

# CLUBRUNNER 2020

Robin LeGallez





# Welcome to ClubRunner!

PETS Presentation

St Michael's College – March 2020

**Presenter: Robin LeGallez**

## Rotary Opens Opportunities

# What is ClubRunner?

**Your new District 9510 is subscribed to ClubRunner, a cloud based software service that manages club and membership information as well as facilitate easier communication between the District and its clubs.**

ClubRunner...

- Is a private software company that has been serving thousands of Rotary clubs worldwide for nearly 10 years.
- Was created by and is operated by 3 Past Presidents in Canada
- Is the largest software provider to Rotary clubs worldwide, in six continents
- Was the first company to integrate its database with Rotary International in November 2010 and is the leader in terms of fields integrated
- Is an Official Rotary International Licensee

[www.rotary9520.org](http://www.rotary9520.org)

# Rotary Opens Opportunities

# What Does ClubRunner Do?

ClubRunner helps our district with the following tasks:

- Seamlessly integrate the **district database** with Rotary International, securely
- Produce **unlimited reports** to help identify membership growth
- Maintain **organisational charts** with committee structures
- Maintain club executive/director listings, accessible by Rotarians in the district
- Generate password-protected **district directories** in several formats
- Send out targeted and personalized **email communication and newsletters**
- Manage **event registrations** and reporting, with **online payment**
- Allow every club to login and maintain their own information

[www.rotary9520.org](http://www.rotary9520.org)

# Rotary Opens Opportunities

## District Website

Access the publicly available Club and District Info

Access useful content for Club executives and Rotarians

Keep up to date with upcoming District events

# Rota

The screenshot shows the homepage of the Rotary District 9510 website. At the top, there is a red banner with the text "Rotary District 9510" and the Rotary International logo. To the right of the banner is a globe icon with the text "Rotary United in Service". Below the banner is a dark navigation bar with links: "District", "Members", "Our Foundation", "Programs", "Contact", "Conference 2021", and "Find a Club". A green arrow points from the text "Access the publicly available Club and District Info" to the "District" link in the navigation bar. Below the navigation bar is a large image of people riding camels in a desert landscape, with the text "Across Most of SA - Sunraysia - Alice Springs - Broken Hill" above it. A green arrow points from the text "Access useful content for Club executives and Rotarians" to this image. Below the image are three columns of content. The left column is titled "District Links" and contains links for "District Contacts", "District Leaders 9510 Club & Contacts", "Australian", "Rotary Australia", "Rotary Down Under RDU Supplies", and "Rotary International". The middle column features a video player with the title "Rotary 9510 Media advert from Graham Fenton" and the text "Rotary District 9510 volunteer@Rotary9510.org". The right column is titled "Contact Details" and lists the "District Governor" David Jones (DG2020@rotary9510.org), the "District Secretary" David Fenton (secretary20-22@rotary9510.org), and the "District Webmaster".

# ies




























# Club Directory

The Club Directory page displays all clubs, their meeting days and times, along with President names, and links to club websites

Choose from Alphabetical listing or Sorted by Meeting Day/Time

## Club Directory & Contacts

[View Map of All Clubs](#)Display  records

Website	Club Name ^	Club Id	President	Location	Meeting Day & Time
	Adelaide	17623	 Adriano Cisternino	 Adelaide Oval	Wednesdays at 1:00 PM
	Adelaide Light	23866	 Katrina Ball	 Stamford Plaza Hotel	Second and fourth Thursdays 7:15am
	Adelaide Parks	22091	 Charles Schahinger	 Naval, Military and Airforce Club	Wednesdays at 6:15 PM
	Adelaide South	17625	 David Prince	 Sage Hotel	Thursdays Fortnightly with Rotary Club of Adelaide West
	Adelaide Uni Rotaract	200	 Lenard Sciancalepore	 14 Kintore Avenue, Hartley Building	1st and 3rd Thursday
	Adelaide West	17626	 George Magee	 SAGE Hotel (formerly Grand Chifley)	Fortnightly on Thursday at 12:30 for 1:00pm
	Alice Springs	17627	 Michael Potts	 The Mercure Alice Springs Resort	Wednesdays at 7:00 PM
	Alice Springs-Mbantua	22350	 Ned Bushby	 Mecure Alice Springs Resort	Mondays at 7:00 AM
	Barossa District	22351	 Brian Barnett	 Vine Inn Hotel	6:45 PM Every 2nd & 4th Monday of each month at 6:45 PM

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# Rotary Opens Opportunities

# Club Details Page

Clicking on a club name will display details for that club, including:

- Meeting day/time
- Meeting location
- Assistant Governor
- Club President
- Executives/Directors
- Committees
- Upcoming Speakers
- Upcoming Events
- Link to Club Bulletin
- Link to Club Site

# Rotary Op

## Murray Bridge (17693)

Welcome to our Club!



