ClubRunner App for Cell Phone

- The following is the ClubRunner App just for use with a Cell Phone.

ClubRunner

As a Member of the Rapid City Cosmopolitan Club, you now have access to the **Club Runner App**. You can go to your **App Store** on your cell phone and search for **ClubRunner**. The App will look like the one on the right.

ClubRunner

ClubRunner

OPEN

ClubRunner

When you have the ClubRunner App, you will need to enter your **UserName** and **Password**. If you don't have that Information, contact Rodney Gunn at **rgunn@rap.midco.net**

He will be able to reset the Password for you.

ClubRunner

🏠 Home

Enter your login information below:

Username   Forgot username?

RodneyGunn101337

Password   Forgot password?

☑ Keep me logged in   New user?

Login

ClubRunner

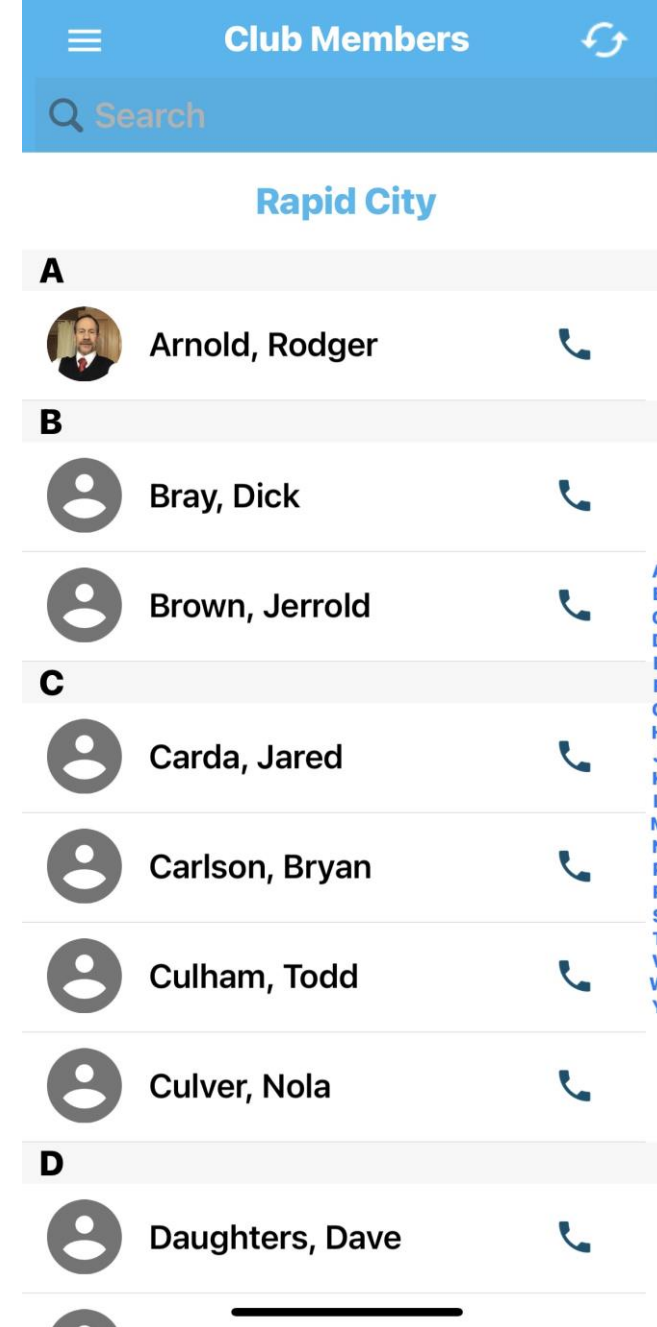After the ClubRunner App is installed and running on your cell phone, you will have access to all the information seen on the right.

ClubRunner

On the **Club Member** Page, you have access to all the Club's Members. This will give you their phone number, address, and email address if provided by the Member.

ClubRunner

On the **Club Member** Page, you have access to all the Club's Members. By clicking on a name, you will have their phone number, address, and email address if it was provided by the member.

