

ClubRunner for District 5610

Logging into the District Web Site

Gaining Membership Information

Adding New Members

Listing Board Members

Terminating a Member

Updating Member Profiles

RI Members Synchronization

Please feel free to ask questions!!
No such thing as a dumb question.

Logging In to the District Site



Rotary District 5610

Serving 43 clubs in South Dakota, northwestern Iowa, southwestern Minnesota, and Sioux City, Nebraska.
Mailing Address: PO Box 674, Rapid City, SD 57709



Home | Stories | News | Calendar | About D5610 | District Conference 2016 | The Rotary Foundation & Grants | Contact US

District Info

- Organization Chart
- Organization Chart (Photos)
- Club Directory & Contacts
- Map of Clubs in District

Steve Sikorski

2015-16 District Governor



Welcome to our District 5610 website!



JOIN LEADERS ~ EXCHANGE IDEAS ~ TAKE ACTION

This website is for the use of the membership of District 5610 clubs, district leadership and the public. You can locate club meetings and locations in the left column, and District leaders in Organization. Please browse the information, suggest additions and changes, or ask questions by reaching leaders in "Contact Us." If you login as a member of District, you can access additional club and district management information.

Rotary International is the world's first service club organization, with more than 1.2 million members in over 35,000 clubs worldwide, divided into 536 Districts. Rotary club members are volunteers who work locally, regionally, and internationally to combat hunger, improve health and sanitation, provide education and job training, promote peace, and eradicate polio under the motto Service Above Self.

[Read more...](#)

How to have a Vibrant Club?

The Membership training on November 7 included a workshop on how you can have a vibrant club. Attached are the translated notes from the attendees. See if you can improve your club by taking action on some of these ideas!

Nominations requested for District Governor for 2018-19

It is time to ask for nominations for the 2018-19 District Governor position. A fundamental principle of Rotary is that the best qualified candidate should be selected for service in elective offices. If a Rotarian in our District that you know has the skills, knowledge and aptitude for this highest position in a Rotary District, please download the application in the download section of the District website.

The candidate must fill out, sign, and have the club secretary sign, and send your application to Linda Peterson, Immediate Past District Governor, and chair of the Council of Governors. The Council will review the applications received by December 31, 2015, interview in January-February, and select the most qualified candidate before April 1, 2016.

Contact Linda Peterson, PDG 2014-15, Linda4Rotary@me.com

Rotary Has Heart! ... in District 5610!

Join clubs from across Zone 21b and Zone 27 in helping

NATIONAL AWARDS CLUB & DISTRICT TRADING BANNERS

December 2015

S	M	T	W	T	F	S
			01	02	03	04
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Upcoming Events

PETS

Highland Conference Center
Apr 14, 2016 – Apr 16, 2016

District Conference 2016
Pierre SD
Aug 25, 2016 – Aug 27, 2016

Zone Institute
Salt Lake City, Utah
Oct 24, 2016 – Oct 29, 2016

[View More...](#)

Rotary Links

- » Rotary International
- » RI President Home
- » About Rotary
- » Joining Rotary
- » Rotary History
- » Rotary Foundation
- » For New Members

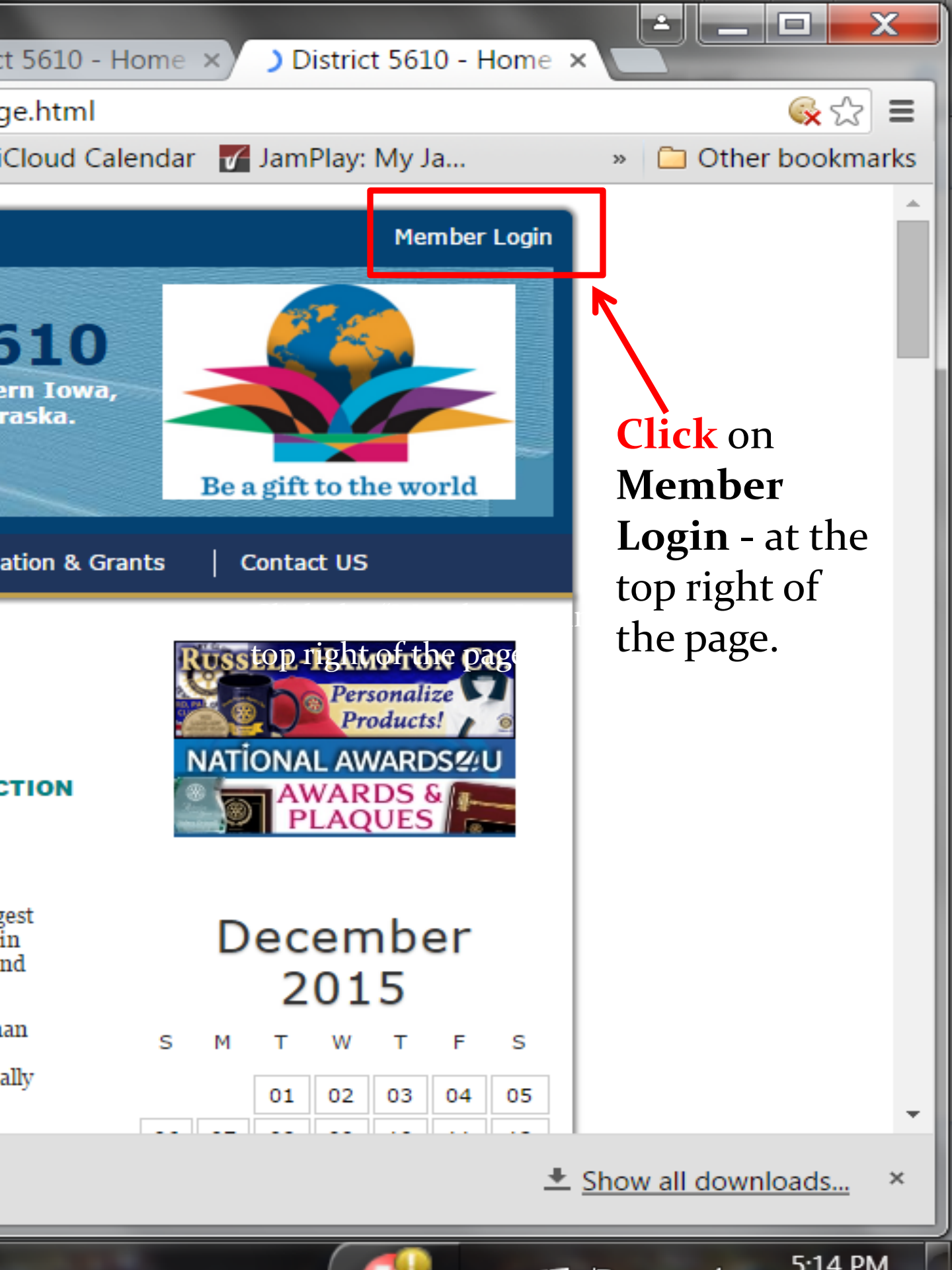
Links

- Zone 21b & 27 website
- » Zone Links
- » Zone 21b & 27 website

News/Downloads

- » Vibrant Club Notes
- » KJelsie Hass Report #1
- » Grants Seminar PPT
- » District Grant Application form
- » Grant Report form
- » Club Qualification MOU form

Log into www.rotary5610.org



Member Login

Click on
Member
Login - at the
top right of
the page.