We meet Tuesdays at 6:15 PM  
Murray Bridge Golf Club  
41 Ritter St.  
Murray Bridge, SA 5253  
Australia  
Email: [murraybridgerotary@gmail.com](mailto:murraybridgerotary@gmail.com)



Area Governor:  
[Darryl Webb](#)



[Club Bulletin](#)



[Club Website](#)



[Card View](#)

### Speakers

[Monique White](#)  
Mar 10, 2020 6:00 PM  
Murray Darling Basin Authority

[Paul & Kathy Prosser](#)  
Mar 17, 2020 6:00 PM  
Vocational Visit to Aussie Apricots

[David McKay](#)  
Mar 24, 2020 6:00 PM  
Thomas Foods Rebuild

[View entire list...](#)

### Events

[PETS Seminar](#)  
Mar 14, 2020

[PETS + Specialty Training](#)  
Mar 15, 2020

Name	Please login to view contact info
<a href="#">Lesley Murray</a>	

### Club Executives

Title	Name	Please login to view contact info
Vice President	<a href="#">Gary Frazer</a>	
President Elect	<a href="#">Simon Sickerdick</a>	
Immediate Past President	<a href="#">David Altmann</a>	
Secretary	<a href="#">Jenny Alexander-Walters</a>	
Executive Secretary/Advisor	<a href="#">Samuel Cozens</a>	
Treasurer	<a href="#">Brenton Nicholson</a>	
RALY/Youth Director	<a href="#">Christine Willersdorf</a>	

### Club Directors

Title	Name	Please login to view contact info
Vocational Director	<a href="#">Robin LeGallez</a>	
International Director	<a href="#">Roxanne Rowland</a>	



# District Organisation Chart

Displays all District Executives, Officers, Assistant Governors and their clubs and executives, committee directors and sub-committee chairs.

Links go to a private email form to allow members to be contacted by public without divulging email addresses.

District Governor	
Title	Name
District Governor	 <a href="#">Jane Owens</a> ( <a href="#">Whyalla</a> )
District Executives	
Title	Name
District Governor Elect	 <a href="#">David Jones</a> ( <a href="#">District Rotary Club</a> )
District 9510 Governor Nominee	 <a href="#">Jeff Neale</a> ( <a href="#">District Rotary Club</a> )
Secretary	 <a href="#">Lynne Layng</a> ( <a href="#">Prospect</a> )
Treasurer	 <a href="#">Stephen Noble</a> ( <a href="#">Adelaide</a> )
District Management Committee	 <a href="#">Peter Schaefer</a> ( <a href="#">Alice Springs</a> )
District Management Committee	 <a href="#">Paul D. K. Thomas AO</a> ( <a href="#">Northern Yorke Peninsula</a> )
District Management Committee	 <a href="#">Yvette Reade</a> ( <a href="#">Adelaide Light</a> )
District Management Committee	 <a href="#">Pete Neal</a> ( <a href="#">Adelaide</a> )
District Officers and Directors	
Title	Name
Immediate Past District Governor	 <a href="#">David Egan</a> ( <a href="#">Adelaide</a> )
The Rotary Foundation Chair	 <a href="#">Doug Layng</a> ( <a href="#">Prospect</a> )
Membership Chair	 <a href="#">Dannielle Camporeale</a> ( <a href="#">Port Pirie</a> )

www.rotary9520.org

## Rotary Opens Opportunities



# Private Email Form

## Contact Us



Please fill in the form below with your message and contact details.

Send email to: **Robin LeGallez**

First Name:  \*

Last Name:  \*

Email Address:  \*

Subject:  \*

Message:  \*

☐ I consent to the collection, storage, and use of my information by District 9520 as described in this [Privacy Policy](#). I understand that I may receive emails, and can opt out at any time. \*

☐ I'm not a robot



\* indicates a required field.

