370.org.za](http://www.rotary9370.org.za)

I encourage you to explore the web site in your own time. Like most webs, the more familiar you are with it, at least in outline, the more you will get out of it.

We’ll be looking at accessing and using the CR Member Area as a Club Executive.

Later, if there’s time, we’ll have a brief look around it the web.

The Member Area is where we have to go to maintain data concerning individual D9370 Rotarians, Clubs, and D9370 specific. It is accessed via the “Member Login” link at the top right of any D9370 web page. Before you can access the Member Area, you need to be registered with ClubRunner as a bone fide D9370 Rotarian.

* Click on “Member Login”
* The CR Login Page asks you for your ClubRunner Login Name and Password.
* If you are not yet registered, or if you’ve forgotten your CR Login details, just click on “New User?”, “Forgot Login Name?, or “Forgot Password”. In fact, they all take you to the same “Retrieve Login Information” page. See my “Re-set” email received from CR.
* Select your club, and enter your email address.
* Then follow the simple instructions and messages both on the screen, and in the resulting email. It’s really not “rocket science” – just make sure you RTFS, and Bob, as they say, will be your Uncle.
* The main problem you are likely to encounter in the “Retrieve Login Information” procedure is if the email address you give it doesn’t match the one recorded against your name in your CR profile. In which case, you should ask one of your club executives (President, Secretary, Treasurer, Executive Secretary) to update your CR profile with your correct email address.
* Once you know your CR Login Name and Password, you can then login to CR.
* When you login successfully, you will find yourself back at the web site Home page. But now, at the top of the page you will see your name, and “Member Area”.
* Click on “Member Area”, and you will find yourself on the CR Admin page.
* Look through the various navigation bar items. There is the top level blue bar, and below that the grey sub-menu bar. Some items will be “greyed out” indicating that they are not available to you at your level of access.
* There are now two ways of proceeding:-
	+ Launchpad, or
	+ Administration
* Which you use is a matter of personal preference. Let’s have a look around each of them.
* Now we’ll update your own profile. There are six areas that you can edit:-
	+ Personal
	+ Rotary – do NOT touch your Rotary Member Number!
	+ Biography
	+ Commitments – this shows data that has been entered elsewhere
	+ Settings – change Login Name, Password, Email Signature
	+ Privacy – do NOT change anything unless you know what you are doing, and why you’re doing it!
	+ Your photograph
* Updating your club’s information
* Updating Member’s data
	+ Note – CR’s “Active” members include “Honoraries”.
	+ Transferring member
	+ Add new member
	+ Edit existing member (which they can do themselves). Encourage your members to do this themselves, especially to add their own photographs.
	+ Update Designation
	+ Change member status
	+ Other users
	+ Inactive Members
* Define Club Executives
	+ This year
	+ Next year
* District Reports
* Member Search

The ClubRunner Mobile App is available at Google Play and App Store.

Brief tour of the home page:-

* Home Page News items – news that can change from time to time. Usually the latest items are at the top.
* Home Page Stories – rather more permanent items. Can also change, but less frequently.
* The top navigation bar gives links to a number of D9370 specific sub-pages – some of which are maintained by individual D9370 Rotarians. Also, although most of the D9370 web is available to the general public, access to some site pages are restricted to D9370 Rotarians:-
	+ District Directory
	+ About Us
	+ Contact Us
	+ Individual Club Pages
	+ etc
* The right hand bar contains a number of elements containing links and downloads etc.
	+ Upcoming Events
	+ District Information
	+ Downloads
	+ Rotary Links
	+ District Links
	+ Other Links
* The “Search” facility at the very top of every web page can be useful.
* Especially, register for DG Maud’s “Virtual District Conference”.