Rotaract Blue Cayman Islands

Committed To Making a Positive Difference

Rotaract Blue Cayman Islands Website Manual

Dear Rotaract Blue Member/Prospective Member,

As you may be aware, our website is hosted by ClubRunner which provides a user friendly webpage. To make things a bit easier for you, this manual has been created just for you! It provides a review of how to operate the various features on the website step by step.

www.rotaractblue.org

On our website, you can find our:

- ☐ Rotaract Brochure
- ☐ Rotaract Handbook
- ☐ Membership Requirements
- ☐ Calendar of Events
- ☐ Photos
- ☐ Stories
- ☐ Quarterly Project Reports
- ☐ Contact Info for Board Members
- ☐ Board Minutes

.....and much much more!
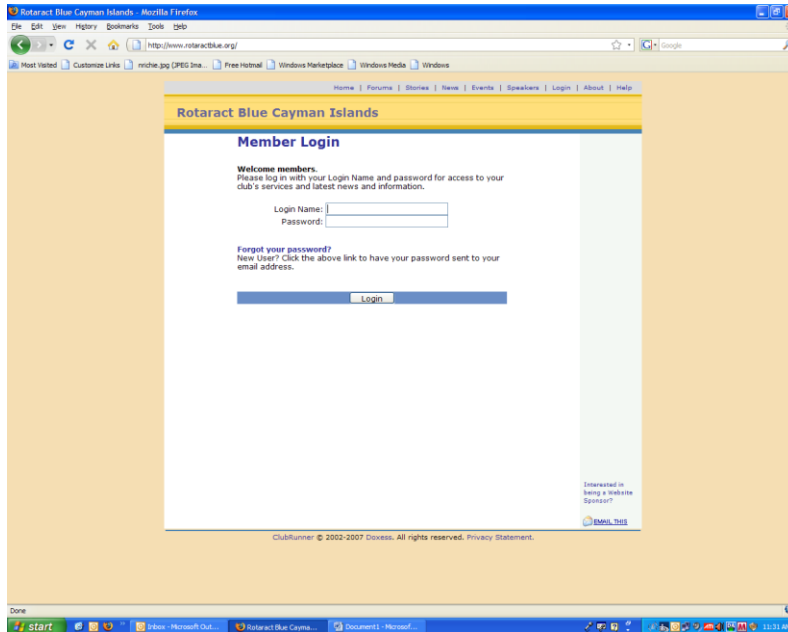
Log on Today!

Step 1 – Log on

To access our website, please enter the following address in your internet browser:

www.rotaractblue.org

Step 2 – Login

Select **Login** located on the right side of the home page

Enter your **Login Name** and **Password.** Your **Login Name** is your first name and last name with a full stop in the middle:

Example:

Jane Joseph - Jane.Joseph

OR

Your **Login Name** is your first name only.

Your **Password** is the first initial of your first name, together with your last name.

Example:

Jane Joseph – jjoseph
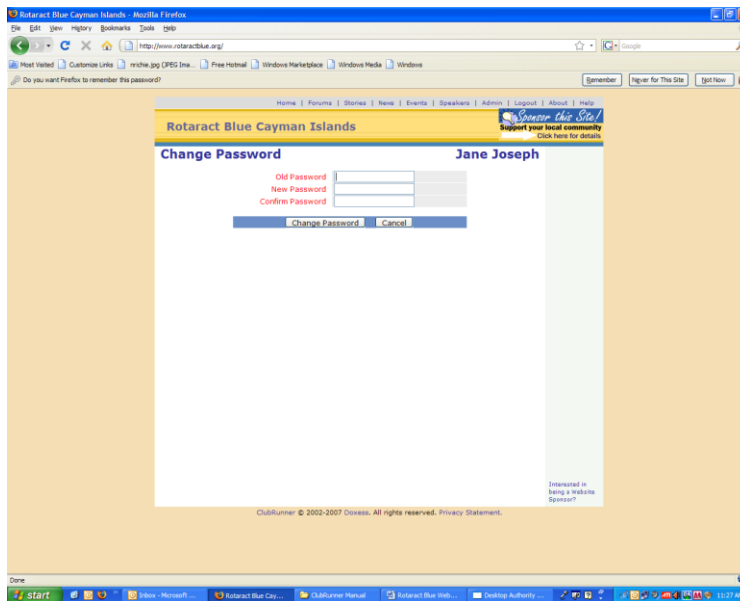
OR

Your **Password** is your last name only

Your **Login Name** and **Password** are not case sensitive

If you are having difficulties logging in, please select the **Forgot Your Password** tab and it will be sent to your email address. Alternatively, you can select the **Help** tab and/or contact the Technical Support Team at support@clubrunner.ca. They often respond quickly!

Step 2b – Change Your Password

Please note that your password is temporary and you will be required to change it once you login for security reasons.

- ☐ First, you must login, then go to the **Admin** tab in the navigation bar
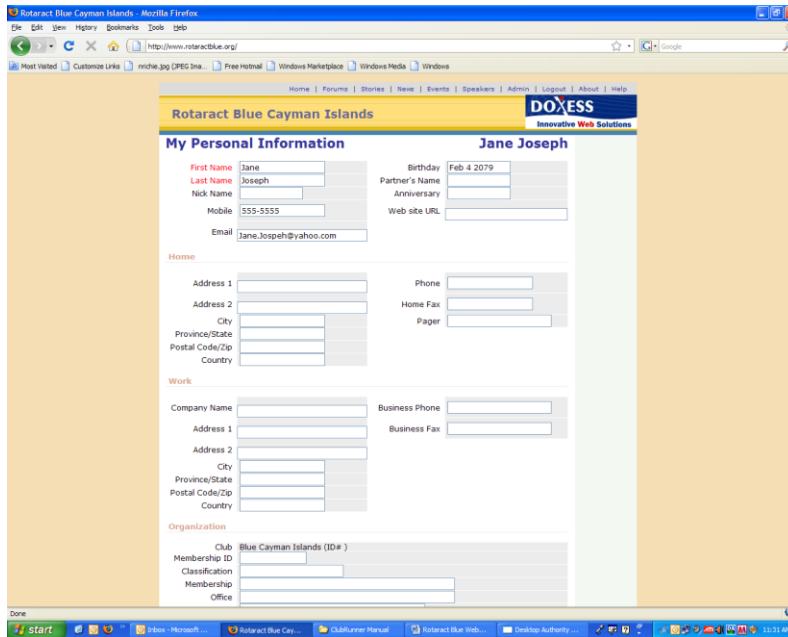- ☐ In the **My ClubRunner** section, click **Change My Password**

- ☐ Type in your old password for verification purposes
- ☐ Type in the new password twice
- ☐ Click on the **Change Password** button to save your changes

Step 3 – Edit Your Personal Information/Profile Page

Once inside the login area, you can edit your personal information.
- ☐ Click **Admin** in the navigation bar
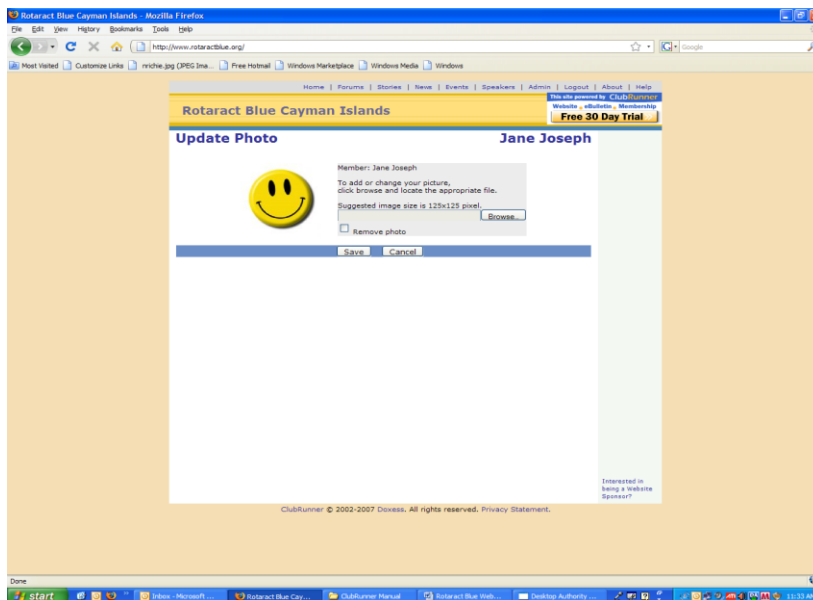- ☐ Click **Edit My Profile** under the **My ClubRunner** section