Send

The "contact us" form does not reveal private details to the public.

Only when a Rotarian logs in is this revealed

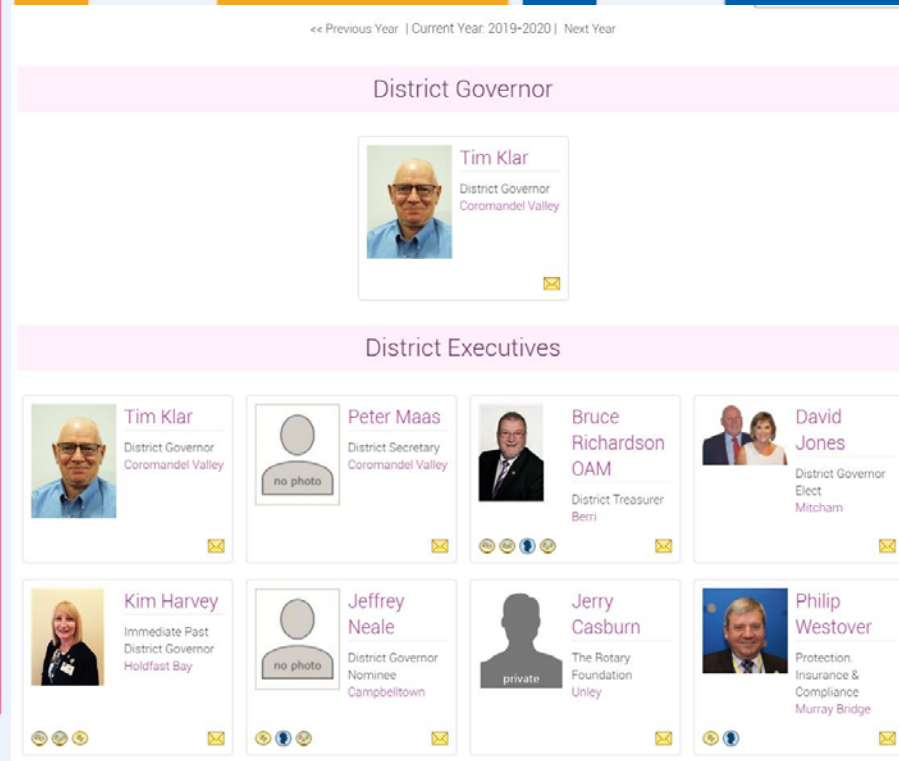
www.rotary9520.org

# Rotary Opens Opportunities

# District Photo Organization Chart

Displays all District Executives, Officers, Assistant Governors and their clubs and executives, committee directors and sub-committee chairs.

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[www.rotary9520.org](http://www.rotary9520.org)

## Rotary Opens Opportunities

# Logging In

- Start at the District homepage, located at: [www.rotary9510.org](http://www.rotary9510.org)
- Click on the Login link at the top right. All members in the District can login. The system will recognize your level automatically and grant you the appropriate access.



## PLEASE NOTE

**General login access to D9510 will not be available until after July 2020.**

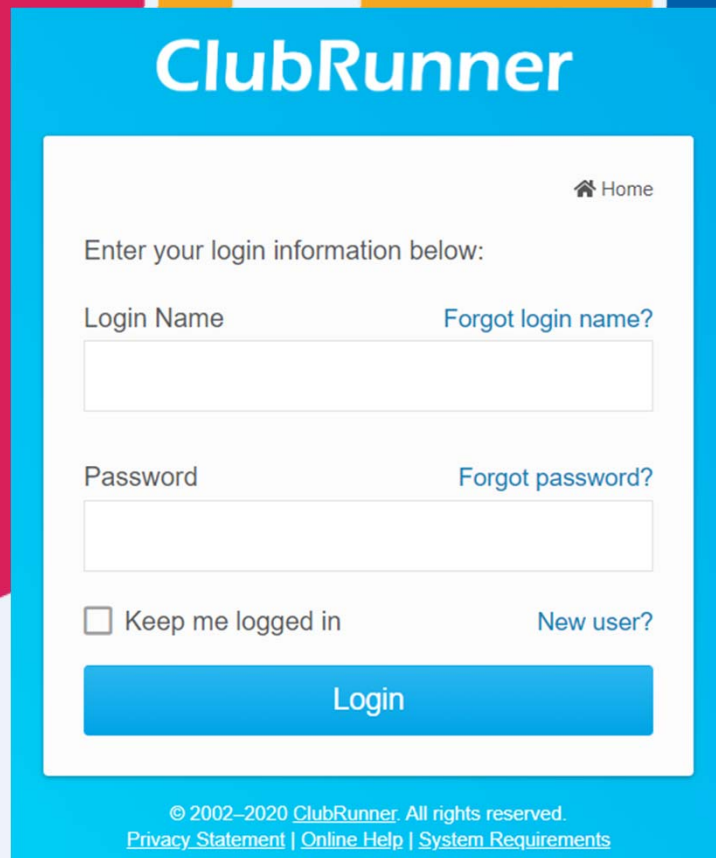
[www.rotary9520.org](http://www.rotary9520.org)

