

ClubRunner™

Becoming Familiar with ClubRunner
Rotary's Communication Tool

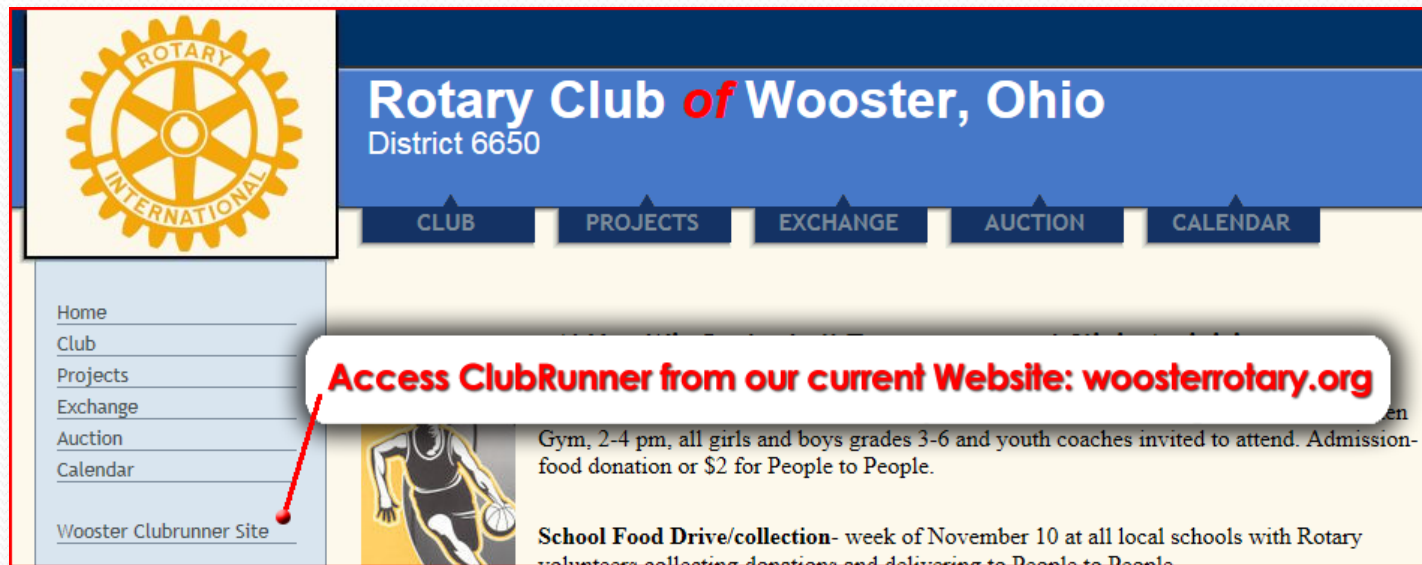
Interactive Rotary Meeting
November 17, 2014



Wooster, Ohio
Rotary Club
Internal Communications Committee

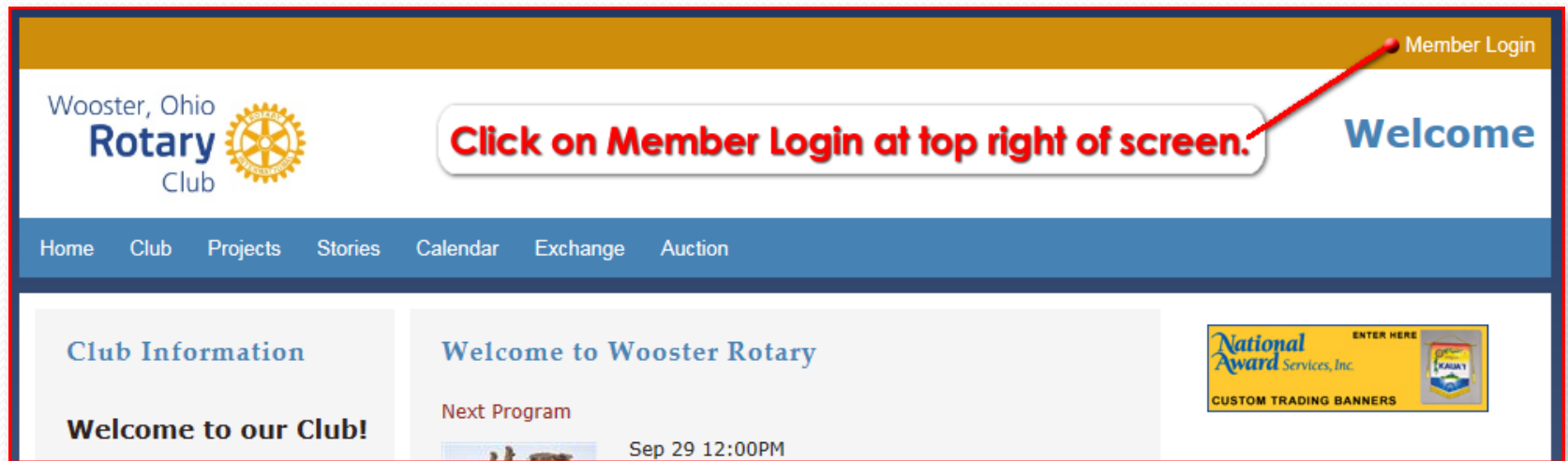
Logging onto ClubRunner

- Three ways to access ClubRunner:
 - 1 of 3: From our current Wooster Rotary Website:
<http://woosterrotary.org>
Click Wooster Clubrunner Site.



