Welcome to ClubRunner

Logging in with ClubRunner

Rotary District 9520

www.rotary9520.org
Login to http://www.rotary9520.org
When logging in for the first time, the default Login Name is *FirstnameLastname12649* – this can be changed later in EDIT MY PROFILE.
Fill in these details, then click on **SUBMIT**

If the information is found, you will receive this message indicating that the profile was successfully located and an email will be sent to your email address.
Open the email that was sent and click on the **RESET PASSWORD LINK** or copy and paste the URL into the address bar of your internet browser.

**Note:** This link will only remain valid for 24 hours.

You will now be taken to the **RESET PASSWORD PAGE**. Take note of your Login Name. Section 2 below contains the reset password fields.

1. **Login Name:**
   - Please remember your Login Name as you will need it to enter the site. You can always change this by editing your profile.

2. **Enter New Password:**
   - Begin Typing
   - **Confirm New Password:**

**Submit**  **Cancel**
Enter and confirm your new password and click the SUBMIT button (see previous page). Use a combination of letters and numbers – six characters is recommended - aim for a strong password.

If your password reset is successful, you will receive this message. Click RETURN to go back to the login page.

Your password has been successfully reset. Click on the Return button to go to the Login page.
Enter your login name (provided in Step 7) and your new password – then click on LOGIN.
Click on the MEMBER AREA…

…to reach the ADMINISTRATION page
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