December
2015

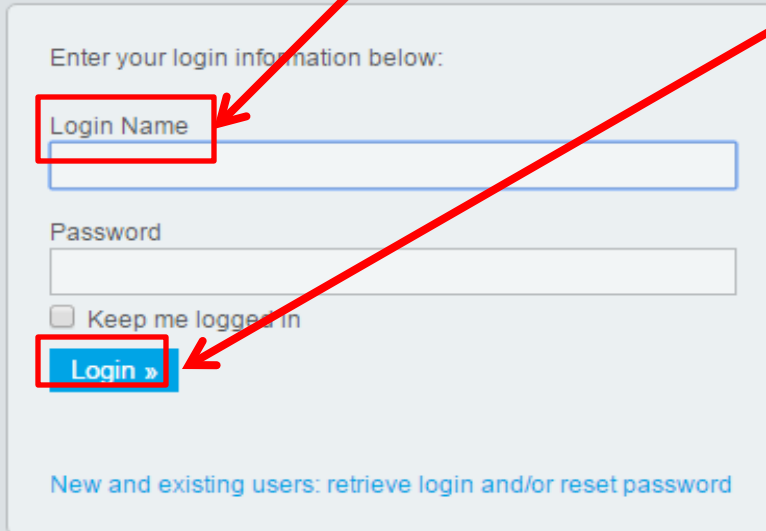
S M T W T F S

01 02 03 04 05

Show all downloads...

5:14 PM

Enter your Login and Password



Enter your login information below:

Login Name

Password

☐ Keep me logged in

Login »

New and existing users: [retrieve login and/or reset password](#)

Trouble Logging In ?

If you receive a red “The user name or password you provided does not match our records.” message, then either your username or password is incorrect. Try entering the information again. Or check with your website administrator.

If you are still not able to log in

Enter your login information below:

Login Name

Password

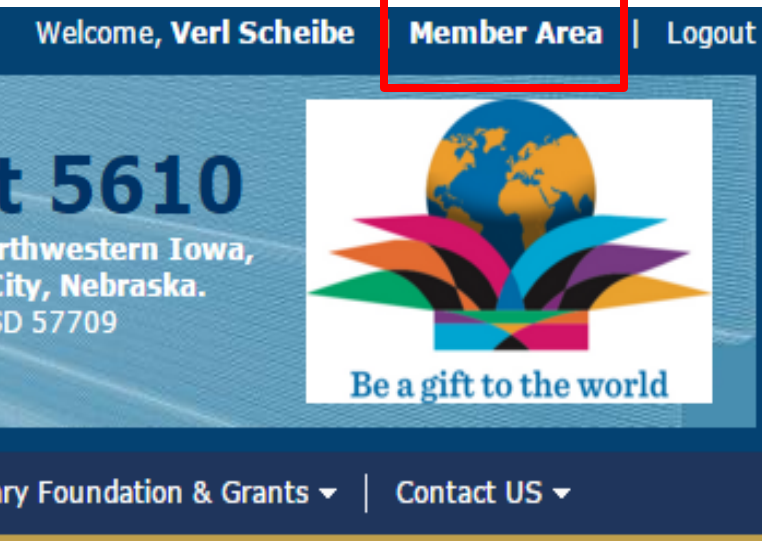
☐ Keep me logged in

Login »

[New and existing users: retrieve login and/or reset password](#)

Click on “New and existing users, retrieve login and /or reset password” link and follow the ClubRunner directions

Click on
“Member Area”
depending upon
your role in the
club or district,
various features
will become
available to you
once you enter the
members only
section.



TAKE ACTION

of District
can locate
d District
ation, suggest
ng leaders in
onal club and

December
2015

S	M	T	W	T	F	S
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

th more than
Districts.
internationally
ad job
above Self.

[Read more...](#)

Upcoming Events

You will get to the “Launchpad”

The screenshot shows a web browser window with the URL `www.crsadmin.com/Gen/Launchpad.aspx?aid=60087`. The browser's address bar and tabs are visible at the top. Below the browser window, a Windows taskbar is shown with icons for various applications including Internet Explorer, File Explorer, and Google Chrome.

The website interface features a blue header with a navigation menu. The 'Launchpad' and 'Administration' tabs are highlighted with a red box. The main content area is titled 'Welcome, Ver!' and contains several interactive tiles for different functions.

Navigation Menu:

- Admin
- For Clubs
- Grants
- For Members
- Membership
- Organization
- Communication
- Website
- Documents
- Reports
- Attendance

Launchpad Content:

Welcome to District 5610 website! Depending on your level of club or district involvement, you can access various data. Select from the tabs above, or go to "Admin" and pick the topic from the lists. If you have suggestions for additional information, or experience technology issues, please go to "Contact Us" on the home page and let us know!

[Edit Launchpad Message](#)

RI Integration

All clubs have RI Integration activated in your district.

Need Help?
[Access Support](#)

Welcome, Ver!

- 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.

javascript:__doPostBack('ctl00\$MainBody\$IbbtnClubInfo','')

or “Administration” Page

The screenshot shows a web browser window with the URL www.crsadmin.com/Gen/Admin.aspx?aid=60087. The browser's address bar and tabs are visible at the top. The website has a blue header with a navigation menu. The main content area is titled "Administration" and contains an "Important Notice" box, a "Latest Updates" box, and two sidebars with links to various administrative functions.

Admin | For Clubs | Grants | For Members | Membership | Organization | Communication | Website | Documents | Reports | Attendance | Events | Help

Launchpad | **Administration**

Administration

Important Notice: Please note that we will be performing our monthly server maintenance to ClubRunner on **Sunday, December 20, 2015** between **12:00 AM and 6:00 AM Eastern Time**. The downtime will be about 45 minutes to 1 hour.