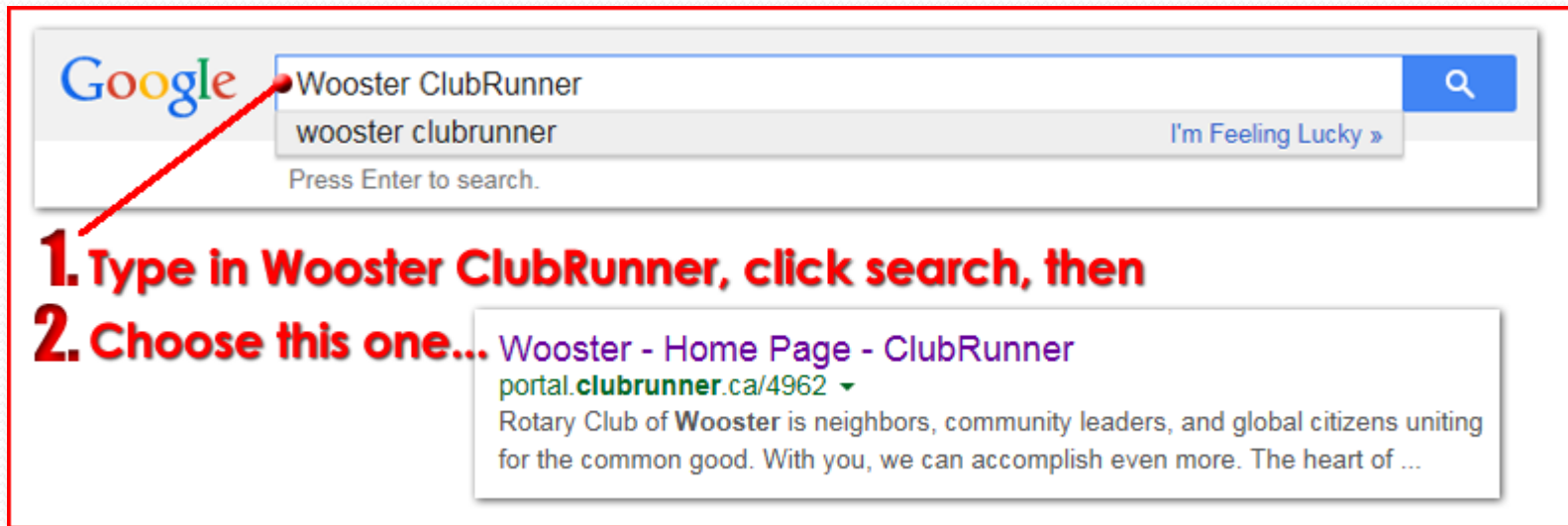
Logging onto ClubRunner

- Three ways to access ClubRunner:
 - 2 of 3: From our upcoming Wooster Rotary Website:
<http://portal.clubrunner.ca/4962>
Click Member Login at top right.



Logging onto ClubRunner

- Three ways to access ClubRunner:
 - 3 of 3: Google Wooster ClubRunner and click on this result: Wooster – Home Page - ClubRunner



The screenshot shows a Google search interface. The search bar contains the text "Wooster ClubRunner" and "wooster clubrunner". A red arrow points from the first instruction to the search bar. Below the search bar, the first search result is highlighted with a red box. The result title is "Wooster - Home Page - ClubRunner" and the URL is "portal.clubrunner.ca/4962". The description below the URL reads: "Rotary Club of Wooster is neighbors, community leaders, and global citizens uniting for the common good. With you, we can accomplish even more. The heart of ...".

1. Type in Wooster ClubRunner, click search, then

2. Choose this one...

Wooster - Home Page - ClubRunner
portal.clubrunner.ca/4962 ▼
Rotary Club of **Wooster** is neighbors, community leaders, and global citizens uniting for the common good. With you, we can accomplish even more. The heart of ...

Logging onto ClubRunner

- Retrieve Your Password:
 - Login page appears. Click on New and existing users link.