Rodney Gunn

Phone

Home (Primary)

+1 (605) 348-8725

Cell

+1 (605) 381-3532

Email

Primary

rgunn@rap.midco.net

Home Address

3309 Hall Street
Rapid City, SD
57702 United States of America

Personal Information

Spouse/Partner: Gloria Gunn

Birthday: Sep 10

Joined Organization: Apr 05 2010
(11 years 11 months)

ClubRunner

On the **Club Executives** Page, you have access to all the Club's Executivesand their current Board Positions titles.

ClubRunner

On the **Club Stories** Page, you have access to all the Club's Stories that are currently on the Rapid City Cosmopolitan Club Website:

https://portal.clubrunner.ca/101337

Club Stories

2021 Application For Funds
Apr 23, 2021

2021 Application For Funds
Apr 23, 2021

2021 Cosmopolitan International Conv Sioux Falls
Feb 28, 2021

Valerie Millar Grant Application
Feb 10, 2020

Past Cosmopolitan Presidents
Jan 22, 2020

2019 Application for Funds
May 03, 2019

Cosmopolitan International Big C Award
Aug 02, 2018

Dick Kahler & Frank Short 60 Years of Service
Aug 01, 2018

John Duffield Rookie of the Year 2018
Aug 01, 2018

Diabetes Alert Dogs

ClubRunner

On the **My Club** Page, you have access to the Rapid City Cosmopolitan Club Website

https://portal.clubrunner.ca/101337

When you click on My Club, it will take you to the next page.

This information is only available to cell phones.
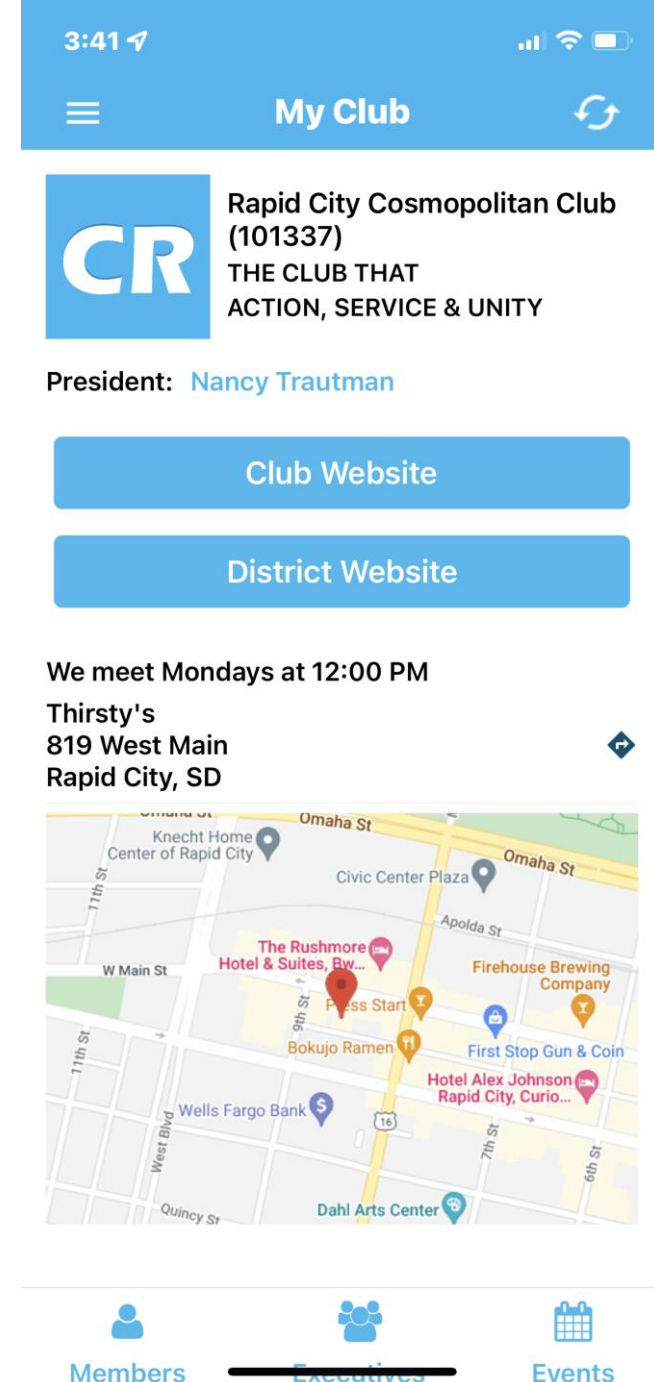
RC Club Website

When you are using your cell phone on the RC Cosmopolitan Website, you will have this Page show up on your phone.

