

## **DISTRICT 7030 WEBSITE**

### **FREQUENTLY ASKED QUESTIONS**

**NB: THIS WILL BE REGULARLY UPDATED FOR YOUR INFORMATION.**

1. This website works better with the following browsers: **Internet Explorer (IE)** and **Google Chrome**. All features are displayed using these browsers. If you are using Firefox, you will find that it does not display the youtube video attachments.
2. If you have any questions pertaining to the website or want information publish on the website, please send an email to web editor PP Stephen at [district7030@gmail.com](mailto:district7030@gmail.com).
3. If your club uses ClubRunner, use your existing ClubRunner username and password to login to the district website. Depending on your status you will have the following access to information: **Regular Member**, **Club Executive** (restricted to President, Secretary and Treasurer ONLY) and **District Executive/Officer**.

#### **4. HOW TO LOGIN TO ClubRunner**

Every Rotarian in District 7030 has a ClubRunner login name and password. The most efficient way for a member to retrieve their login information is to click on the **Login link from the District Website homepage** and then click on the **Forgot Password link**.

**Select the Club** you belong to and provide your **Last Name** and **Email Address**.

**Select Get Login Info.**

The system will then send your login information to your email address. NB: Your email address is the one registered with Rotary International by your club.

If you cannot remember the email address used, send an email to [district7030@gmail.com](mailto:district7030@gmail.com) so we can provide you with the information.

Enter your login information below:

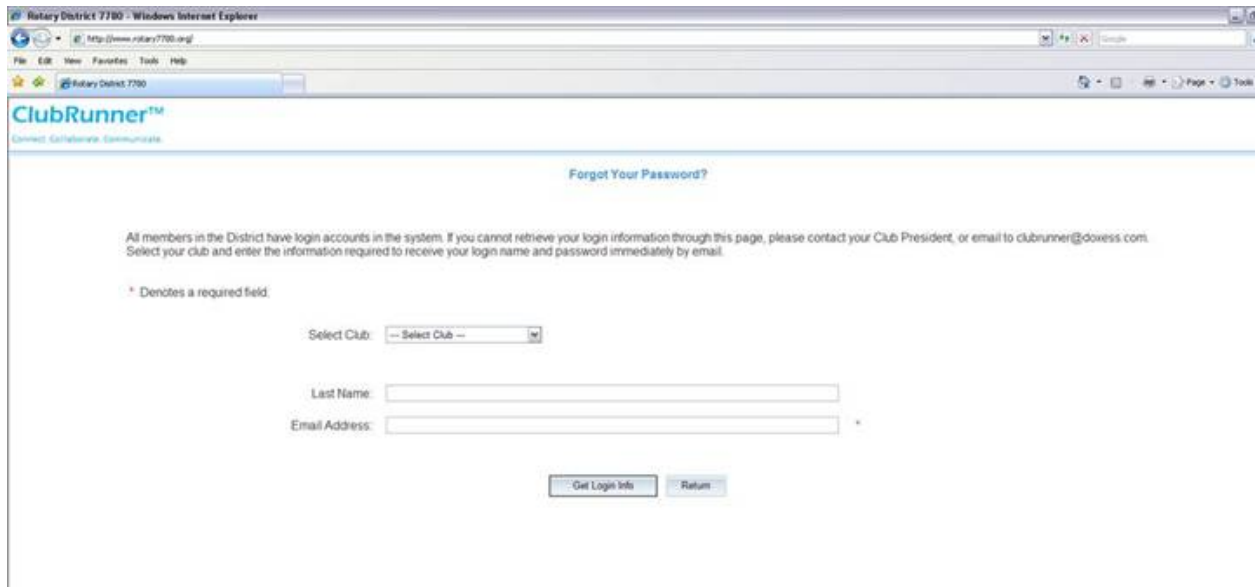
User Name:

Password:

[I forgot my password](#)

[Online Help](#)

Remember me on this computer



## 5. HOW TO SUBMIT YOUR CLUB MONTHLY ATTENDANCE RECORD USING ClubRunner.

### Option 1 – ClubRunner Users

- a. Go to **Meeting Services** within the **Admin Console**.
- b. Select **Input Attendance (Current Year)**
- c. Select **Add New Meeting**
- d. **The system will automatically select the next meeting date based on your system set up e.g. Jul 7, Jul 14, etc.**
- e. For meeting date XX, Select **Attendance** and **Check off Members** that attended the meeting. Select **Save** to update your information.
- f. This is done for all weeks that the club had a meeting within each month.
- g. At the end of the month, Select **Report XX 2010 Attendance** e.g. Report Jul 2010 Attendance.
- h. This will update your Club's monthly attendance to the District Website and will allow the District Secretary to see your monthly attendance record.

- i. Remember, you can use the system to report make-ups by Selecting **Meeting Services** and **Report Make-ups**.
- j. Select member by **Name** and update information by Select **Report Make-up**, Enter **Description** and Select **Save**.

### Option 2 – Other Clubs

- a) Login to the District Website [www.rotarydistrict7030.org](http://www.rotarydistrict7030.org)
- b) Go to the Admin Console **District, Clubs and Membership** and Select **Club Attendance Management**
- c) Scroll to Select your Club and Select **INPUT**
- d) **Enter your data manually as follows:** Number of Members; New Members, Terminated Members, Number of Meetings, Attendance Percentage.
- e) Select **Save** to update information
- f) This will update your Club's monthly attendance to the District Website and will allow the District Secretary to see your monthly attendance record.

### 6. How To update your Member Profile, follow these steps:

- a. Login to District Website.
  - b. Select **Admin**.
  - c. Go to the For Members section and Select **Edit My Profile**.
  - d. Member Profile will appear.
  - e. The first banner, you will see provides for a PHOTO. Select **Update** and upload a photo (.jpg) and **Save**.
  - f. Select **Edit** at the top of the second banner.
  - g. Update your personal details (Name, Address, Email, Birthday, etc.)
  - h. Select **Save**.
7. When entering dates, the system uses MMM DD YYYY. MMM = Month and is entered as follows: Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec. The first three characters of each month i.e. Mar 13 1900. There is a Calendar icon next to date fields to assist you with selection of dates.
8. If your club is considering implementing **ClubRunner** and require further information, then let us know at [district7030@gmail.com](mailto:district7030@gmail.com).

9. The website is still UNDER CONSTRUCTION, there is still lots of information to add, so keep visiting to see updates.