ClubRunner™ Connect. Collaborate. Communicate. [Home](#)

Rotary Club of Wooster

Enter your login information below:

Login Name

Password

☐ Keep me logged in

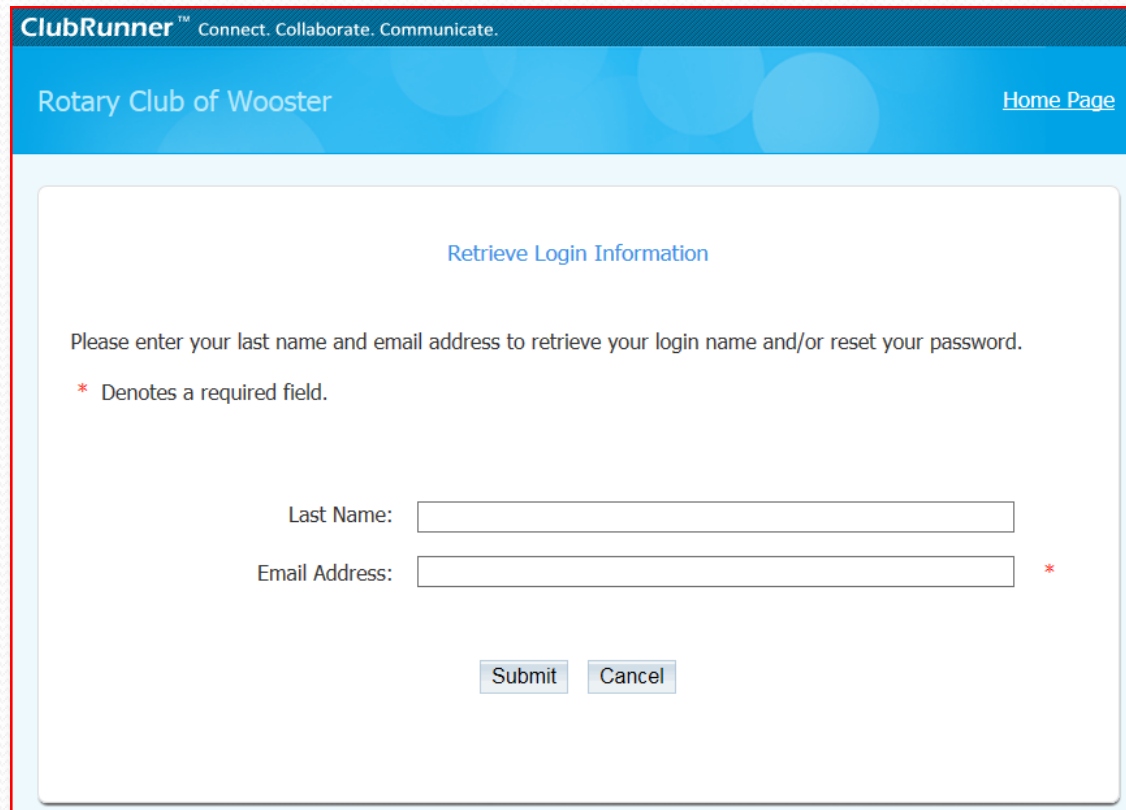
[Login »](#)

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

Click on New and existing users...

Logging onto ClubRunner

- Retrieve Your Password:
 - Complete the form. Submit.



The screenshot shows the ClubRunner web interface. At the top, a blue header bar contains the ClubRunner logo and tagline 'Connect. Collaborate. Communicate.' on the left, and a 'Home Page' link on the right. Below this, a light blue banner displays 'Rotary Club of Wooster'. The main content area is white and titled 'Retrieve Login Information' in blue. It includes a paragraph: 'Please enter your last name and email address to retrieve your login name and/or reset your password.' followed by a red asterisk and the text '* Denotes a required field.' There are two input fields: 'Last Name:' and 'Email Address:'. The 'Email Address:' field is marked with a red asterisk to its right. At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

ClubRunner™ Connect. Collaborate. Communicate.

Rotary Club of Wooster [Home Page](#)

Retrieve Login Information

Please enter your last name and email address to retrieve your login name and/or reset your password.