c/o Rotary Club of Grand Cayman Central   *Email: rotaractblue@gmail.com*
PO Box 30245   *Website: www.rotaractblue.org*
Grand Cayman KY1-1201

□ Click **Save** once you have made your changes

Additional Info

Upload Your Photo

How cool! You can upload a photo on your profile page!

□ Click **Admin** in the navigation bar
□ Click **Upload My Photo** under the **My ClubRunner** section
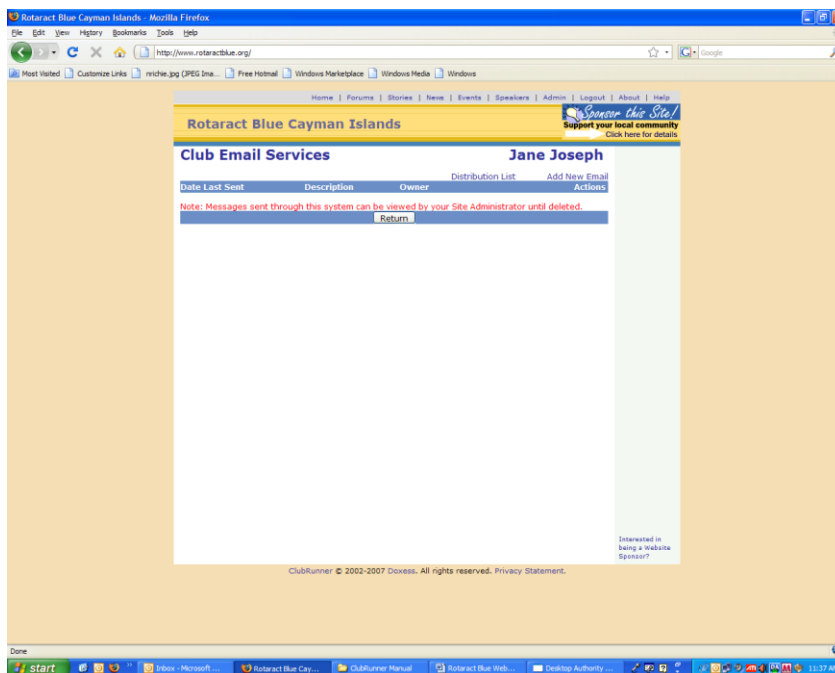
- ☐ Click **Browse** to upload your photo from your PC
- ☐ Once uploaded, click **Save**

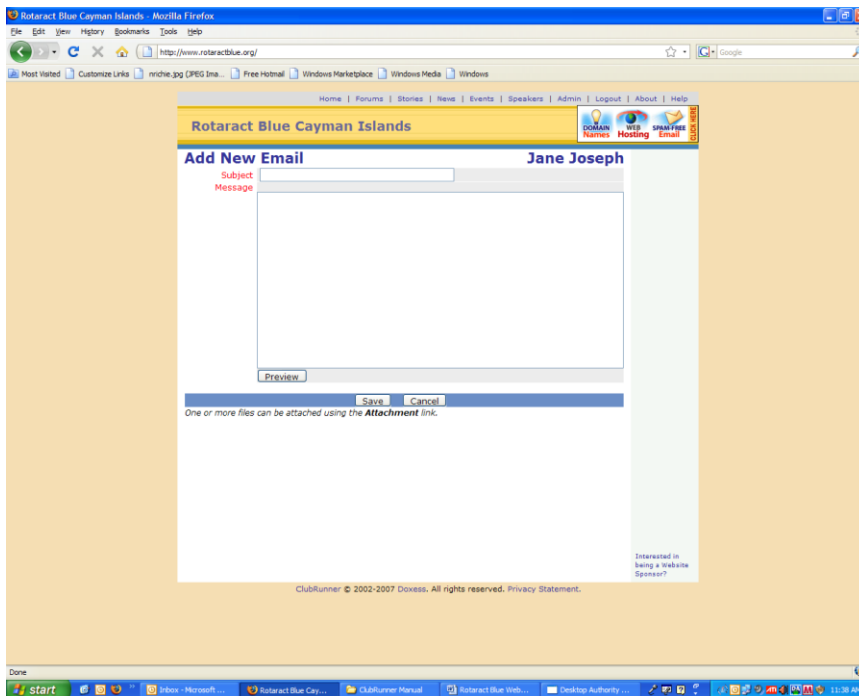And whalla! Your photo is uploaded! Yes, it's that easy!