If you click on the **3 Bars on the top right side**, it will show the following page.

RC Club Website

After clicking on the 3 Bars on the upper right side, it will take you to this Page. You can click on the Tab you want, and you will see the information contained in that Tab.

Home

Cosmopolitan Rays ▾

Contact Us

Club Executives

Event Calendar

2021 Application For Funds

JOIN

DONATE

Past Cosmopolitan Presidents

Valerie Millar Grant Application

Nemo Road Cleanup 2020

New Membership Application ▾

Christmas Party 2021

ClubRunner Information

RC Club Website

When clicking on one of these items such as Cosmopolitan Rays, you will be taken to this Page.

Home

Cosmopolitan Rays ▾

Cosmopolitan Rays February 14, 2022

Cosmopolitan Rays Feb 7, 2022

Cosmopolitan Rays, Jan 24, 2022

Cosmopolitan Rays Jan 10, 2022

Cosmopolitan Rays December 20, 2021

Elevate Rapid City Part one

Elevate Rapid City Part Two

Members at Elevate Rapid City

Dick Kahler Part One

Dick Kahler Part Two

Cosmopolitan Rays December 6, 2021

Cosmopolitan Rays November 29, 2021

Cosmopolitan Rays November 22, 2021

Rays July 19, 2021

RC Club Website

By clicking on one of the dates, you will see the information contain in that article.

Cosmopolitan Rays, Feb 14, 2022

The Cosmo Rays

Shining Light on the Cosmopolitan Club's Activities

Published After Each Meeting by the Noon Cosmopolitan Club
Meetings Held at Noon on Mondays at Thirsty's at 819 West Main, Rapid City, South Dakota
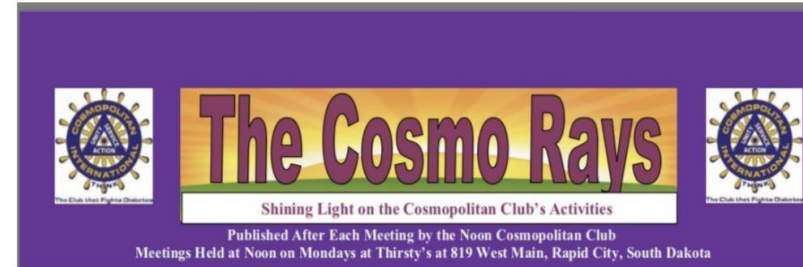
Cosmopolitan Noon Luncheon

February 14, 2022

- RC Cosmo Club News and Notes Cosmopolitan Noon Luncheon Monday – Feb 14, 2022

- **The Rapid City Cosmopolitan Club met Monday – February 14, 2022, at Thirsty's,**

- **For Valentines Day.**

Nancy Trautman called the Meeting to Order at 12:00 PM.

For Valentines Day

RC Club Website

On this Page, you have access to Cosmopolitan Rays, New Member Application etc. This all appears in the top of the page.

You will need you be logged in to access all information.

Use the Member Log-In Box in the Upper right. Enter the **Username** and **Password** if prompted.

Club Runner for Laptops and Computers

- The following Information is for Accessing ClubRunner using Laptops and Computers. Using this gives you Full Access to ClubRunner Website.

ClubRunner

For the Club Executives and Event Coordinators, you will have access to the **Site Administrators Page** information. This is accessed at the following Website.

https://admin.clubrunner.ca/101337/Welcome

You can access this site on your cell phone, but to get the full page, it is much better to use a laptop, or a computer.

ClubRunner

This page allows you to access the Information located in the Blue Bar at the top of the page.