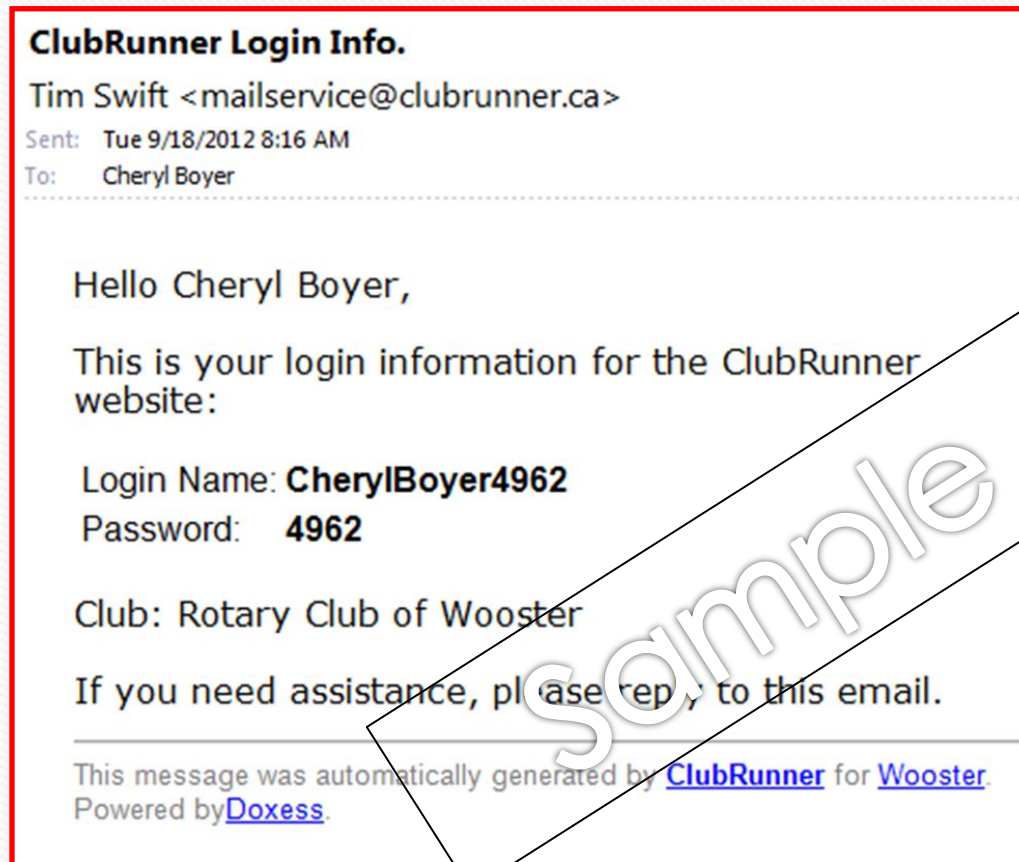
* Denotes a required field.

Last Name:

Email Address: *

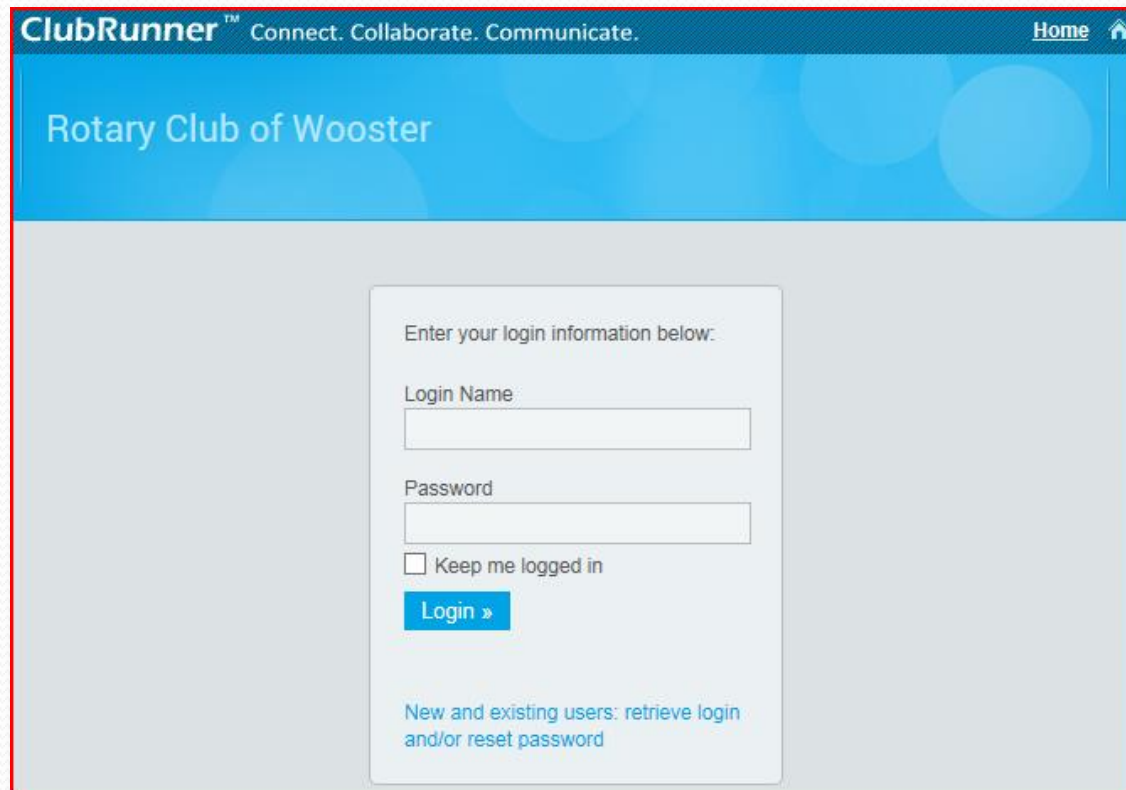
Logging onto ClubRunner

- Check for an email from Tim Swift :



Logging onto ClubRunner

- Return to Login, enter your login details from the email:



The screenshot shows the ClubRunner login interface. At the top, a dark blue header contains the ClubRunner logo and the tagline "Connect. Collaborate. Communicate." on the left, and a "Home" link with a house icon on the right. Below this is a light blue banner with the text "Rotary Club of Wooster". The main content area is light gray and features a white login box. Inside the box, the text "Enter your login information below:" is at the top. Below this are two input fields: "Login Name" and "Password". Under the password field is a checkbox labeled "Keep me logged in". A blue "Login »" button is positioned below the checkbox. At the bottom of the login box, there is a link that reads "New and existing users: retrieve login and/or reset password".