Thank you for your patience as we continue to improve ClubRunner.

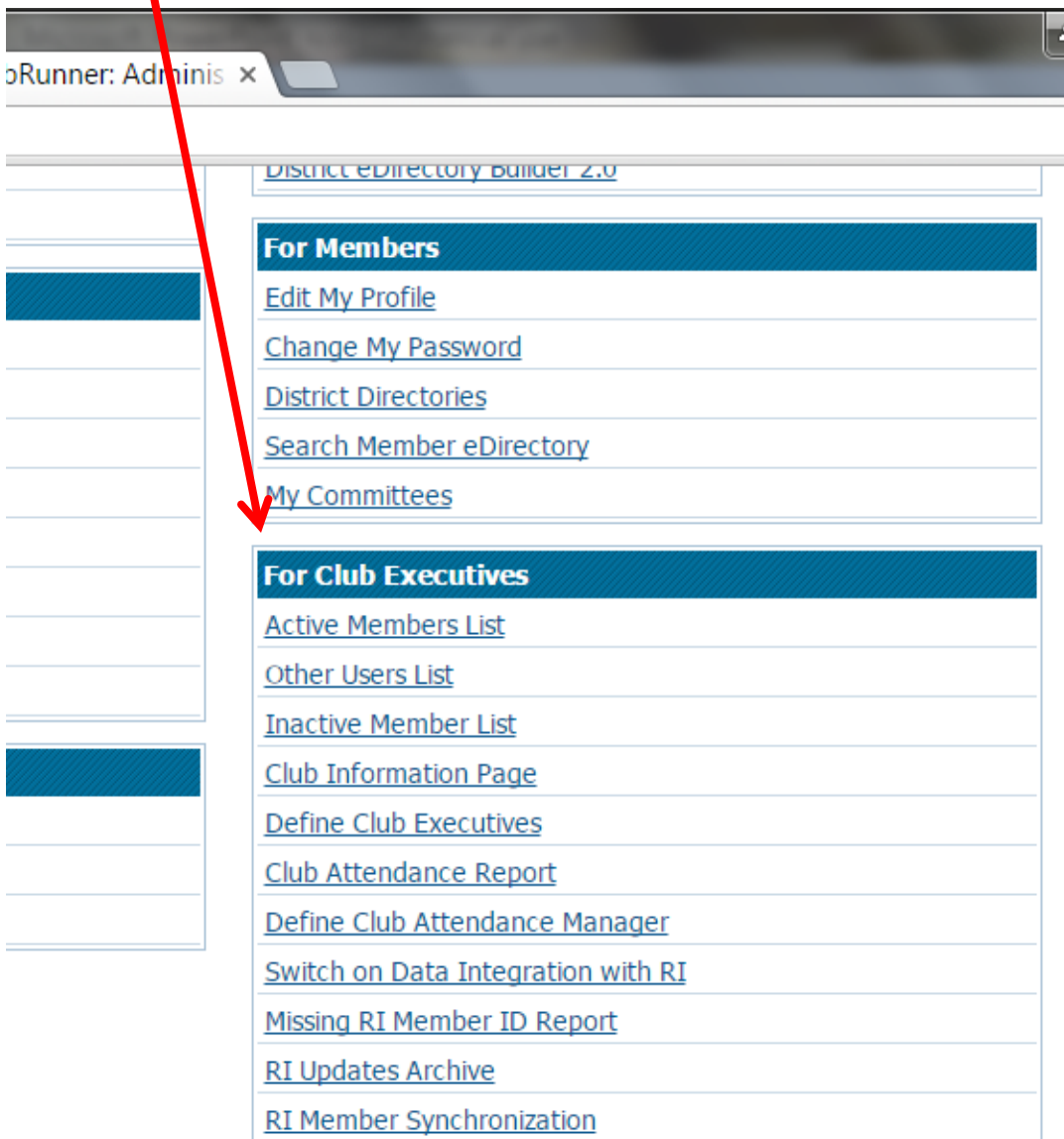
Latest Updates - Release Notes Available on [Service Updates](#) page.

Home Page Editing	District, Clubs & Membership
Home Page Stories	District Dashboard
Story Management	Club & Membership Detail
Edit Home Page Links	Member Detail
Download Files	Request Member Updates
Site Pages Management	Member Access Rights
Photo Albums Management	Clubs Attendance Management
Documents Download	Edit Executives and Directors
Website Sponsoring Area	Download Member Data
Website Sponsoring Guide	Member Data Changes

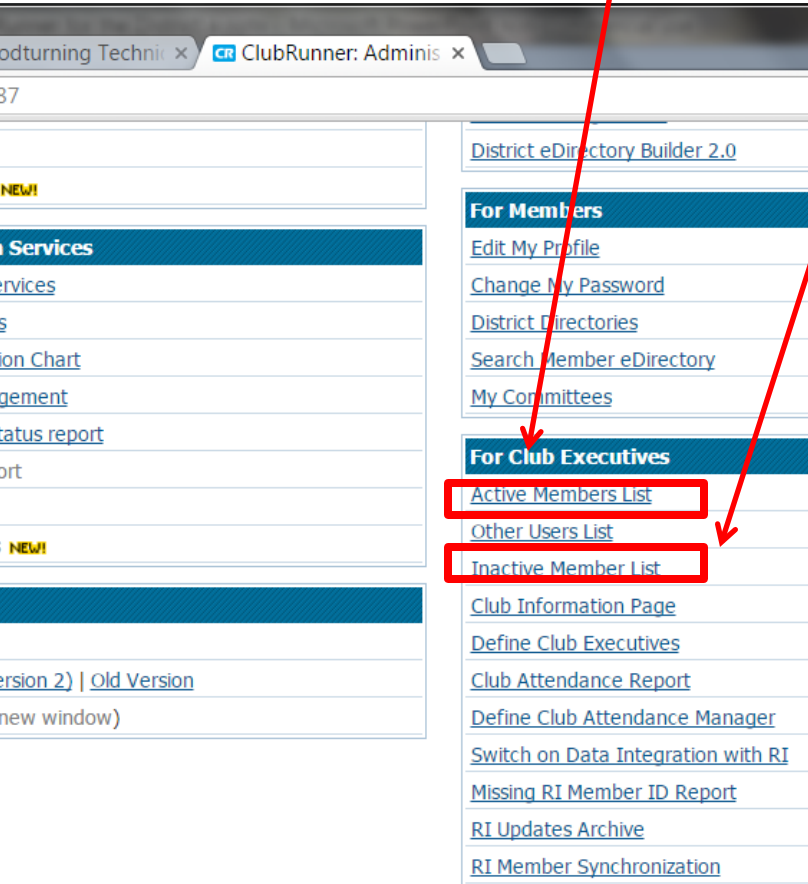
The browser's taskbar at the bottom shows several open applications, including the Windows Start menu, File Explorer, Google Chrome, and Microsoft Word. The system clock in the bottom right corner indicates the time is 7:05 PM on 12/15/2015.