Club Runner

Once you click on an item in the Blue Bar, it will bring in all the information located within that Tab.

Blue Bar Information.

1. **Administration Bar.** This is the Site Administrator Dashboard, Access all the tools and resources you need.

2. **My ClubRunner.** This page shows your Profile, Commitments, Attendance, Committees, Directories, Email Message Center, Account Balance, Email History and Friends.

3. **Communications Bar.** This shows Email Services, Email Traffic Report.

4. **Bulletin Bar.** This shows Manage Bulletins, Bullletin Subscribers.

5. **New Bulletin** (Beta) Shows Manage Bulletins.

6. **Contacts Bar.** Shows Welcome, Manage Contacts, Manage Groups, Merge Contacts.

7. **Membership Bar.** Shows Members List, Member Designations, Friends, Request Member Update, Download Member Data, Search Member Directory, GDPR Pseudo Anon?.

Rapid City Cosmopolitan

Welcome, **Rodney Gunn** [Logout]   Home   English ▾

| Admin | My ClubRunner | Communication | Bulletin |

New Bulletin (Beta)   Contacts   Membership

Organization   Attendance   Website

New Website (Beta)   Reports   Events   Volunteers

Donations   Help

Admin   Admin (Classic)   Club Info & Settings

Edit Privacy Policy   ClubRunner Mobile   Help Guides

Webinars   Contact Support   Community

Blue Bar Information.

1. **Organization Bar.** Shows Executives & Directors, Commitees, Dues and Billing, Documents, Venue Map, Meeting Respossibiliyes (Duty Roster).

2. **Attendance Bar**, Shows Dashboard, Meetings.

3. **Website Bar.** Shows Website Designer and Website Content.

4. **New Website (Beta).** Shows Welcome, Home Page Designer, Create New Page, Custom Page Library. Manage Templates.

5. **Reports Bar.** Shows eDirectory Reports, eDirectory Builder 2.0.Club Dashboard, Years of Service, Age Distribution, Gender Distribution, Member Login Activity, Birthday and Anniversaries.

6. **Events Bar.** Shows Event Planner, Event Types, Speakers, MyEventRunner, Calendar Items (Recurring), Event Planer Templates.

Rapid City Cosmopolitan

Welcome, **Rodney Gunn** [Logout]   Home   English ▾

| Admin | My ClubRunner | Communication | Bulletin |

New Bulletin (Beta)   Contacts   Membership

Organization   Attendance   Website

New Website (Beta)   Reports   Events   Volunteers

Donations   Help

Admin   Admin (Classic)   Club Info & Settings

Edit Privacy Policy   ClubRunner Mobile   Help Guides

Webinars   Contact Support   Community

Blue Bar Information.

1. **Volunteer Bar** Shows Welcome, View Signup List, View Archived List, Email Templates, Notification Settings.

2. **Donations Bar**. Shows Donation Settings, Donation Report, Donation Email Templates, Help.

3. **Help Bar.** Shows Support Centre, On Demand Demos, Webinars, Updates, Submit a Ticket.

Rapid City Cosmopolitan

Welcome, **Rodney Gunn** [Logout]   Home   English ▼

| Admin | My ClubRunner | Communication | Bulletin |

New Bulletin (Beta)   Contacts   Membership

Organization   Attendance   Website

New Website (Beta)   Reports   Events   Volunteers

Donations   Help

Admin   Admin (Classic)   Club Info & Settings

Edit Privacy Policy   ClubRunner Mobile   Help Guides

Webinars   Contact Support   Community

To compose an Email to Club Members, Click on **Communications**, then in the Section below the Blue Bar, and **Email Services** will appear. Clicking on that tab, you will be taken to the following page.