Logging onto ClubRunner

- Success! Add the page to your favorites.

ClubRunner™ Connect. Collaborate. Communicate.

Rotary Club of Wooster

Welcome, William [Logout] | Admin | Home Page | A A A


Admin | **My ClubRunner** | Communication | Membership | Organization | RI Integration | Website | Reports | Events | Help

My Profile | My Commitments | My Attendance | My Committees | Directories | Email Message Centre | My New Member Activities | More

Profile

My Profile

Member Profile

 **William Ross**
Printable Version

Update

Personal | Rotary | Biography | Commitments | Settings | Privacy

Edit

Member Details

| | | | |
|--------------------------|-------------------|-------------------------------------|-------------|
| Title | | Gender | Male |
| First Name | William | Date of Birth | Sep 02 1949 |
| Middle Name | | Anniversary | |
| Last Name | Ross | Spouse/Partner First Name | Roberta |
| Nickname | | Spouse/Partner Last Name | |
| Suffix | | Spouse/Partner Nick Name | Robbie |
| Preferred Address | Home | Spouse/Partner Date of Birth | |
| Preferred Phone | Home | | |
| E-mail | bill@ross-law.net | Alternate E-mail | |

**All emails will only be sent to the primary email address*

Birthday and anniversary years can only be viewed by Club Executive level or higher.

My ClubRunner: Pertinent Tabs

- Getting Familiar with Specific Tabs

- My Profile
 - Personal
 - Biography
 - Commitments
 - Settings
 - Privacy
- My Committees

ClubRunner™ Connect. Collaborate. Communicate.

Rotary Club of Wooster

Welcome, William [Logout] | Admin | Home Page | A A A

Admin **My ClubRunner** Communication Membership Organization RI Integration Website Reports Events Help

My Profile My Commitments My Attendance **My Committees** Directories Email Message Centre My New Member Activities More

Profile

My Profile

Note that this section indicates what area you are in.

Member Profile

William Ross

Printable Version

Update

Personal **Biography** Commitments Settings Privacy

Edit

Member Details

| | | |
|-------------------|------------------------------|-------------|
| Title | Gender | Male |
| First Name | Date of Birth | Sep 02 1949 |
| Middle Name | Anniversary | |
| Last Name | Spouse/Partner First Name | Roberta |
| Nickname | Spouse/Partner Last Name | |
| Suffix | Spouse/Partner Nick Name | Robbie |
| Preferred Address | Spouse/Partner Date of Birth | |
| Preferred Phone | | |
| E-mail | Alternate E-mail | |

*All emails will only be sent to the primary email address

Birthday and anniversary years can only be viewed by Club Executive level or higher.

My ClubRunner: My Profile

- Getting Familiar with the My Profile Tab
 - Personal is default tab for My Profile

ClubRunner™ Connect. Collaborate. Communicate.

Rotary Club of Wooster

Welcome, William [Logout] | Admin | Home Page | A A A

Remain under My ClubRunner Tab.

Admin | **My ClubRunner** | Communication | Membership | Organization | RI Integration | Website | Reports | Events | Help

My Profile | My Commitments | My Attendance | My Committees | Directories | Email Message Centre | My New Member Activities | More

Profile

My Profile

Note that this section indicates what area you are in.

Member Profile

William Ross
Printable Version

Update

2. To EDIT your info for the these TABS, click on a specific TAB. Admin has to revise the Rotary TAB.

1. To EDIT your Personal info, click on the Edit button.

Personal | **Rotary** | Biography | Commitments | Settings | Privacy

Edit

Member Details

| | | | |
|-------------------|-------------------|------------------------------|-------------|
| Title | | Gender | Male |
| First Name | William | Date of Birth | Sep 02 1949 |
| Middle Name | | Anniversary | |
| Last Name | Ross | Spouse/Partner First Name | Roberta |
| Nickname | | Spouse/Partner Last Name | |
| Suffix | | Spouse/Partner Nick Name | Robbie |
| Preferred Address | Home | Spouse/Partner Date of Birth | |
| Preferred Phone | Home | | |
| E-mail | bill@ross-law.net | Alternate E-mail | |

*All emails will only be sent to the primary email address

Birthday and anniversary years can only be viewed by Club Executive level or higher.