Club Executives, can update your club and membership information, report monthly attendance, and register your members for district events.

Your club's membership information can be found in the "For Club Executives" section



Click on **Active Members List** – This list contains your Active and Honorary members.



Click on **Inactive Members List** to view and edit our inactive members (such as terminated, or ex-members).

Active Members List Page: members that have an email have an **icon** in front of their name.

The screenshot shows the 'Active Members List' page in ClubRunner. The page has a navigation bar with tabs for 'For Members', 'Membership', 'Organization', 'Communication', 'Website', 'Documents', 'Reports', 'Attendance', 'Events', and 'Help'. Below the navigation bar, there are links for 'Club Executives', 'Edit Club Information', 'RI Integration', 'Missing RI Member ID', 'RI Updates Archive', and 'Club Attendance Report'. The main content area is titled 'Active Members List' and includes a 'Select Club' dropdown menu set to 'Custer Rotary Club' and a 'Members per Page' dropdown set to '25'. Below these are alphabetical filters from 'All' to 'Z'. The members list table has columns for 'Email', 'By First Name', 'Name', 'Type', 'Access', and 'Action'. The 'Email' column contains email icons for members like Arnold, Peg; Brandner, Monte; Brown, Dick; Carson, John; Chase, Mike; Cullum, Marguerite; Engelbrecht, Steve; Giraud, Steve; Hauschildt, Patti; and Hutt, Dan. The 'Action' column contains links for 'Designation', 'Mark Ex', and 'Reset Password'. A red arrow points from the text 'icon' to an email icon in the 'Email' column. Another red arrow points from the text 'add' to the 'Add New Member' button. A third red arrow points from the text 'remove' to the 'Mark Ex' button. A fourth red arrow points from the text 'reset' to the 'Reset Password' button.

Email	By First Name	Name	Type	Access	Action
	Arnold, Peg		Active	70	Designation Mark Ex Reset Password
	Brandner, Monte		Active	70	Designation Mark Ex Reset Password
	Brown, Dick		Active	70	Designation Mark Ex Reset Password
	Carson, John		Active	70	Designation Mark Ex Reset Password
	Chase, Mike		Active	40	Designation Mark Ex Reset Password
	Cullum, Marguerite		Active	70	Designation Mark Ex Reset Password
	Engelbrecht, Steve		Active	70	Designation Mark Ex Reset Password
	Giraud, Steve		Active	70	Designation Mark Ex Reset Password
	Hauschildt, Patti		Active	70	Designation Mark Ex Reset Password
	Hutt, Dan		Active	70	Designation Mark Ex Reset Password

As a club executive, you can **add** and **remove** members. You also have the ability to **reset** members' passwords and update their contact (profile) information..

Add a new Member-

From the Active Member's List,

Click the Add New Member Tab

(previous slide)

s	For Members	Membership	Organization	Communication	Website	Documents	Reports	Attendance	Events	F
b Executives	Edit Club Information	RI Integration	Missing RI Member ID	RI Updates Archive	Club Attendance Report					

New Member

Rotary Club of	Custer Rotary Club
	Custer, SD, United States

Title	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Suffix	<input type="text"/>
Gender	<input type="radio"/> Male <input type="radio"/> Female
Membership Type	Active <input type="text"/>
Sponsor	<input type="text"/>
Date Joined Rotary	Dec 16 2015 <input type="text"/>
Date Joined Club	Dec 16 2015 <input type="text"/>

Member Mailing Address

City	<input type="text"/>
Country	United States <input type="text"/>
State	South Dakota <input type="text"/>
Zip/Postal Code	<input type="text"/>

Transferring Member?

	<input checked="" type="radio"/> No <input type="radio"/> Yes
Rotary Member No.	<input type="text"/>
Former Rotary Club	<input type="text"/>
District	<input type="text"/>

ClubRunner Account

E-mail	<input type="text"/>
Login Name	<input type="text"/>
Temporary Password	7723 <input type="text"/>
Send email notification to this member?	<input checked="" type="checkbox"/> System <input type="text"/> Welcome New Member <input type="text"/>
<input type="checkbox"/> Check here if you do NOT wish to notify Rotary International of this new member enrollment	

Please note that member additions are performed manually by RI Data Services, and could take up to 5 business days to be processed.

Add Member

Add New Member

JamPlay: Beginner Gu x ClubRunner: New Me x

in.com/Gen/Membership/AddNewMember.aspx?IsActive=1&IsOfficial=1&aid=60087

City

Country

State

Zip/Postal Code

Transferring Member?

☐ No ☐ Yes

Rotary Member No.

Former Rotary Club

District

ClubRunner Account

E-mail

Login Name

Temporary Password

Send email notification to this member? ☒ System

☐ Check here if you do NOT wish to notify Rotary International of this new member enrollment

Please note that member additions are performed manually by RI Data Services, and could take up to 5 business days to be processed

Add Member

Fill in member's information, including their login name and password at the bottom. This is what the member will use to log in to the District website

Click the **Add Member** button

Adding a Member Transferring from another Club

Address Line 1

Address Line 2

City

Country

State

Zip/Postal Code

Transferring Member?

☐ No ☒ Yes

Rotary Member No.

Former Rotary Club

District

ClubRunner Account

E-mail

Login Name

Temporary Password

Send email notification to this member? ☒ System

☐ Check here if you do NOT wish to notify Rotary International of this new member enrollment

Please note that member additions are performed manually by RI Data Services, and could take up to 5 business days to be processed.

Fill in member's information from former club, off of the membership application along with their Rotary Member No. This will prevent duplication.