Continue to use your current District  
ClubRunner logins until July.

# Rotary Opens Opportunities

# Logging In – Request Password

- On the Login page, enter your login & password OR click on New user?, Forgot Login name or Forgot Password

A blue-bordered login form for ClubRunner is centered on the slide. The form has a white background and contains fields for login name and password, along with links for forgot login name, forgot password, and new user registration. A 'Keep me logged in' checkbox and a 'Login' button are also present. The background of the slide features large, stylized letters 'R', 'I', and 'T' in red, orange, and blue respectively, with the word 'Rotary' at the bottom left and 'tunities' at the bottom right.

**ClubRunner**

[Home](#)

Enter your login information below:

Login Name [Forgot login name?](#)

Password [Forgot password?](#)

☐ Keep me logged in [New user?](#)

**Login**

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[Privacy Statement](#) | [Online Help](#) | [System Requirements](#)

Rotary

tunities

# Logging In – Request Password

- Choose club from list, enter last name and email address
- Press Submit button. Watch for the email to arrive in your inbox.

## ClubRunner

### Retrieve Login Information

All members in the District have login accounts in the system. If you cannot retrieve your login information through this page, please contact your Club President, or email [logins@clubrunner.ca](mailto:logins@clubrunner.ca).

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

\* Denotes a required field.

Select Club:  \*

Last Name:

Email Address:  \*

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[Privacy Statement](#) | [Online Help](#) | [System Requirements](#)

9520.or

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unities

# Access the Administration page

Once logged in, click on the “Member Area”.

Logging in will be required to access some of the restricted pages on the website



# Rotary Opens Opportunities

# Access Levels to Members Area

There are 3 main levels of access to the Communication Intranet:

- District Level – Can access and maintain all District organisation charts, as well as all Club listings
- Club Executive Level – Can access and update all information pertaining to your club and members, including attendance reporting, club executive listings, and membership adds/edits/terminations.
- Member Level – Can access and update your own membership profile directly regardless of position in club or district. Can also access district directories once logged in.

[www.rotary9520.org](http://www.rotary9520.org)

## Rotary Opens Opportunities



# Administration page

Your starting point when logged into the District site.

Admin

For Clubs

Grants

For Members

Membership

Contacts

Organization

Communication

Website

New Website (Beta)

Documents

Reports

Attendance

Events

New Bulletin (Beta)

Help

Launchpad

Administration

Edit Privacy Policy

ClubRunner Mobile

Help Guides

Contact Support

Community

Help

Support

Service Updates

Submit a Ticket

ClubRunner Add-Ons

MyEventRunner

Online Payment & eCommerce Module (US)

Online Payment & eCommerce Module (Canada)

Administration

New to ClubRunner or need a refresher? Register for free ClubRunner webinars here.  
Visit our [Support Website](#) where we have all the KB articles, training videos, and more! [Support Website](#)

