



Pre-Pets February 2024

Club Runner: Managing Club Executives

My Rotary: Rotary Club Central and The Learning Center

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Technology Resources: Which one do I use when...

	Rotary International	My Rotary	Rotary Club Central	District Clubrunner	Club Level Clubrunner
Users	All	All	Current President, PE, and Club Secretary	All	Primarily President and Secretary, but all Rotarians have access to their club's CR *not every club has a Clubrunner subscription
Account needed	No, unless you need to use the Member Center (please note: the Member Center takes you to My Rotary)	Yes - this will require login and password different from Clubrunner	Access from My Rotary	Yes - your login is the same for both	
When to use	*General info about Rotary How established Getting involved Causes Programs News and Features *Link to My Rotary	*Access/edit your profile *Access your donations *Learning center *Info related to: Rotary Foundation Club management RI news and media Brand center Grants	*online tool for setting goals and tracking progress, exploring data and trends, and more	*Most club-level work will be done through clubrunner *Email services *Adding/removing members *District documents	
Reports available	None	*Individual reports *Club reports *District reports *Regional reports *Grant reports	Club, District, and Regional Reports related to: *Members and engagement *Rotary Foundation Giving *Service		*Club documents *Email services for club membership
Other			*Age distribution *Gender distribution *Years of Service *Login activity *Rule of 85 *Birthdays & Anniv *Member data *Member profiles *Club profile		

OBJECTIVES

- **What is MyRotary**
- **Create a MyRotary Account**
- **Rotary Club Central: Goals**
- **What is Club Runner?**
- **How to Access Club Runner**
- **Managing Club Executives in Club Runner**



WHAT IS MY ROTARY?

Member Portal/Dashboard

www.Rotary.org

- **My Rotary is a tool maintained by Rotary International**
- **There is information for the general public about Rotary as well as member-only areas.**
- **All clubs across the globe have access to this resource**
- **It serves as a membership portal and reporting tool.**
- **All of Rotary International's member resources can be found on MyRotary.**
- **"The Mothership"**

MY ROTARY

Member Portal/Dashboard

www.Rotary.org

- **View** your **member profile** *[all updates should be made in your District database]*
- Access **Rotary Club Central**
- Club **membership roster** reports
- View your **club invoice** *[based on leadership role]*
- Connect with Rotarians globally in **discussion forums**
- View the **Rotary Project Showcase**
- Make/View contributions to **The Rotary Foundation**
- Download logo and templates in the **Brand Center**
- Access **The Learning Center**

CREATE A MY ROTARY ACCOUNT

HOW TO CREATE A MY ROTARY ACCOUNT



1

CREATE AN ACCOUNT

Go to my.rotary.org.



Select **Register**.

Create an Account

Complete the fields under **Create an Account** and select **CONTINUE**.

You'll receive an email with a link to activate your account.

Already have a My Rotary Account? [SIGN IN](#) >

First Name*

Last Name*

Email*

Are you 18 years or older?*

☐ Yes
☐ No

By creating an account, you agree to the [Terms of Service](#) and acknowledge our [Privacy Policy](#).

CONTINUE

2

ACTIVATE YOUR ACCOUNT

Activate Account

To activate your account, please add a password and security question.

Your password:

- Must be at least 8 characters
- Must contain 1 lowercase letter
- Must contain 1 number
- May not include any part of your email address

Password*

Confirm Password*

Security Question*

Select...

Answer*

By creating an account, you agree to the [Terms of Service](#) and acknowledge our [Privacy Policy](#).

CONTINUE

Sign In

Username

Password

☐ Remember me

Sign In

After you activate your account, this screen appears.

Complete the fields and select **CONTINUE**.

To sign in, enter your email address and newly created password and select **Sign In**.

If your email address matches our records, no further steps are needed. If it doesn't match, follow step 3.

3

VERIFY MEMBER STATUS

Welcome to My Rotary! Answer the following questions to finish setting up your account.

Your Member Status

Tell us your member status.

What is your member status?*

- ☐ I'm a current or former member of a Rotary Club
- ☐ I'm a current or former member of a Rotaract Club
- ☐ I have never been a member of any Rotary Club or Rotaract Club

Note: If you belong to both a Rotary Club and Rotaract Club, you can choose either option.