Click the **Add Member** button

Update Next Year's Officers and Directors

www.crsadmin.com/Gen/Organization/DefineExecutives.aspx?ClubId=0&aid=60087

Admin | **For Clubs** | Grants | For Members | Membership | Organization | Communication | Website | Documents | Reports | Attendance | Events | Help

Membership Lists | **Define Club Executives** | Edit Club Information | RI Integration | Missing RI Member ID | RI Updates Archive | Club Attendance Report

Define Executives

Define Executives and Directors

Club Executives and Directors

[Previous Year](#) | **Current Year: 2015-16** | [Next Year](#)

Custer Rotary Club

[Publish Changes to Home Page](#) | [Add New Position](#)

Sequence	Title	Position	Name	Action
10	President	President	Jorgensen, Rex	Edit Clear Delete
20	President Elect	President Elect	Jorgensen, Rex	Edit Clear Delete
30	treasurer	Treasurer	Chase, Mike	Edit Clear Delete
40	Secretary	Secretary	Scheibe, Veri	Edit Clear Delete
50	Director	Community Service	Trask, Gail	Edit Clear Delete
70	Past President	Past President	Schmidt, Veronica	Edit Clear Delete
80	Director	Club Service	Cullum, Marguerite	Edit Clear Delete
90	Foundation/Grant Chair	Rotary Foundation	Kettle, Jill	Edit Clear Delete

Carry over Executive and Director Positions to the Next Year

[Go Back](#)

ClubRunner™ © 2002-2016 All rights reserved. [Privacy Statement](#) | [Online Help](#) | [System Requirements](#)

Under Club's Tab, **Click**
on **Define Club**
Executives

Click on **Next Year** then
proceed to enter information
on all new officers

Terminate a Member

JamPlay: Beginner G... ClubRunner: Member x

h.com/Gen/Membership/MembersList.aspx?IsActive=1&IsOfficial=1&aid=60087






Active Members List

Select Club: Custer Rotary Club ▼

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
		Arnold, Peg	Active	70	Designation Mark Ex Reset Password
		Brandner, Monte	Active	70	Designation Mark Ex Reset Password
		Brown, Dick	Active	70	Designation Mark Ex Reset Password
		Carson, John	Active	70	Designation Mark Ex Reset Password
		Chase, Mike	Active	40	Designation Mark Ex Reset Password

Again, from the Active Members List, **Click** on the **Mark Ex**


You will be asked to specify their date of termination, as well as a reason for termination.

Terminate a Member

JamPlay: Beginner Gl x ClubRunner: Mark As x

in.com/Gen/Membership/TerminateMember.aspx?aid=60087

Verl Scheibe

Ex-Member as of: 

Please indicate reason for termination:

- ☐ Classification
- ☐ Business Transfer
- ☐ Moved
- ☐ Attendance
- ☐ Business Pressure
- ☐ Disinterest
- ☐ Health
- ☐ Deceased
- ☐ None Given
- ☐ Joined Other Club
- ☐ Family Obligations
- ☐ Duplicate record on ClubRunner
- ☐ Non-payment of club dues
- ☐ Other

If other, please specify:

☐ Check here if you do NOT wish to notify Rotary International of this member termination

Ex-Member Confirmation

Please note that once you confirm this member to be marked as an ex-member, the following actions will take place. These cannot be undone if the member is reinstated.

The member's access rights will be downgraded and this member will no longer be able to login.

This member's name will be cleared from the following position(s) in the Executives/Directors list:
Secretary (2015)

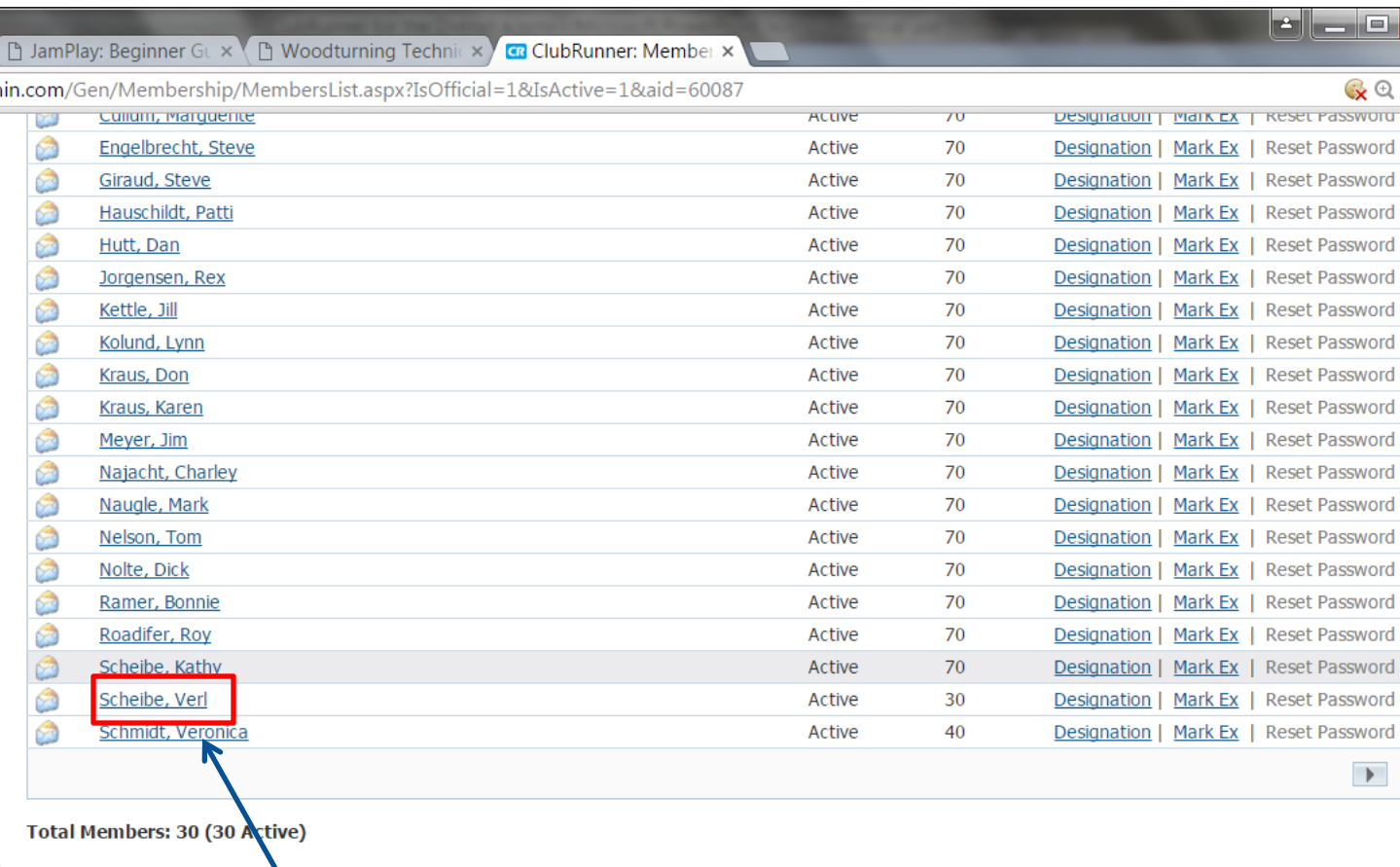
This member will be removed from the following distribution list(s):
Club Board Members
Club Members





