Send Emails

Sending emails is like a piece of cake! You are able to send emails to any individual, committee, board member (s) including all members within our distribution list. No need to bother with typing each person's email manually, this can all be done by the simple click of a button! Like many of the other features on ClubRunner, this one is very easy to use!
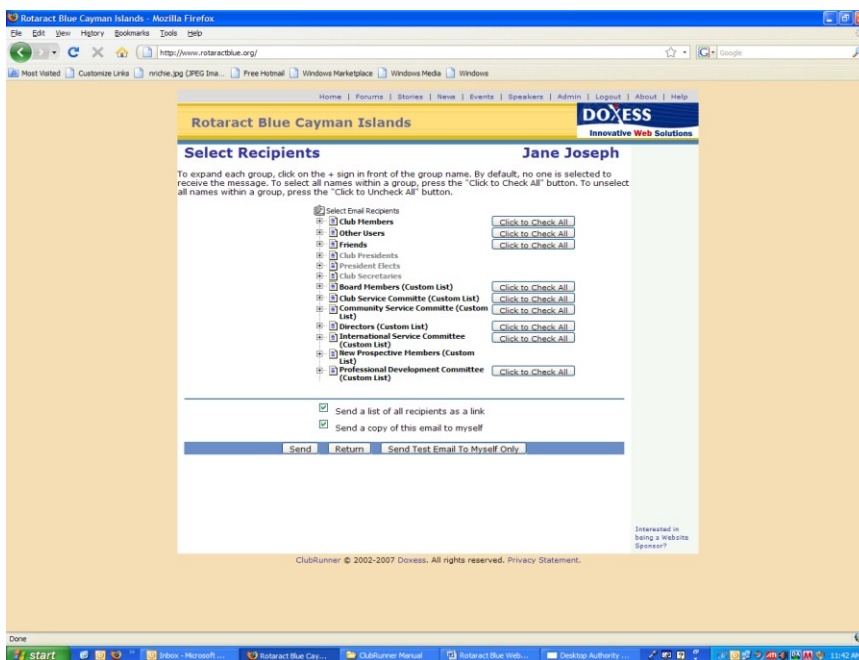
- ☐ Click **Admin** in the navigation bar
- ☐ Click **Email Message Center** under the **My ClubRunner** section