CONTINUE

You'll be asked to enter a previous email that may be associated with us.

If you don't have access to that email address, we'll create a new account for you.

If your email address doesn't match one in our records, you'll be asked for your member status.

Choose your member status and select **CONTINUE**.

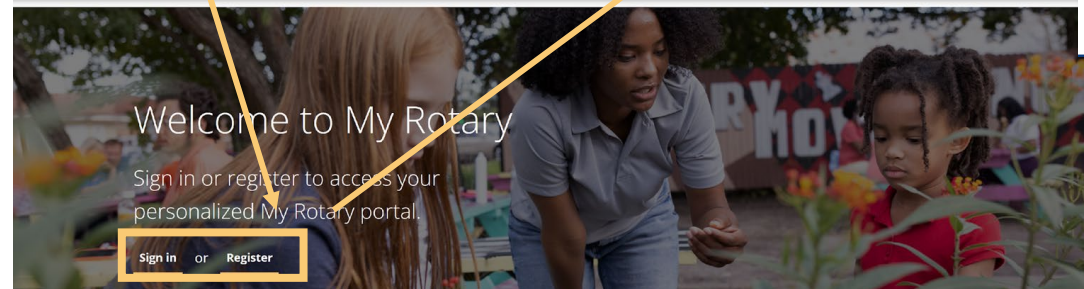
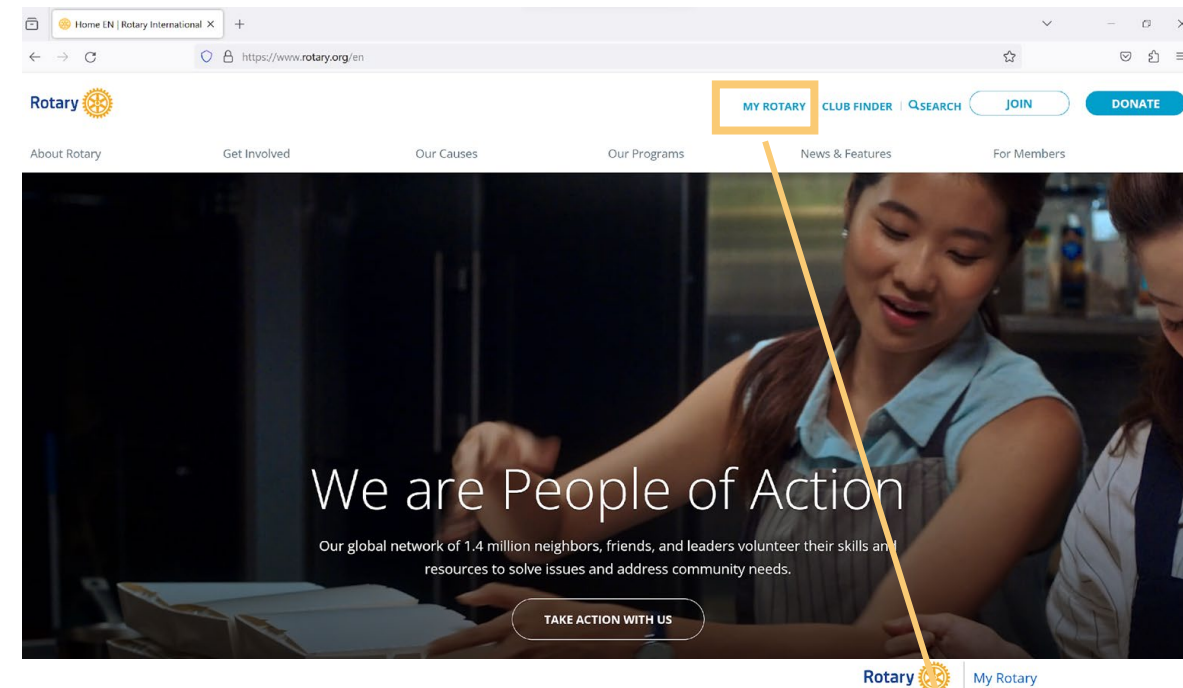
Very important!

Verify that your MyRotary Account is linked to your member profile.