Terminate Member

[Go Back](#)

Press the **Terminate Member** button. You should now see this member listed under the Inactive Members List, as an “Ex-Member” type

Updating Member Profiles



	Cannon, Marguerite	Active	70	Designation	Mark Ex	Reset Password
	Engelbrecht, Steve	Active	70	Designation	Mark Ex	Reset Password
	Giraud, Steve	Active	70	Designation	Mark Ex	Reset Password
	Hauschildt, Patti	Active	70	Designation	Mark Ex	Reset Password
	Hutt, Dan	Active	70	Designation	Mark Ex	Reset Password
	Jorgensen, Rex	Active	70	Designation	Mark Ex	Reset Password
	Kettle, Jill	Active	70	Designation	Mark Ex	Reset Password
	Kolund, Lynn	Active	70	Designation	Mark Ex	Reset Password
	Kraus, Don	Active	70	Designation	Mark Ex	Reset Password
	Kraus, Karen	Active	70	Designation	Mark Ex	Reset Password
	Meyer, Jim	Active	70	Designation	Mark Ex	Reset Password
	Najacht, Charley	Active	70	Designation	Mark Ex	Reset Password
	Naugle, Mark	Active	70	Designation	Mark Ex	Reset Password
	Nelson, Tom	Active	70	Designation	Mark Ex	Reset Password
	Nolte, Dick	Active	70	Designation	Mark Ex	Reset Password
	Ramer, Bonnie	Active	70	Designation	Mark Ex	Reset Password
	Roadifer, Roy	Active	70	Designation	Mark Ex	Reset Password
	Scheibe, Kathy	Active	70	Designation	Mark Ex	Reset Password
	Scheibe, Verl	Active	30	Designation	Mark Ex	Reset Password
	Schmidt, Veronica	Active	40	Designation	Mark Ex	Reset Password

Total Members: 30 (30 Active)

Click on the member's name
from the **Active Members List**

Updating Member Profiles


Browser tabs: JamPlay: Beginner Gu x Woodturning Techni x ClubRunner: Member x

URL: sadmin.com/Gen/Membership/MemberProfile.aspx?aid=60087

Navigation menu: Grants For Members Membership Organization Communication Website Documents Reports Attendance Events

Sub-navigation menu: Fine Club Executives Edit Club Information RI Integration Missing RI Member ID RI Updates Archive Club Attendance Report

Member Profile

 **Verl Scheibe**
[Printable Version](#)
[Update](#)

Personal Rotary Biography Commitments Settings Privacy

Edit

Member Details

Title		Gender	Male
First Name	Verl	Date of Birth	Mar 19 1950
Middle Name		Anniversary	Jul 22 1971
Last Name	Scheibe	Spouse/Partner First Name	Kathy
Nickname		Spouse/Partner Last Name	
Suffix		Spouse/Partner Nick Name	
Preferred Address	Home	Spouse/Partner Date of Birth	
Preferred Phone	Home		

Select the appropriate **tab**, **Click** Edit.

Updating Member Profiles


JamPlay: Beginner Gu x Member Profile x

min.com/Gen/Membership/MemberProfile.aspx?aid=60087

ants For Members Membership Organization Communication Website Documents Reports Attendance Events Help

Club Executives | Edit Club Information | RI Integration | Missing RI Member ID | RI Updates Archive | Club Attendance Report |

Member Profile



 **Verl Scheibe**
[Printable Version](#)

Personal Rotary Biography Commitments Settings Privacy

Save Cancel

Fields marked in red are required.