- ☐ Click **Add New Email**

- ☐ Include a subject and email message
- ☐ Once completed, click **Save**
- ☐ The **Club Email Service** will reappear, go to the message you want to send out, then click **Email**
- ☐ Select the appropriate recipients (to expand each distribution list, click the "+" icon next to the name of the distribution list **(eg. Club Members, Other Users, Board Members, etc)**
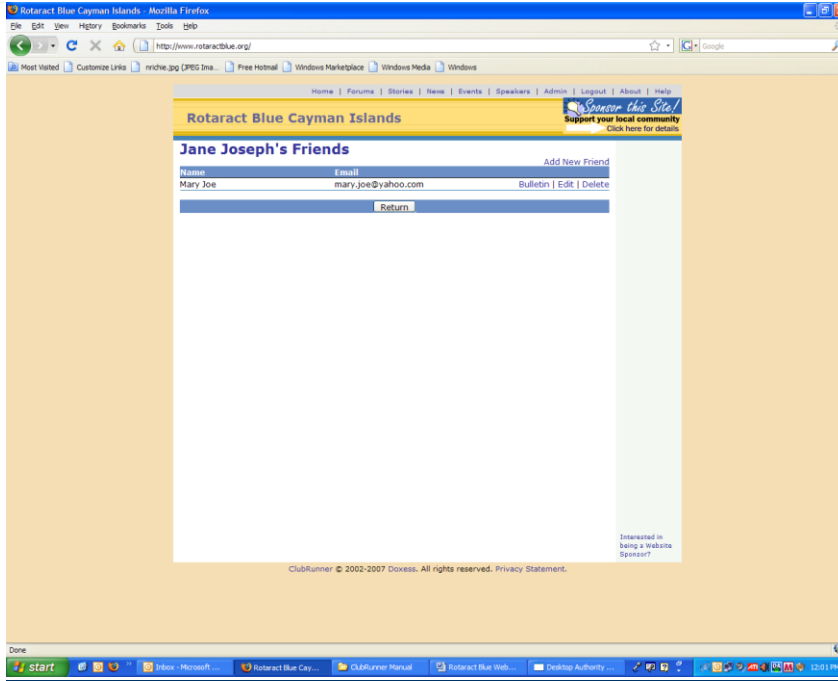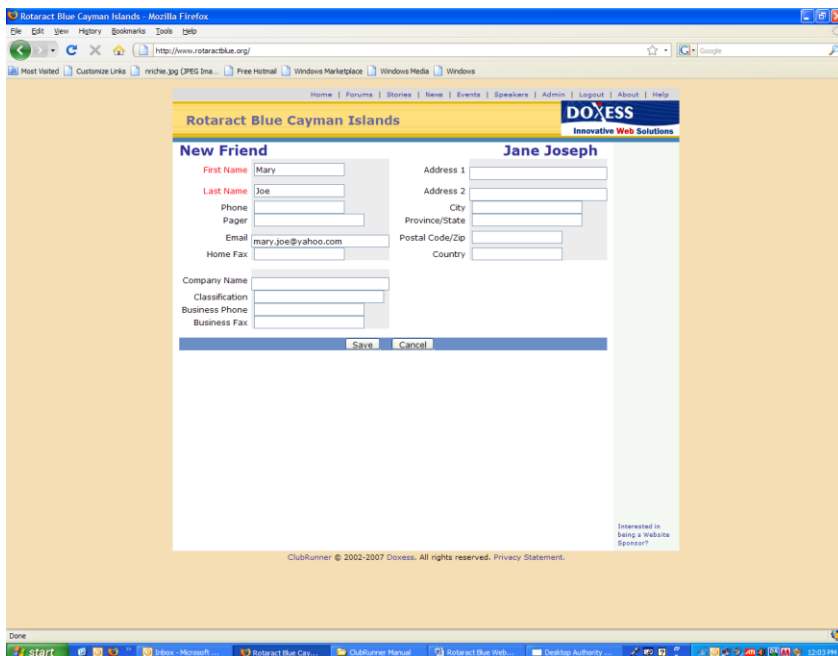