Using an email that is part of your Rotary account is the easiest method

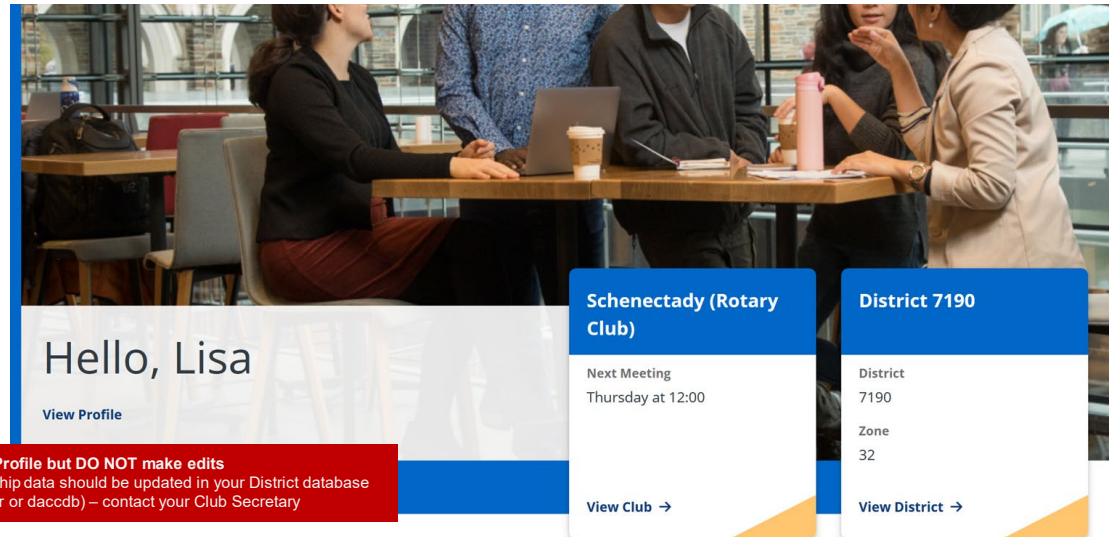
See your Club Secretary if you are unsure of the email on file.

LOGIN TO MY ROTARY



A mockup of the 'Sign in' form. The title is 'Sign in'. It contains two input fields: 'Login email address' and 'Password'. Below the email field is a red error message: 'Please enter a login email address'. Below the password field is a red error message: 'Please enter a password'. There is a 'Remember me' checkbox. A blue 'Sign in' button is at the bottom. Below the button is a link: 'Need help signing in?'.

MY ROTARY YOUR MEMBER DASHBOARD



Select ROTARY CLUB
CENTRAL to enter the
GOAL CENTER

Rotary Club Central »

Set club goals and track how you're doing. Monitor your progress with detailed reports.

Grant Center »

Launch and manage all your Rotary Foundation grants in one place.

Membership and Foundation Reports »

Find reports with data about membership, contributions, recognition, and more.

Reports

Brand Center »

Find logos, photos, videos, and all the resources you need to promote Rotary in your community.

Learning Center »

Learn new skills with online classes and materials created for your specific role or interests.

Rotary Showcase »

Browse successful club projects from around the world.

Enter THE LEARNING
CENTER

CLUB ADMINISTRATION

rotary.org | Brand Center | English | My Account

Rotary My Rotary

Donate Refer

My Rotary Participate Events & Connections Knowledge & Resources Who We Are

Club
Schenectady (Rotary Club)
Change or Rejoin Club
Club Resources

District
District 7190
District Resources

Membership and Foundation Reports
Rotary Club Central
Refer a New Member

Travel and Expenses
Awards & Recognition
Awards
Membership Society
Rotary Citation
Donor Recognition

Community Marketplace
Club Management Systems & Providers
Official Rotary Apps
Marketplace Resources

Rotary Club Central
Set club goals and track how you're doing.