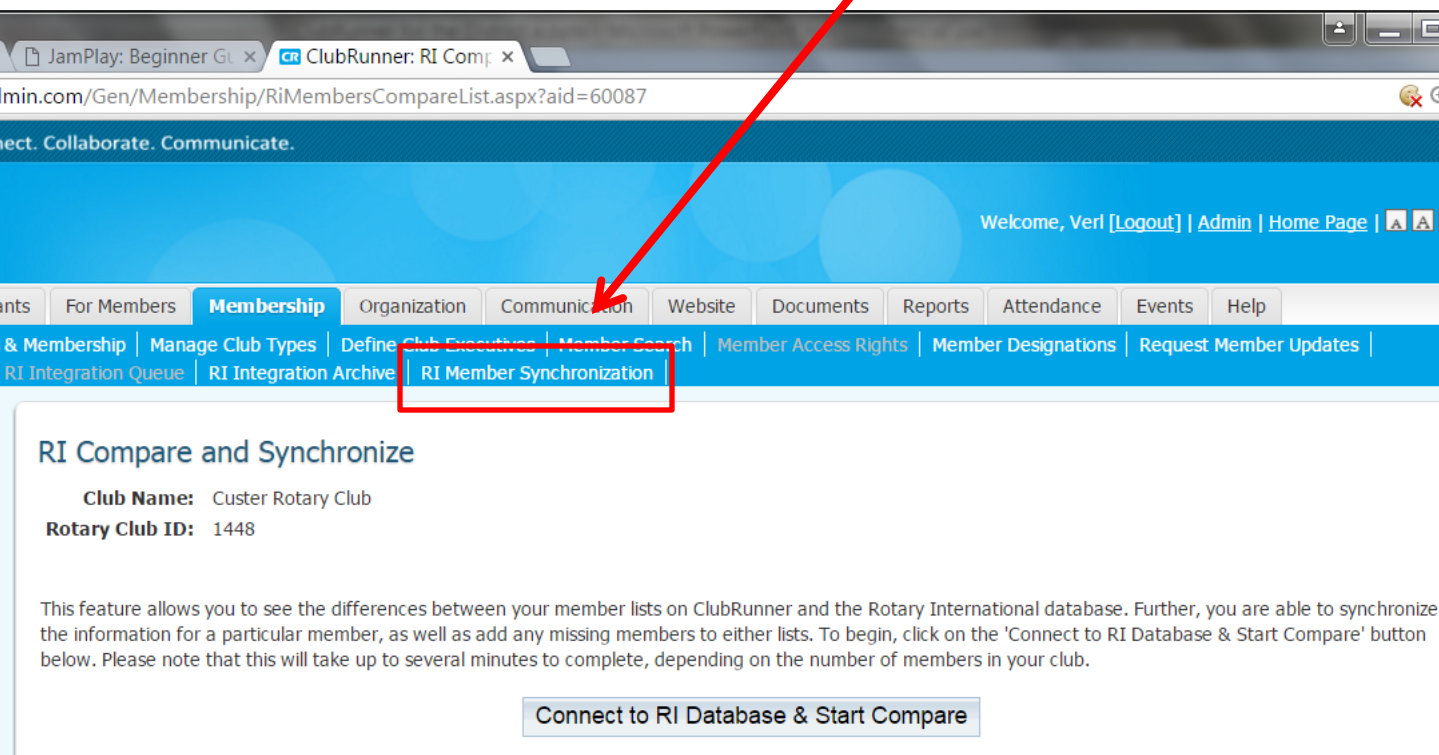
Member Details

Title	<input type="text"/>	Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
First Name	<input type="text" value="Verl"/>	Date of Birth	<input type="text" value="Mar 19 1950"/> 
Middle Name	<input type="text"/>	Anniversary	<input type="text" value="Jul 22 1971"/> 
Last Name	<input type="text" value="Scheibe"/>	Spouse/Partner First Name	<input type="text" value="Kathy"/>
Nickname	<input type="text"/>	Spouse/Partner Last Name	<input type="text"/>
Suffix	<input type="text" value=""/>	Spouse/Partner Nick Name	<input type="text"/>

Fill in or change as many details
as needed and **Click Save**

RI Members Synchronization

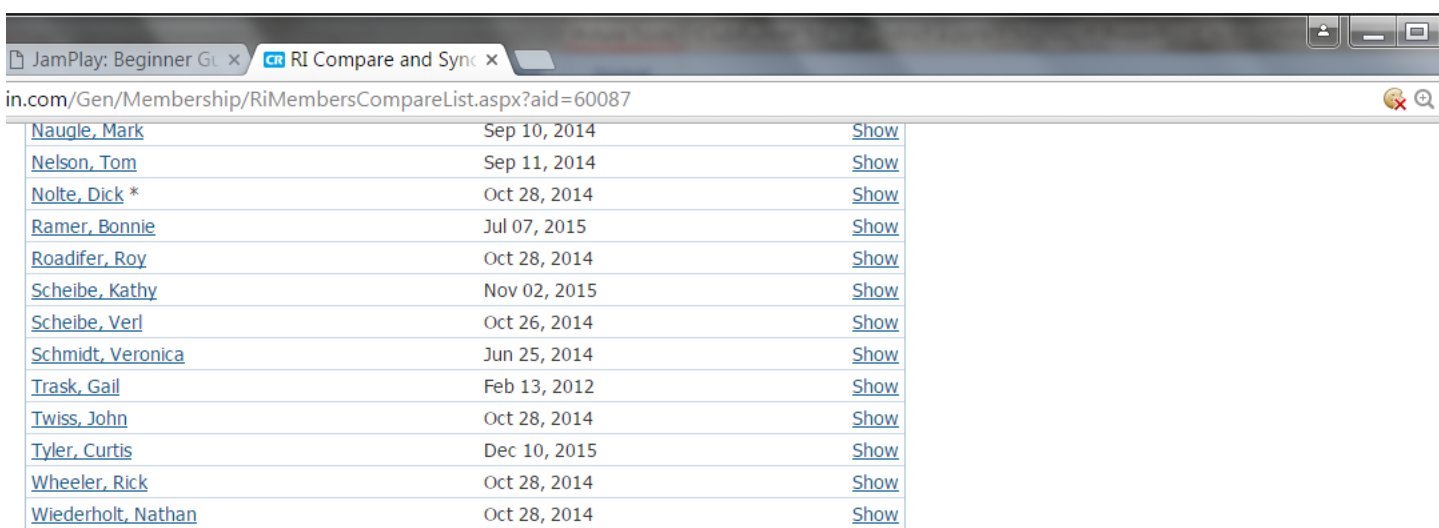
Under the Membership Tab, **Click**
RI Member Synchronization



The screenshot shows a web browser window with the URL min.com/Gen/Membership/RiMembersCompareList.aspx?aid=60087. The page has a blue header with the text "Connect. Collaborate. Communicate." and a welcome message "Welcome, Veri [Logout] | Admin | Home Page". The navigation menu includes tabs for "Membership", "Organization", "Communication", "Website", "Documents", "Reports", "Attendance", "Events", and "Help". Under the "Membership" tab, there are links for "RI Member Synchronization", "RI Integration Queue", and "RI Integration Archive". The "RI Member Synchronization" link is highlighted with a red box. Below the navigation menu, the page title is "RI Compare and Synchronize". The "Club Name" is "Custer Rotary Club" and the "Rotary Club ID" is "1448". A paragraph of text explains the feature: "This feature allows you to see the differences between your member lists on ClubRunner and the Rotary International database. Further, you are able to synchronize the information for a particular member, as well as add any missing members to either lists. To begin, click on the 'Connect to RI Database & Start Compare' button below. Please note that this will take up to several minutes to complete, depending on the number of members in your club." A button labeled "Connect to RI Database & Start Compare" is located at the bottom of the page.

Allows you to see the differences between your member lists on ClubRunner and the Rotary International database

RI Member Synchronization



The screenshot shows a web browser window with two tabs: 'JamPlay: Beginner G...' and 'RI Compare and Sync...'. The address bar shows the URL 'in.com/Gen/Membership/RiMembersCompareList.aspx?aid=60087'. The main content area displays a table with three columns: Name, Date Added, and a 'Show' link. The table lists 15 members.

Naugle, Mark	Sep 10, 2014	Show
Nelson, Tom	Sep 11, 2014	Show
Nolte, Dick *	Oct 28, 2014	Show
Ramer, Bonnie	Jul 07, 2015	Show
Roadifer, Roy	Oct 28, 2014	Show
Scheibe, Kathy	Nov 02, 2015	Show
Scheibe, Veri	Oct 26, 2014	Show
Schmidt, Veronica	Jun 25, 2014	Show
Trask, Gail	Feb 13, 2012	Show
Twiss, John	Oct 28, 2014	Show
Tyler, Curtis	Dec 10, 2015	Show
Wheeler, Rick	Oct 28, 2014	Show
Wiederholt, Nathan	Oct 28, 2014	Show

ClubRunner Members Missing on RI Database

These members are active members in ClubRunner, but do not appear on the RI membership list. To add to RI, click on the link to the right.