My ClubRunner: My Profile

- Getting Familiar with the My Profile Tab
 - My Profile > Biography

The screenshot displays the 'Rotary Club of Wooster' website. At the top, a blue header bar contains the site name and user information: 'Welcome, William [Logout] | Admin | Home Page'. Below this is a navigation bar with tabs: 'Admin', 'My ClubRunner', 'Website', 'Reports', 'Events', and 'Help'. The 'My ClubRunner' tab is active and highlighted. Underneath it, a sub-navigation bar includes 'My Profile', 'My Commitments', 'My Attendance', 'My Committees', 'Directories', 'Email Message Centre', 'My New Member Activities', and 'More'. The 'My Profile' tab is selected and highlighted with a red box. A red arrow points from this box to the 'Biography' tab in the 'Member Profile' section. The 'Member Profile' section for 'William Ross' (Printable Version) shows a profile picture and an 'Update' button. Below the profile picture, there are tabs for 'Personal', 'Rotary', 'Biography', 'Commitments', 'Settings', and 'Privacy'. The 'Biography' tab is selected. An 'Edit' button is visible next to the 'Biography' tab. A red arrow points from a text box to this 'Edit' button. The text box contains the instruction: 'Click on EDIT to add/revise any info under the Biography Tab.' The Biography section is divided into three parts: 'Public' (with a note 'This biography can be viewed by anyone in the district.'), 'Vocational Description' (with a note 'This vocational description is intended for public display in a future release of a Rotarian business directory.'), and 'Private Biography' (with a note 'Private biographies are only viewable by your club members and are not available to district members.'). Each section has a 'Press Edit to Enter Your Biography' prompt and an 'Edit' button at the bottom.

Rotary Club of Wooster

Welcome, William [Logout] | Admin | Home Page

Admin My ClubRunner Website Reports Events Help

My Profile My Commitments My Attendance My Committees Directories Email Message Centre My New Member Activities More

Profile

My Profile

Member Profile

William Ross
Printable Version

Update

Click on EDIT to add/revise any info under the Biography Tab.

Personal Rotary Biography Commitments Settings Privacy

Public

This biography can be viewed by anyone in the district.

Press Edit to Enter Your Biography

Vocational Description

This vocational description is intended for public display in a future release of a Rotarian business directory.

Press Edit to Enter Your Biography

Private Biography

Private biographies are only viewable by your club members and are not available to district members.

Press Edit to Enter Your Biography

Edit

My ClubRunner: My Profile

- Getting Familiar with the My Profile Tab
 - My Profile > Commitments

The screenshot shows the 'Rotary Club of Wooster' website. The top navigation bar includes 'Admin', 'My ClubRunner', 'Website', 'Reports', 'Events', and 'Help'. The 'My ClubRunner' tab is selected, and a red box highlights it with the text 'Remain under My ClubRunner Tab.' A red arrow points from this box to the 'My Commitments' section. The 'My Profile' sub-tab is also highlighted with a red box. The 'My Commitments' section contains several tables: 'Club Events', 'Volunteer Tasks', 'Meeting Responsibilities', 'New Member Orientation', and 'Current Committees'. A red box highlights the 'Current Committees' table with the text 'You can access your Committees through My Commitments.' The 'Current Committees' table lists the 'Club' with roles and actions to view the committee.

Rotary Club of Wooster

Welcome, William [Logout] | Admin | Home Page | A A A

Admin My ClubRunner Website Reports Events Help

My Profile My Commitments My Attendance My Committees Directories Email Message Centre My New Member Activities More

My Commitments

This section allows you to view your commitments.

Club Events

| Date | Event Name | Location | Member/Friend |
|-------------------------|------------|----------|---------------|
| No event registrations. | | | |

Volunteer Tasks

| Date | Schedule | Name | Task |
|------|----------|------|------|
|------|----------|------|------|

Meeting Responsibilities

| Group | Position |
|---------------------------------------|----------|
| No meeting responsibilities assigned. | |

New Member Orientation

| New Member | Action | Date Completed |
|----------------------------------|--------|----------------|
| No new member orientation tasks. | | |

Current Committees

| Committee | Role | Action |
|---------------------------|--------|----------------|
| Club | | |
| Audio/Visual & Technology | Member | View Committee |
| Program Committee | Chair | View Committee |
| Family of Rotary | Member | View Committee |

My ClubRunner: My Profile

- Getting Familiar with the My Profile Tab
 - My Profile > Settings

The screenshot shows the 'My ClubRunner' interface. At the top, a navigation bar includes 'Admin', 'My ClubRunner', 'Website', 'Reports', 'Events', and 'Help'. Below this is a sub-navigation bar with 'My Profile', 'My Commitments', 'My Attendance', 'My Committees', 'Directories', 'Email Message Centre', 'My New Member Activities', and 'More'. The 'My Profile' tab is highlighted with a red box, and a red arrow points from it to the 'Settings' tab in the 'Member Profile' section. A red callout box at the top left says 'Remain under My ClubRunner Tab.' Another red callout box on the right says 'Under the Settings TAB, you can EDIT two items: 1. Change Password 2. Add/Revise your Custom Email Signature'. The 'Member Profile' section shows a profile for 'William Ross' with a photo and an 'Update' button. Below this are tabs for 'Personal', 'Rotary', 'Biography', 'Commitments', 'Settings', and 'Privacy'. The 'Settings' tab is active, showing fields for 'System Login' (with 'Club Access Level' set to '70 - Member'), 'Login Name' (William.Ross.4962), and 'Password' (Change Password). There is also a 'Custom Email Signature' field with an 'Edit' button. A 'Go Back' button is at the bottom.