Forms & Instructions

- ★ **Name Change**
Notify Rotary about a proposed change to your club's name or locality.
[Change of Rotary Club Name and/or Locality](#)
- ★ **Merger**
Step-by-step instructions on how to merge two clubs.
[Club merger forms and instructions](#)
- ★ **Member Confirmation**
Confirm membership and financial standing for former club members.
[Confirmation form](#)
- ★ **Insurance and IRS (U.S. only)**
Access resources about the U.S. Rotary club and district liability insurance program and tax forms.
[U.S. Rotary club and district liability insurance program](#) | [IRS forms and instructions](#)

View Club Invoices
Membership Rosters
Club Sponsorship:
Rotaract, Interact,
Satellite
Membership Leads

Rotary My Rotary

Donate Join

HOME EXCHANGE IDEAS TAKE ACTION LEARNING & REFERENCE **MANAGE** THE ROTARY FOUNDATION NEWS & MEDIA MEMBER CENTER

Club Administration

Club Finances

★ **Club Invoice**
View your club's invoice, pay dues with a credit card, or update invoice preferences.
[Club invoice](#) | [Daily club balance report](#) | [Edit invoice preferences](#) | [About the club invoice](#) | [Rotary exchange rates](#)

Club & Member Data

★ **Update Member Data**
Report membership changes within 30 days, no later than 1 January or 1 July, to ensure your club invoice reflects the latest information. Record new member sponsors.
[Add, edit, or remove members](#) | [Add, edit, remove club officers](#) | [Record a new member sponsor](#)

★ **Update Club Data**
Provide club contact information and choose club management providers.
[Update meeting details](#) | [Update mailing address and contact information](#) | [Designate a club management vendor](#)

★ **Manage Membership Leads**
Review your online membership leads for prospective, referred, and relocating or returning members. Then assign and track your candidates through the membership process – from inquiry to induction.
[View or manage leads](#) | [About the membership leads program](#)

Club Sponsorships

★ **Rotaract**
Help young adults develop leadership skills and take action in your community.
[Rotaract club certification form](#) | [About Rotaract club sponsorship](#)

What do you want to do?
I want to...

f t in e

My Quick Links
Click ☆ to add links and ★ to remove links.

★ **Rotary Club Members**
[View list](#)

★ **Update Member Data**

Don't forget: all Member and Club adds, edits, and deletes should be completed in your District database, not in MyRotary

Learn how to create a My Rotary account, pay your invoice, update club officers, and more.

Frequently Asked Questions
[Club & District Administration](#)
[Club Invoice](#)
[Paul Harris Society \(PDF\)](#)
[RI Payment Guidelines \(PDF\)](#)
[Rotary.org](#)
[Rotary Grants Travel Insurance \(PDF\)](#)

ROTARY CLUB CENTRAL

Reporting Tool within MyRotary

- View Membership Dashboard with demographics
- Enter and Review Club Goals in Rotary Club Central
- The Rotary Foundation club recognition reports
- Reports for other club information

Rotary Club Central

Club Goals

Choose and set the goals your club will focus on and track progress.

Rotary Club of

7 of 16 Achievement

< 2023-24 >

Enhance Participant Engagement Increase our Impact Expand Our Reach Increase Our Ability to Adapt All

[EDIT](#) The goals you select will appear below. To report progress or add, remove, or edit a goal, select EDIT.

Social activities
[Show goal details and history](#)

Leadership development participation
[Show goal details and history](#)

District conference attendance
[Show goal details and history](#)

Use of official Rotary promotional materials
[Show goal details and history](#)

Club Level

- **View:** All members
- **Edit:** Presidents and Presidents-Elect (for “their respective Rotary Year goals”), Secretary

ROTARY CLUB CENTRAL

Who has access?

CLUB GOALS

Goals are a TOOL to assist in planning and accountability

26 goals available

Rotary Club of

2023-24

PRINT

Enhance Participant Engagement | Increase our Impact | Expand Our Reach | Increase Our Ability to Adapt | All

SAVE CANCEL

Which goals will your club track this year? Browse goals by category and select only those you plan to pursue. Then save.