- ☐ Hit **Send**

Add Friends

With this feature, you are able to add email addresses of your friends. You can also send them our bulletin so they can keep updated on our activities.
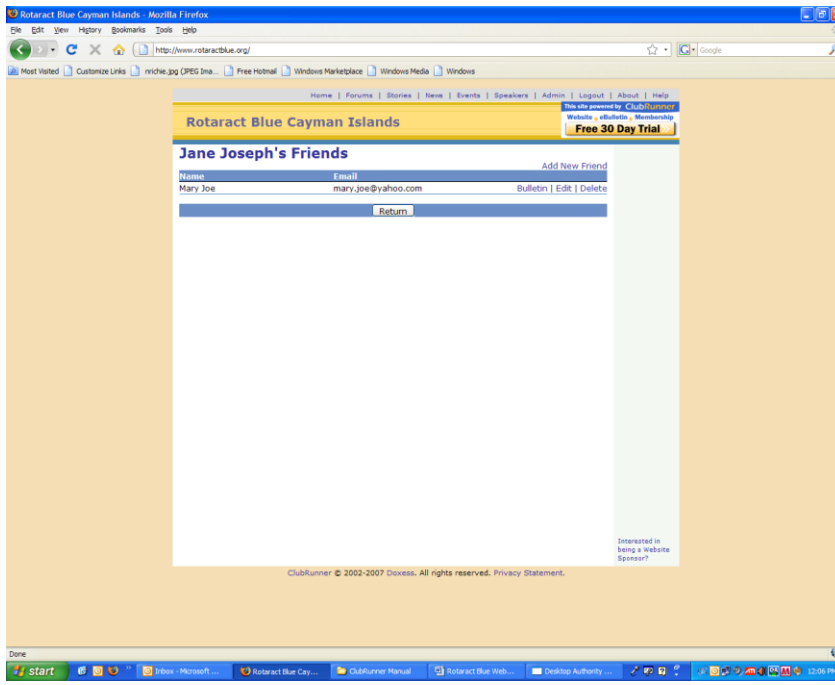
- ☐ Click **Admin** in the navigation bar
- ☐ Click **Edit My Friends** under the **My ClubRunner** section

- ☐ Select **Add New Friend**

c/o Rotary Club of Grand Cayman Central   *Email: rotaractblue@gmail.com*
PO Box 30245   *Website: www.rotaractblue.org*
Grand Cayman KY1-1201

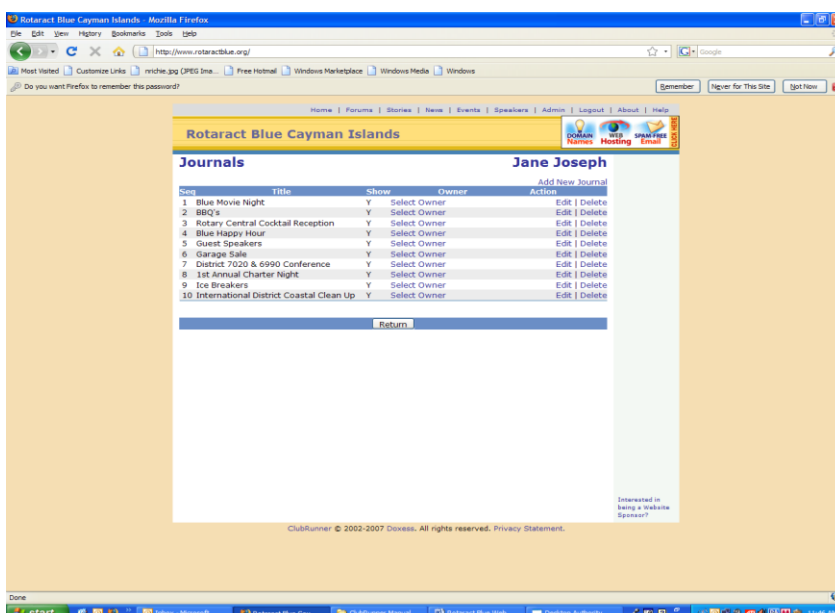☐ Enter your friend's first name, last name, and email address
☐ Select **Save**
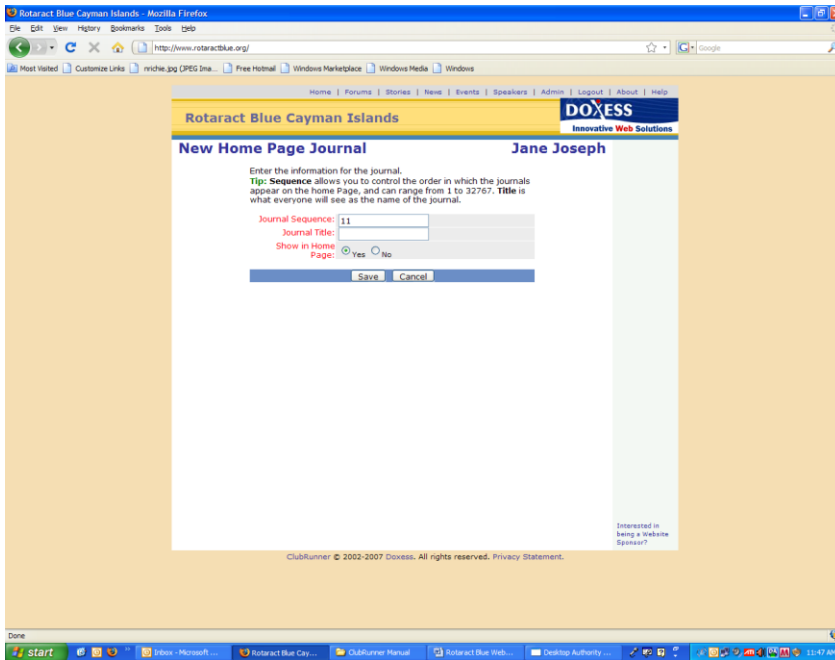