Admin My ClubRunner Website Reports Events Help

My Profile My Commitments My Attendance My Committees Directories Email Message Centre My New Member Activities More

Profile

My Profile

Member Profile

William Ross
Printable Version

Update

Under the Settings TAB, you can EDIT two items:

1. Change Password
2. Add/Revise your Custom Email Signature

Personal Rotary Biography Commitments Settings Privacy

Edit

System Login

Club Access Level 70 - Member

1. Login Name William.Ross.4962
Password Change Password

Member Roles

Custom Email Signature

2. Edit

Last updated on Nov 04 2014 by William Ross

Go Back

My ClubRunner: My Profile

- Getting Familiar with the My Profile Tab
 - My Profile > Settings > Change Password

The screenshot shows the 'Change Password' form in the My ClubRunner interface. At the top, a navigation bar includes tabs for 'Personal', 'Rotary', 'Biography', 'Commitments', 'Settings', and 'Privacy'. A red-bordered box highlights the 'Settings' tab and the form below it. A large red '1.' is placed over the 'Settings' tab, followed by the text 'Profile > Settings > Change Password'. Below this, a red-bordered box contains the instruction: 'To revise your password, follow the steps as directed. Be sure to Save!'. The form itself has a header with 'Login Name William.Ross.4962' and a 'Password' label. It contains three input fields: 'Old Password', 'Enter New Password', and 'Confirm New Password'. To the right of the 'Enter New Password' field is a 'Begin Typing' label and a progress bar. Below the input fields is a note: 'Password should contain at least 8 characters and 1 number'. At the bottom are 'Save' and 'Cancel' buttons.

1. Profile > Settings > Change Password

To revise your password, follow the steps as directed. Be sure to Save!

Old Password

Enter New Password Begin Typing

Confirm New Password

Password should contain at least 8 characters and 1 number

My ClubRunner: My Profile

- Getting Familiar with the My Profile Tab
 - My Profile > Settings > Custom Email Signature

Personal Rotary Biography Commitments **Settings** Privacy

Save Cancel

Fields marked in red are required.

System Login

2. Profile > Settings > Custom Email Signature

Custom Email Signature

To add a single line break, hold down Shift and press Enter.

Format Font Size B I U S

Type Here

To add/revise your signature, type the text you would like to appear as your salutation on any emails you send to members through ClubRunner.

Be sure to Save!

Save Cancel

Name William.Ross.4962

My ClubRunner: My Profile

- Getting Familiar with the My Profile Tab
 - My Profile > Privacy

The screenshot shows the 'My Profile' page in the My ClubRunner system. The page has a top navigation bar with 'Admin', 'My ClubRunner', and 'Website' tabs. Below this is a sub-navigation bar with 'My Profile', 'My Commitments', 'My Attendance', 'My Committees', 'Directories', 'Email Message Centre', 'My New Member Activities', and 'More'. The main content area is titled 'Member Profile' and shows a profile for 'William Ross' with a photo and a 'Printable Version' link. Below the profile is a tabbed interface with 'Personal', 'Rotary', 'Biography', 'Commitments', 'Settings', and 'Privacy' tabs. The 'Privacy' tab is selected, showing 'Communication Preferences' and 'RI Integration Privacy' sections. Red annotations highlight key features: 1. A red box around the 'My Profile' tab in the sub-navigation bar. 2. A red box around the 'Privacy' tab in the tabbed interface. 3. A red box around the 'Edit' button at the bottom of the 'RI Integration Privacy' section. A red arrow points from the 'My Profile' tab to the 'Privacy' tab. A red arrow points from the 'Edit' button to a text box explaining the privacy settings.

Remain under My ClubRunner Tab.

1.

2.

3.

Privacy under My Profile allows you to set your Communication Preferences and the ability to control Privacy items that you do or do not want to be visible to international members.

To EDIT settings for this page, click on Edit at base of page.