	ACHIEVEMENT	OF	GOAL	SELECT GOAL
Service participation Show goal details and history	-	OF	- <small>Enter Goal Value</small>	<input type="checkbox"/>
Social activities Show goal details and history	1	OF	4	<input checked="" type="checkbox"/>
Rotary Action Group participation Show goal details and history	-	OF	- <small>Enter Goal Value</small>	<input type="checkbox"/>
Leadership development participation Show goal details and history	2	OF	4	<input checked="" type="checkbox"/>

Don't forget to **SAVE** when done

Select your Presidential year

Click **SELECT GOAL** to edit

Membership and Foundation Giving Achievements are auto-completed by RI

All other achievements must be **MANUALLY** updated by the club president or secretary throughout the year

CITATION

CITATION GOALS AND INSTRUCTIONS



The Rotary Citation is an award that recognizes the hard work clubs do throughout the year. Taking action toward achieving the citation goals helps clubs engage their members, stay relevant in their communities, and run more efficiently. A welcoming and engaging club also reflects the values of Rotary. When clubs work to achieve these goals, they also contribute to the overall health and culture of Rotary for generations to come.

To be eligible for the Rotary Citation, clubs need to begin the year as active clubs in good standing – or having paid each invoice balance in full upon receipt. To verify that your club is in good standing, check your daily club balance report under Club Administration > Club Finances. You should have an outstanding balance of \$0.00. Invoices are due when they are posted, in mid-January and mid-July.

Rotary club leaders can go into Rotary Club Central and select at least 13 out of 25 goals they wish to apply toward citation achievement. This flexibility allows clubs to choose the goals that are most relevant and achievable. In addition, many goals will be self-reported by marking “achieved” in Rotary Club Central.

To achieve the citation:

- Go to Rotary Club Central
- Review the 25 available goals
- Select at least 13 goals (or more than 50% of the available goals)
- Achieve those goals
- Report achievement in Rotary Club Central by 30 June.

Once you are in Rotary Club Central, navigate to the **Goal Center**, select the **year**, and click on the **All** tab to see the goals.

Goal	Goal Detail
Club membership	How many total members does your club want by the end of the Rotary year?
Service participation	How many members will participate in club service activities during the Rotary year?
New member sponsorship	How many members will sponsor a new club member during the Rotary year?
Rotary Action Group participation	How many club members will be members of at least one Rotarian Action Group (RAG) during the Rotary year?
Leadership development participation	How many members will participate in leadership development programs or activities during the Rotary year?
District conference attendance	How many members will attend your district conference?
Rotary Fellowship participation	How many club members will be members of a Rotary Fellowship during the Rotary year?

List of all 26 Goals available for your club to select

Lead your club in selecting goals and setting targets

Enter your progress into the Goal Center throughout the year

Achieve 13 or more goals to earn a Rotary Citation

<https://my.rotary.org/en/news-media/office-president/rotary-citation>

SERVICE PROJECTS

The screenshot shows the Rotary Club Central interface. On the left is a dark sidebar with navigation links: Dashboard, Goal Center, Global View, Service Activities (highlighted), Resources, Reports, Contact Us, My Rotary, and SETTINGS. The main content area has a blue header 'Service Activities'. Below it is a light blue banner with text: 'If you have a project listed in the Service Activities section, please export it to **Rotary Showcase** before the end of 2023. Rotary Club Central no longer accepts new service projects.' Below the banner is a section for 'Rotary Club of' followed by a dropdown menu and a year selector set to '2023-24'. A yellow box highlights a '+ Add New Service Project' button. Below this button is explanatory text about using Rotary Showcase and a blue button labeled 'Add project in Rotary Showcase'. At the bottom of the main area, it says '2023-24 Manage Projects'.

Rotary Club of

2023-24

+ Add New Service Project

Use **Rotary Showcase** to plan your club's service projects so that you can find partners, share the outcomes, and show the impact of the work your club is doing locally and globally.

Add project in Rotary Showcase

2023-24 Manage Projects

Use the Showcase during project planning to promote the project, partner with other Rotary Clubs, and get new ideas!

Rotary International uses this information to measure the impact of Rotarians make across the world!