Rapid City Cosmopolitan

Welcome, **Rodney Gunn** [Logout]   Home   English ▾

Admin   My ClubRunner   Communication   Bulletin   New Bulletin (Beta)   Contacts   Membership   Organization

Attendance   Website   New Website (Beta)   Reports   Events   Volunteers   Donations   Help

Email Services   Email Traffic Report   Manage Blocked Emails
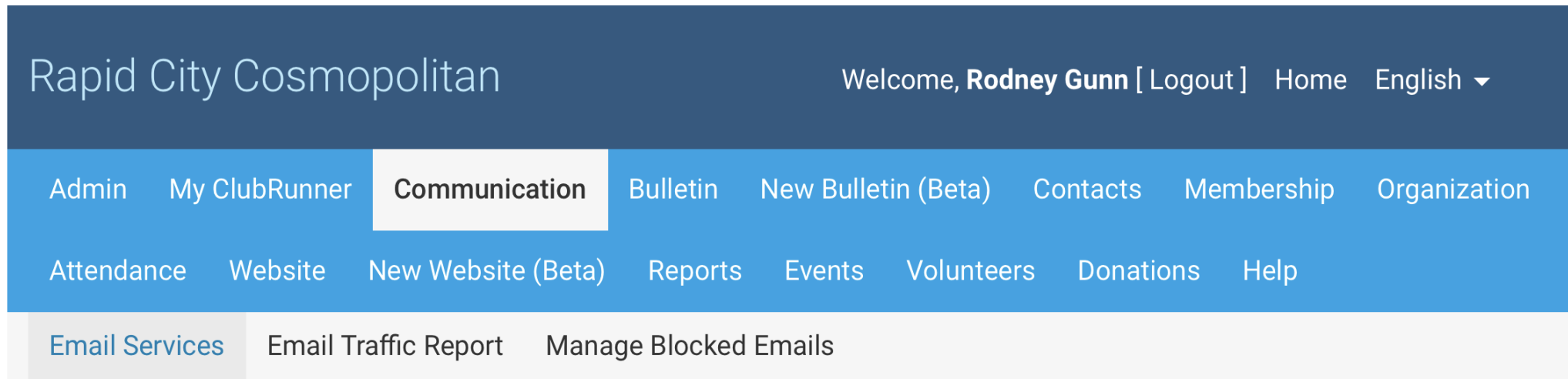
← Go back

Club Communication

To modify or resend a message to the same recipients, click the Resend option. Use the Copy option to copy the email with the selected recipients.

Show All Emails   **Show My Emails Only**   Active Emails ⇕   ⊕ Compose new message

To compose an Email to Club Members, Click on **Compose new message,** then in the Section below the Blue Bar, **Email Services** will appear. Clicking on that tab, you will be taken to the following page.

↑ Hide Recipients

Step 1:

Select the recipients of this message by expanding each category, then clicking the "Expand List" link. Please note: you will not be able to select recipients that have not supplied an email address.

➕ ☐ Active and Honorary Members (0/83)

➕ ☐ Other Users (0/1)

➕ ☐ Inactive Members (0/95)

➕ ☐ Custom Distribution Lists (0/12)

➕ ☐ Contact Groups (0/311)

Composing An Email

In the Upper Left Side, you will see **Step 1.** This gives you a listing of Groups for certain Email Listings

1. Active and Honorary Members. By Clicking the + Sign, It will show you the members displayed in that group, there you can click on the group that you wish to email.

2. Contact Groups. When clicking this, it shows Board Members, Dick Kahler Email List, Friends, Rush Hockey, Civic Center Contacts, Sponsors and Volunteers. By clicking the box next to the Group you want, this will send Email to all those in that Group.

3. **Step 2**. Enter the Subject of the Email.

Create Email

Last saved on Feb 24, 2022 at 7:11 PM

↑   Hide Recipients

Step 1:

Select the recipients of this message by expanding each category, then clicking the "Expand List" link. Please note: you will not be able to select recipients that have not supplied an email address.