Name	ID	Date Added	Action
No ClubRunner Members.			

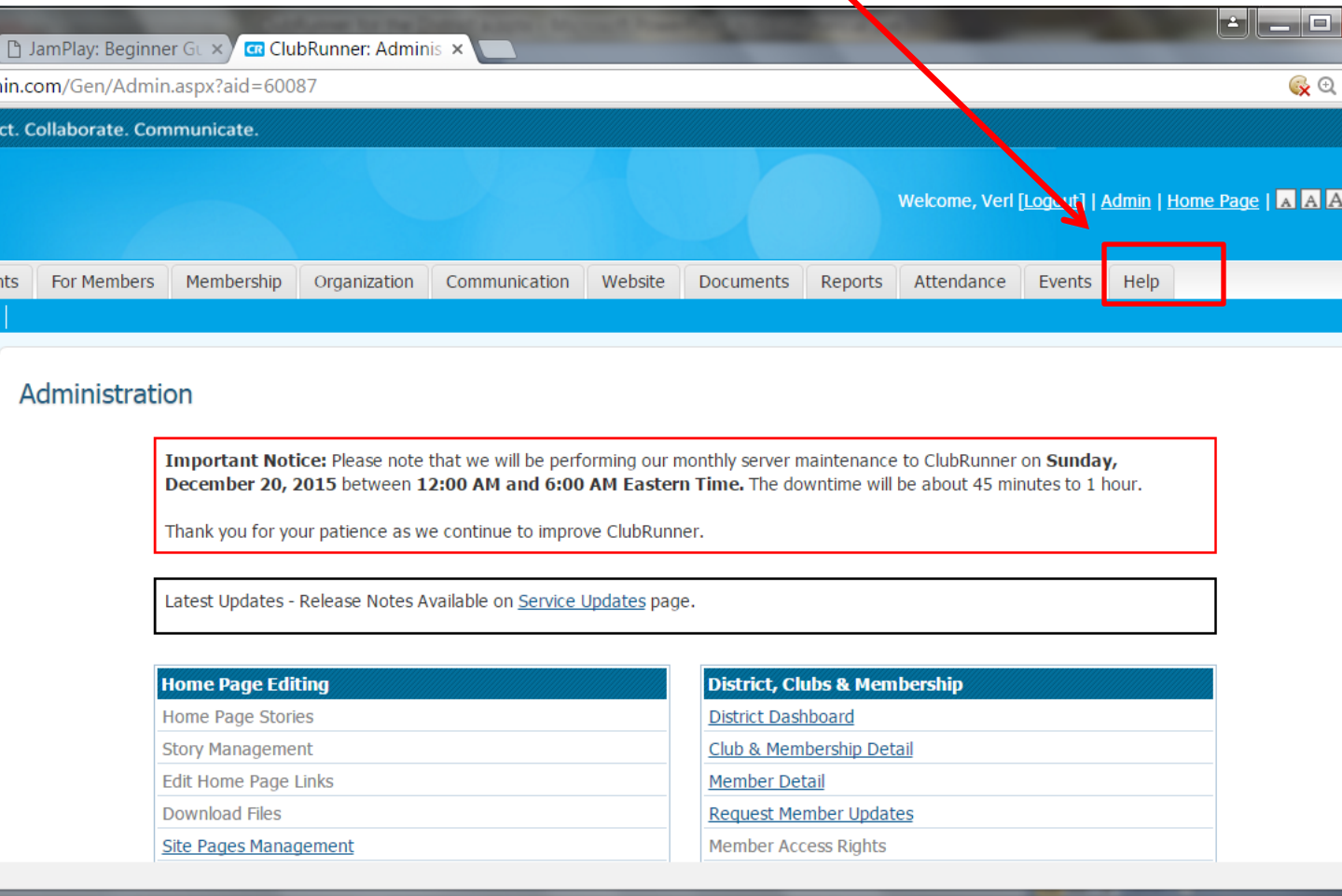
Members Listed on RI but Missing in ClubRunner

These members are active members currently listed on the RI database, but do not appear in your ClubRunner list. To add to ClubRunner, click on the link to the right.

Name	ID	Action
No RI Members.		

Provides names of members that have discrepancies between ClubRunner and RI

The **HELP** tab, The place to go for answers.

A screenshot of the ClubRunner Admin interface. At the top, there's a navigation bar with a blue background and white text. The text includes "Welcome, Veri [Logout] | Admin | Home Page". Below this is a horizontal menu with various tabs: "For Members", "Membership", "Organization", "Communication", "Website", "Documents", "Reports", "Attendance", "Events", and "Help". The "Help" tab is highlighted with a red box. A red arrow points from the text "The HELP tab, The place to go for answers." to the "Help" tab. Below the navigation bar, the main content area is titled "Administration". It contains an "Important Notice" box with a red border, stating that there will be server maintenance on Sunday, December 20, 2015, between 12:00 AM and 6:00 AM Eastern Time. Below this is a box for "Latest Updates - Release Notes Available on Service Updates page." At the bottom, there are two side-by-side tables. The left table is titled "Home Page Editing" and lists links for "Home Page Stories", "Story Management", "Edit Home Page Links", "Download Files", and "Site Pages Management". The right table is titled "District, Clubs & Membership" and lists links for "District Dashboard", "Club & Membership Detail", "Member Detail", "Request Member Updates", and "Member Access Rights".

JamPlay: Beginner G... ClubRunner: Adminis...
in.com/Gen/Admin.aspx?aid=60087
ct. Collaborate. Communicate.

Welcome, Veri [Logout] | Admin | Home Page

nts For Members Membership Organization Communication Website Documents Reports Attendance Events **Help**

Administration

Important Notice: Please note that we will be performing our monthly server maintenance to ClubRunner on **Sunday, December 20, 2015** between **12:00 AM and 6:00 AM Eastern Time**. The downtime will be about 45 minutes to 1 hour.

Thank you for your patience as we continue to improve ClubRunner.

Latest Updates - Release Notes Available on [Service Updates](#) page.

Home Page Editing	District, Clubs & Membership
Home Page Stories	District Dashboard
Story Management	Club & Membership Detail
Edit Home Page Links	Member Detail
Download Files	Request Member Updates
Site Pages Management	Member Access Rights

We covered Logging into District 5610 ClubRunner Website, Gaining Membership Information, Adding Members, Listing Board Members, Terminating Members, Updating Member Profiles, and RI. Synchronization. There is one other tab, and that's the "Help" tab. Go and explore.

We hope this was helpful and informative information you can use.