RESOURCES

Dashboard

Goal Center

Global View

Service Activities

Resources

Reports

Contact Us

My Rotary

SETTINGS

Language

Rotary

Club Central

Lisa Jackson

Resources

PRINT

General Resources

RESOURCE	DESCRIPTION
How to Set a Goal in Rotary Club Central	A step-by-step visual guide to selecting and setting a goal in the Rotary Club Central tool for club officers
How to Report Progress on Goals in Rotary Club Central	A step-by-step visual guide to updating goals with progress and achievements in the Rotary Club Central Tool for club officers
How to Record Service Activities in Rotary Club Central	A step-by-step visual guide to adding details about service projects and activities in the Rotary Club Central tool for club officers
How to View Information in Rotary Club Central	A step-by-step visual guide to using features within the Rotary Club Central tool and viewing data at various levels for Rotarians

Membership Resources

RESOURCE	DESCRIPTION
Rotary Club Health Check (PDF)	Evaluate the health of your club and identify strengths and opportunities for improvement.

Don't skip over the Resources tab

Links to documents, “how-to” guides, and tools to help you effectively lead your club

Share these tools with your club leadership and committee chairs

CLUB RUNNER

Membership Database



District Membership Database

- Add, Edit, and Delete club members
- Assign Club Executives
- Attendance reporting (*not mandatory*)
- Sync members and club executives with Rotary International (*resolve sync errors*)
- Members can login and update their own information
- Creating membership directories*
- Creating newsletters*
- Club websites*
- Bulk email communications*
- Event management*
- Calendars*

Note: there is a free Club Runner app available for Android and iPhone. Electronic district directory.

**Some services only available with additional club-level subscription.*

CLUB RUNNER



**Download the FREE
ClubRunner App**

**Put the Club Directory in
your pocket!**

DOWNLOAD NOW



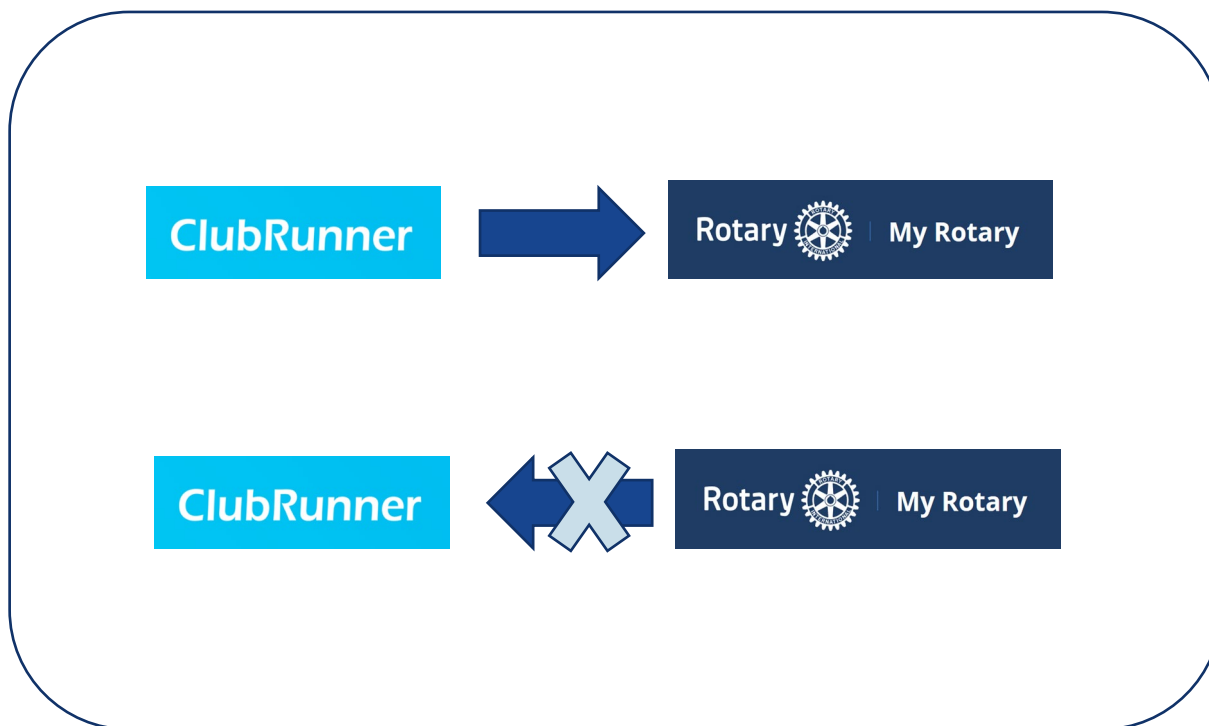
App Store



Google Play



WHERE SHOULD I ENTER DATA?