➕ ☐ Active and Honorary Members (0/83)

➕ ☐ Other Users (0/1)

➕ ☐ Inactive Members (0/95)

➕ ☐ Custom Distribution Lists (0/12)

➕ ☐ Contact Groups (0/311)

Step 2:
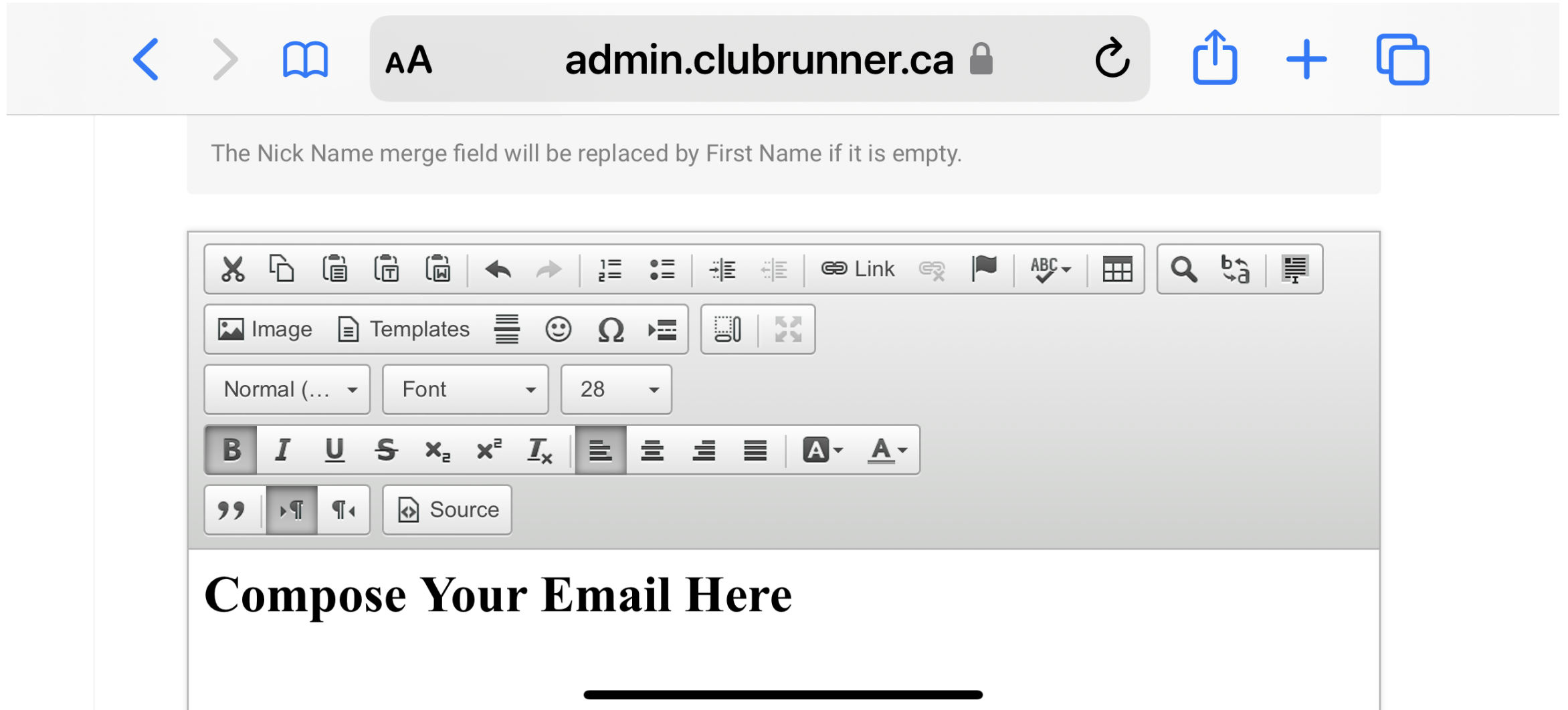
Enter your email subject and message.

Subject

[   ] *

➖ Templates and Merge Fields

In this space, you can compose your Email.

The Nick Name merge field will be replaced by First Name if it is empty.

Normal (... | Font | 28

Link

Image | Templates

Compose Your Email Here

After composing your Email, click on the **Send Button**. Now your Email will be sent automatically to those you have selected.

☐ Include link to list of recipients

A link to view the list of recipients will be included in the footer of the email

☐ Copy me on this email

Step 5:

You can send the email right now, or click on schedule to choose when you would like to send it.

🔘 Send right now

⚪ Schedule

[Save as Draft] [Send to Myself] [Send]

← Go back

Services