Home Page Editing

Home Page Stories

Story Management

Edit Home Page Links

Download Files

Site Pages Management

Photo Albums Management

Documents Download

Website Sponsoring Area

Website Sponsoring Guide

Website Designer 3.0

Edit Meta Tags **NEW!**

Edit Favicon Logo

Image Library

Google Analytics **NEW!**

Communication Services

Email Message Services

Email All Members

District Organization Chart

Committee Management

Members Email Status report

Email Traffic Report

District, Clubs & Membership

District Dashboard

Club & Membership Detail

Member Detail

Request Member Updates

Member Access Rights

Clubs Attendance Management

Edit Executives and Directors

Download Member Data

Member Data Changes

RI Integration Archive | Member Synchronization

Reports

Member Designations

District eDirectory Builder 2.0

For Members

Edit My Profile

Change My Password

District Directories

Search Member eDirectory

My Committees

For Club Executives

# What can Regular Members Do?

Once logged in, any Rotarian in the District can:

- Update their own membership profile
- View and download district directory reports
- Search for members in the online directory
- Register for any District event
- Access District Committees and view/post info if a member of that committee

[www.rotary9520.org](http://www.rotary9520.org)

# Rotary Opens Opportunities

# What Can Club Executives Do?

Everything a regular member can do, plus:

- Update their club membership listing
- Specify current and next year's club executives
- Update their club information such as meeting time, date, location, and website address
- Report monthly attendance
- Register members for district events

[www.rotary9520.org](http://www.rotary9520.org)

# Rotary Opens Opportunities

# District Directories & Reports

All members can download a Word or PDF version of the District Directory, which is generated from all the data on the website

Choose from a variety of district directories, search the directory, view trend reports such as the District Dashboard, Age/Gender Distribution reports. View a report showcasing club positions. Build a custom report with the eDirectory builder.

**Rotary District 9999 eDirectory**

Please note the date of the report to ensure you are using an up-to-date version. Click on the Regenerate button to request a refreshed copy, which will be done overnight.

[Previous Year](#) | **Current Year: 2012-13** | [Next Year](#)

Report Name	Generated	Regenerate	Download
<b>Yearly Reports</b>			
<b>Club and District Leadership Directory</b> Alphabetical listing by city and Club. Includes contact information for club leadership, club committee assignments and district assignments.	Jan 30, 2013	Regenerate	Download
<b>Club Executives and Directors</b> Club Executives and Directors description	Jan 30, 2013	Regenerate	Download
<b>Club Presidents</b> Double column layout of all Presidents with photo and full contact information.	Never	Regenerate	Download
<b>Committees</b> Double column layout of all committees along with committee chair names and email addresses.	Never	Regenerate	Download
<b>District Organization and Presidents</b> District Organization and Presidents	Never	Regenerate	Download
<b>District Organization and Presidents (Photo)</b> District Organization and Presidents	Never	Regenerate	Download
<b>District Organization and Presidents *</b> District Organization Chart and listing of all Club Presidents.	Nov 16, 2011	Regenerate	Download
<b>District Organization Chart</b> District Governor and Officers (including AG's) along with photos and full contact information.	Nov 26, 2012	Regenerate	Download
<b>District Organization Directory</b> Photos and contact information for District executive leadership, senior assistant governors, assistant governors, club presidents, district committee chairs, advisors and chairs for major district events and activities, and Rotaract and Interact governors. Listings include club affiliation.	Never	Regenerate	Download
<b>Standing Reports</b>			
<b>Club Information</b> Double column layout of all clubs in the District along with meeting information.	Nov 28, 2012	Regenerate	Download
<b>club photo directory</b> Club	Never	Regenerate	Download
<b>Test54</b>	Nov 29, 2012	Regenerate	Download

Reports available include:

- Club size/Growth Report
- District Dashboard
- Rule of 85
- Gender and Age Distribution
- Years of Service Distribution

www.rotary9520.org

# Rotary Opens Opportunities

# District Directories & Reports

A sample of one of the available directories.

Members can print this at home, or save on their computer for future use.

A text version of the download is also available for import into Handhelds or contact software.