There are many third-party membership database tools available to Rotary clubs. Club Runner is one of those tools.

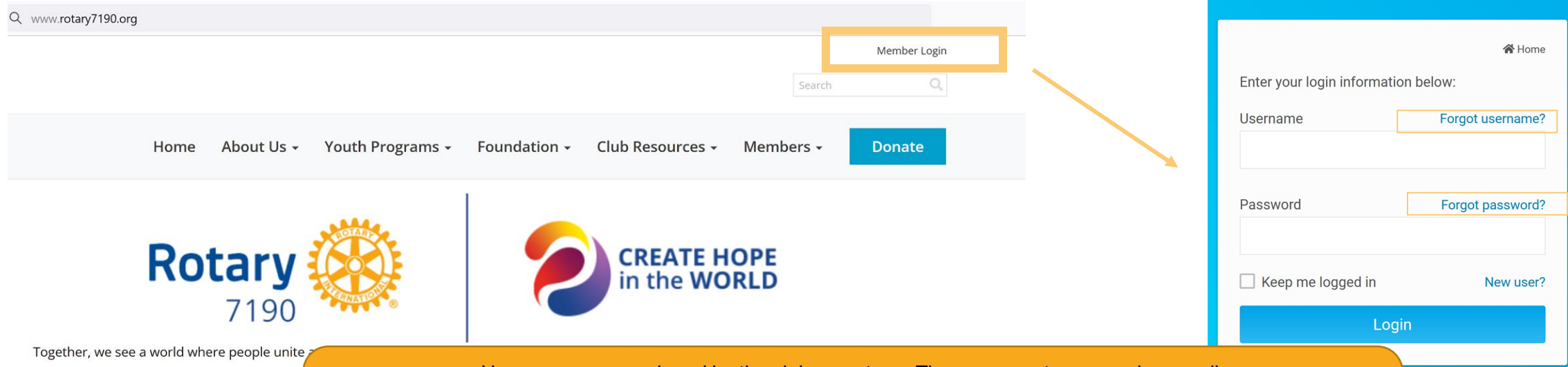
Membership Data should ALWAYS originate in Club Runner as it is designed to import into MyRotary

WHERE DO I FIND CLUB RUNNER?

DISTRICT WEBSITE: WWW.ROTARY7190.ORG (FOR EXAMPLE)

[OR YOUR CLUB WEBSITE IF IT IS POWERED BY CLUB RUNNER]

- Club Runner is the name of the club management software. Access it by using the Member Login on the top of the District Website.



The image shows a screenshot of the Rotary 7190 website. At the top, there is a search bar with the URL 'www.rotary7190.org'. Below the search bar, there is a navigation menu with links: Home, About Us, Youth Programs, Foundation, Club Resources, Members, and a blue 'Donate' button. The 'Members' link is highlighted with an orange box, and an orange arrow points from it to the ClubRunner login interface on the right. The ClubRunner interface has a blue header with the text 'ClubRunner'. Below the header, there is a login form with the following fields: Username, Password, and a checkbox for 'Keep me logged in'. There are also links for 'Forgot username?', 'Forgot password?', and 'New user?'. A blue 'Login' button is at the bottom of the form. The Rotary 7190 logo and the 'CREATE HOPE in the WORLD' logo are visible at the bottom of the website screenshot.

Username are assigned by the club secretary. They can reset passwords as well.

You can also select FORGOT PASSWORD and it will be emailed to the email on your account.


If you have changed emails since you became a members, please verify your information with your club secretary.