Communication Preferences

| Item | Status |
|-----------------------------------|--------|
| Club Emails | ✓ |
| Club Bulletin | ✓ |
| District Emails | ✓ |
| District Bulletin | ✓ |
| Zone Emails | ✓ |
| Zone Bulletin | ✓ |
| Register Guest Confirmation Email | ✓ |

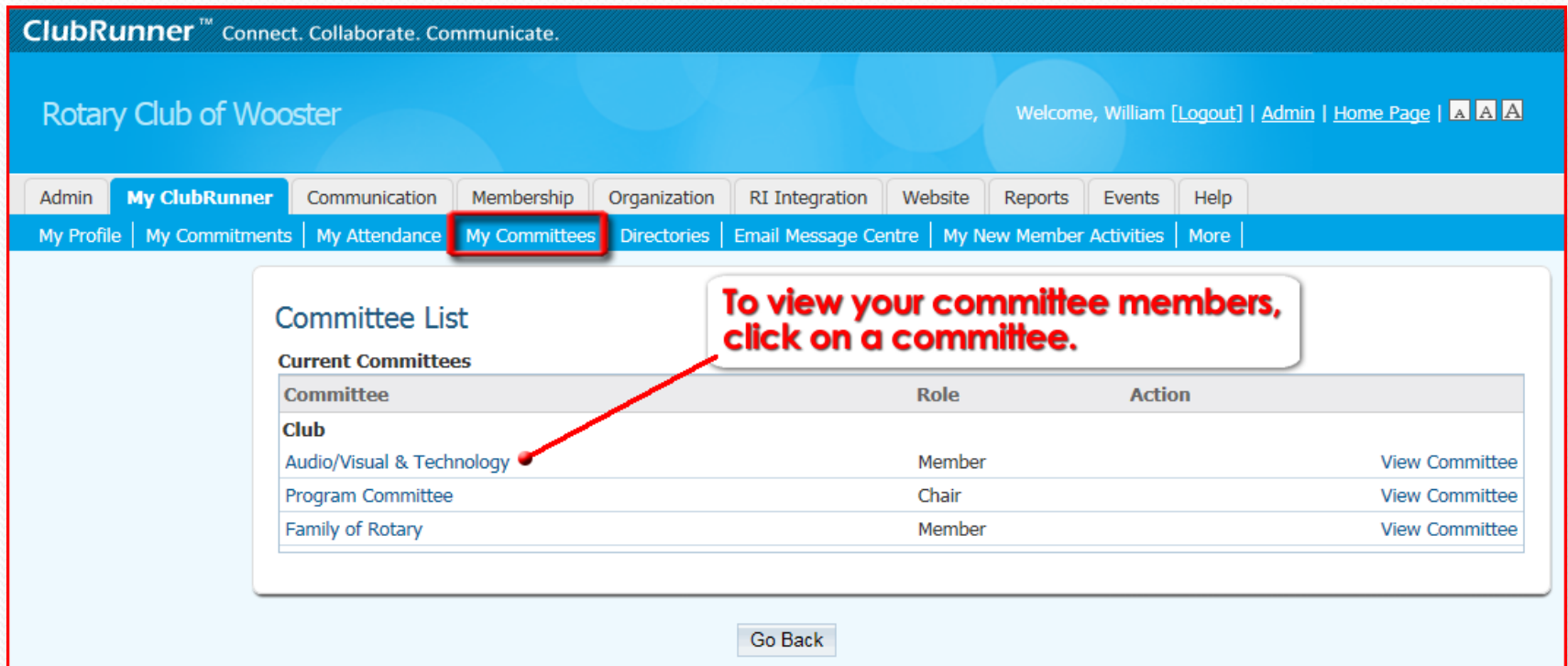
RI Integration Privacy

This section allows you to specify which fields you would like to update at Rotary International's database. If your club has opted out of certain fields, those will not be updated, even if you opt in. For a field that your club has opted into, you can choose to opt out by unchecking it from the list below.

| Field | Status |
|------------------------|-------------------|
| Allow Name | ✓ (Club Opted In) |
| Allow Home Address | ✓ (Club Opted In) |
| Allow Business Address | (Club Opted Out) |
| Allow Home Phone | (Club Opted Out) |
| Allow Cell | (Club Opted Out) |
| Allow Business Phone | (Club Opted Out) |
| Allow Home Fax | (Club Opted Out) |
| Allow Business Fax | (Club Opted Out) |
| Allow Primary Email | (Club Opted Out) |

My ClubRunner: My Committees

- My Committees Tab
 - Committees are viewable by title



ClubRunner™ Connect. Collaborate. Communicate.

Rotary Club of Wooster

Welcome, William [Logout] | Admin | Home Page | A A A

Admin | **My ClubRunner** | Communication | Membership | Organization | RI Integration | Website | Reports | Events | Help

My Profile | My Commitments | My Attendance | **My Committees** | Directories | Email Message Centre | My New Member Activities | More

Committee List

Current Committees

| Committee | Role | Action |
|---------------------------|--------|--------------------------------|
| Club | | |
| Audio/Visual & Technology | Member | View Committee |
| Program Committee | Chair | View Committee |
| Family of Rotary | Member | View Committee |

To view your committee members, click on a committee.

Go Back

Thank you!

Have questions later?

Please ask any of the following members:

- Greg Barbu
- Brian Boyer
- Cheryl Boyer
- Becky Furlong
- Lynn Moomaw
- Robbie Ross
- Kim Sayers
- Andrew Vaeth
- Anita Young