☐ To send our bulletin, click **Bulletin**

Add Event Photos

Only current board members including the PR Chair have access to upload photos of our events.
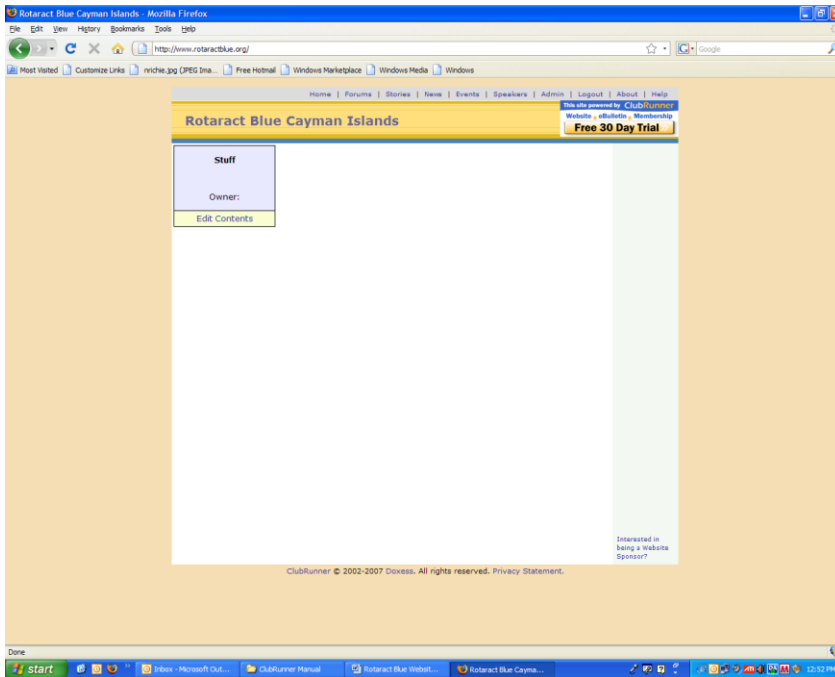
☐ Click **Admin** in the navigation bar
☐ Click **Edit Photo Journal** under the **Website Manager** section
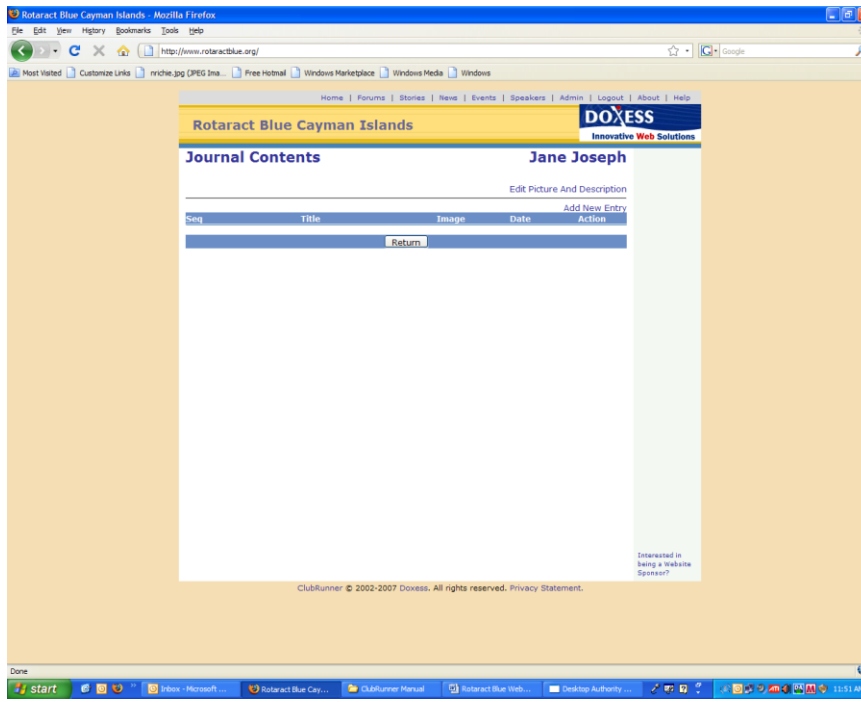
c/o Rotary Club of Grand Cayman Central   *Email: rotaractblue@gmail.com*
PO Box 30245   *Website: www.rotaractblue.org*
Grand Cayman KY1-1201
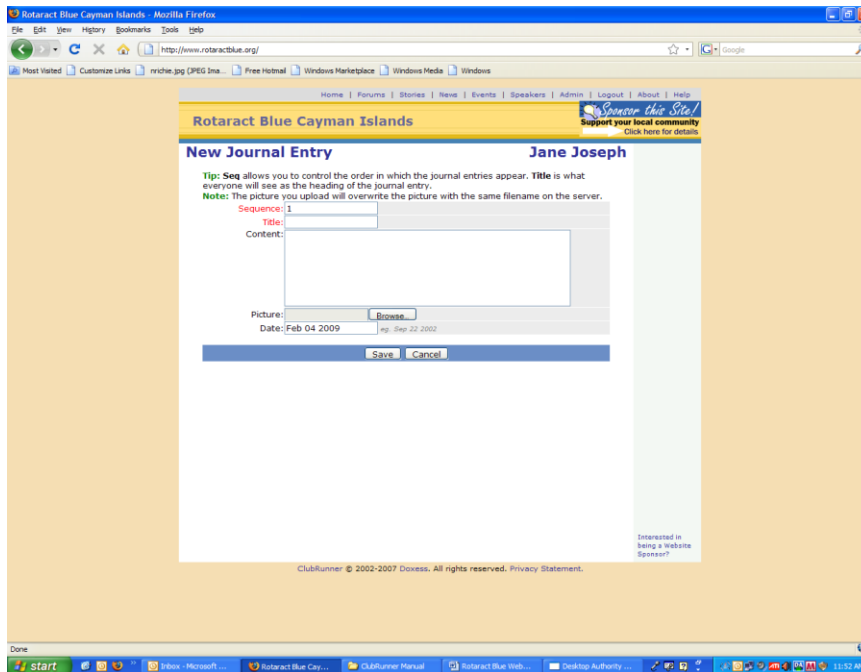
☐ Create a title for the album and hit **Save**

☐ Return to the home page and under Photo Journals, select the link for the new album

☐ Select **Edit Contents**

☐ Select **Add New Entry**

☐ Create a title/name for the photo you want to upload
☐ Under **Content**, please feel free to create a brief description of the photo
☐ Select **Browse** to upload your selected photo, then hit **Save**
☐ To add additional photos, repeat the steps above

Browse Site

Rotaract Blue would like to encourage you to browse the other features available on our user friendly site. New information is added regularly so be sure you don't miss out on any important details!

Problems/Queries

Should you experience any problems while using the site, please contact:

Yvette Cacho, Tricia Cacho or Stephanie Scott. Please refer to the contact details under Staff/Board on the home page.

Happy Surfing!