CLUB RUNNER DASHBOARD

START HERE for Membership Maintenance

The screenshot displays the Club Runner Dashboard for District 7190. The browser address bar shows the URL <https://admin.clubrunner.ca/50091/Welcome>. The dashboard header includes the District 7190 logo and a user profile section with a welcome message, a name placeholder, and links for Logout, Home, and English. The main navigation menu is highlighted in blue and includes the following items: Admin, For Clubs (highlighted with an orange box), For Members, Membership, Contacts, Organization, Communication, Website, Documents, Reports, Attendance, Events, Bulletin, Donations, and Help. Below this, a secondary navigation bar contains links for Launchpad, Admin (New), Administration, Edit Privacy Policy, ClubRunner Mobile, Help Guides, Webinars, and Contact Support. The main content area is titled 'District Administration' and features a sub-navigation bar with 'District Administration' and 'Members'. A large blue banner at the bottom of the main content area displays the Rotary logo and the text 'Welcome back, [Name]!' followed by the message 'This is your newly redesigned Administrator dashboard.'

MANAGING CLUB EXECUTIVES

 District 7190

Admin For Clubs For Members Membership Contacts Organization Communication Website Documents Reports

Membership Lists **Define Club Executives** Edit Club Information RI Integration (New) Missing RI Member ID Club Attendance Rep

RI Member Synchronization

District Administration

District Administration Members

Email distribution is often based on member roles. For instance, your club treasurer receives invoices from RI, the Foundation Chair receives notifications regarding giving, and your President-Elect will receive information regarding training schedules.

Club Executives and Directors

Club [Refresh](#)

[« Previous Year](#) | **2023 - 24** | [Next Year »](#)

Drag and drop positions to change their sequence

Title	Position	Name	Actions
Secretary	Secretary		Edit Clear Delete
President	President		Edit Clear Delete
President Elect	President Elect		Edit Clear Delete
Vice President	Vice President		Edit Clear Delete
Treasurer	Treasurer		Edit Clear Delete
Assistant Secretary*	Other		Edit Clear Delete
Assistant Treasurer*	Other		Edit Clear Delete
Immediate Past President	Immediate Past President		Edit Clear Delete

[? Carry Over Next Year](#) [+ Add New Position](#)

Select Appropriate Rotary Year to edit

MANAGING CLUB EXECUTIVES

← Go back

Club Executives and Directors

Club

« Previous Year | 2023 - 24 | Next Year »

Drag and drop positions to change their sequence

Title	Position	Name	Actions
Secretary	Secretary		Edit Clear Delete
President	President		Edit Clear Delete
President Elect	President Elect		Edit Clear Delete
Vice President	Vice President		Edit Clear Delete
Treasurer	Treasurer		Edit Clear Delete
Assistant Secretary*	Other		Edit Clear Delete
Assistant Treasurer*	Other		Edit Clear Delete
Immediate Past President	Immediate Past President		Edit Clear Delete

?

CARRY OVER NEXT YEAR
Auto Copies the current year executives into the next Rotary year.

A great starting point – then edit the few positions that have changed

ADD NEW POSITION
Add a new leadership position to the selected year.

In addition to required Rotary board positions, you can add all leadership positions for your club's board of directors and committee chairs.

MANAGING CLUB EXECUTIVES

← Go back

Club Executives and Directors

Club

Schenectady

Refresh

<< Previous Year | 2023 - 24 | Next Year >>

Drag and drop positions to change their sequence

?

Carry Over Next Year

+ Add New Position

Title	Position	Name	Actions
Secretary	Secretary		Edit Clear Delete
President	President		Edit Clear Delete
President Elect	President Elect		Edit Clear Delete
Vice President	Vice President		Edit Clear Delete
Treasurer	Treasurer		Edit Clear Delete
Assistant Secretary*	Other		Edit Clear Delete
Assistant Treasurer*	Other		Edit Clear Delete
Immediate Past President	Immediate Past President		Edit Clear Delete

Add New Position

Position:*

-- Select Position Title --

Title:*

Name:

-- Select Member --

Cancel

Save

Edit | Clear | Delete



Edit:

change members assigned

Clear:

keep the position, remove the member

Delete:

remove the member and the position



Thank you!
QUESTIONS?

RESOURCES

Information Resources from Rotary International

- data@rotary.org
- <https://my.rotary.org/en/learning-reference/learn-topic/rotaryorg-frequently-asked-questions>

For Zone 32:

- **Club and District Support (CDS) contact at Rotary International**
Sophie Wolff-Dangerfield and/or Mallory Ori
sophie.wolff@rotary.org; Mallory.Ori@rotary.org
- Rotary International Officers, Club and District Support, Americas