 Rotary International District 9999 Directory					
Date: August 8					
Name	Position	Club	Email	Home Tel	Work Tel
Brad Pitt	District Governor	Sunnytown	support@clubrunner.ca		
Leslie Reinhart	governor elect	Sterling Heights			
Bruce Street	Secretary	Belleville	clubrunner@dosex.com		
Mike Wilson	Treasurer	Westmount	support@clubrunner.ca		
April Wilkins	District Trainer	Dawson Creek	clubrunner@dosex.com		
April Wilkins	RYLA Chair - 2005	Dawson Creek	clubrunner@dosex.com		
Homer Simpson	District Assistant Governor	Anaheim	support@clubrunner.ca		
Louise Hanson	District Assistant Governor	Sunnytown	support@clubrunner.ca	555-1234	555-8675
Bill Wilson	Vocational Services	Dawson Creek	clubrunner@dosex.com		
Carl Carlson	President	Anaheim	clubrunner@dosex.com		
Homer Simpson	President-Elect	Anaheim	support@clubrunner.ca		
Lisa Simpson	Secretary	Anaheim	clubrunner@dosex.com		
Marge Simpson	Treasurer	Anaheim	support@clubrunner.ca		
Bruce Street	President	Belleville	clubrunner@dosex.com		
Crystal Warden	President-Elect	Belleville	clubrunner@dosex.com		
Crystal Warden	Secretary	Belleville	clubrunner@dosex.com		
Bill Wilson	President	Dawson Creek	clubrunner@dosex.com		
April Wilkins	Secretary	Dawson Creek	clubrunner@dosex.com		
Leslie Reinhart	President	Sterling Heights			
Leslie Reinhart	Secretary	Sterling Heights			
John Joyce	Treasurer	Sterling Heights			
Sarah Nelson	President	Sunnytown	support@clubrunner.ca	905-555-8889	905-555-0396
Cynthia Wong	President-Elect	Sunnytown	support@clubrunner.ca		
Laura Gibbons	Secretary	Sunnytown	support@clubrunner.ca	555-1234	555-9090
Ian Davies	Treasurer	Sunnytown	support@clubrunner.ca		
Steven Shen	President	Test Club	steven.shen@dosex.com		
Jenni Jenni	President-Elect	Test Club	jennie.jiang@dosex.com		
Prospective JIang	Secretary	Test Club	jennie.jiang@dosex.com		
Don Brown	President	Westmount	clubrunner@dosex.com		
Linda Harris	President-Elect	Westmount	support@clubrunner.ca		
Joe Johnson	Secretary	Westmount	clubrunner@dosex.com		

www.rotary9520.org

# Rotary Opens Opportunities

# Club Executive Functions

## For Club Executives

- Active Members List
- Other Users List
- Inactive Member List
- Club Information Page
- Define Club Executives
- Club Attendance Report
- Define Club Attendance Manager
- Switch on Data Integration with RI
- Missing RI Member ID Report
- RI Updates Archive
- RI Member Synchronization

[www.rotary9520.or](http://www.rotary9520.or)

# Rotary Opens Opportunities



# Active Members List

Members By Type  
Active Members List  
Other Users List  
Inactive Members List














## Active Members List

Select Club: Murray Bridge

Members per Page: 25

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Add New Member

Email	<input type="checkbox"/> By First Name	Name ▼	Type	Access	Action
		Alexander-Walters, Jenny	Active	40	Designation   Change Status   Reset Password
		Altmann, David	Active	40	Designation   Change Status   Reset Password
		Blight, Malcolm	Active	70	Designation   Change Status   Reset Password
		Campbell, Sherida	Active	70	Designation   Change Status   Reset Password
		Colwell, Jan	Active	70	Designation   Change Status   Reset Password
		Cozens, Samuel	Active	30	Designation   Change Status   Reset Password
		Cundy, Jim	Active	70	Designation   Change Status   Reset Password
		Curtis, Trevor	Active	70	Designation   Change Status   Reset Password
		Elston, Ian	Active	70	Designation   Change Status   Reset Password
		Foster, Sue	Active	70	Designation   Change Status   Reset Password
		Frazer, Bruce	Active	70	Designation   Change Status   Reset Password
		Frazer, Gary	Active	70	Designation   Change Status   Reset Password
		Gogel, Trudy	Honorary	70	Designation   Change Status   Reset Password

Add  
New  
Member

Click on any  
name to view  
or edit the  
member's  
profile

Click to  
Terminate  
or change  
Active to  
Honorary

# Rotary Opens Opportunities



# Add New Member - 1

## New Member

Rotary Club of Murray Bridge  
Murray Bridge, SA, Australia

Title

First Name

Middle Name

Last Name

Suffix

Gender ☐ Male ☐ Female

Membership Type

Sponsor

Date Joined Rotary

Date Joined Club

RI requires that Date Joined Club must be within the past 30 days.

## Member Mailing Address

☒ Home ☐ Work

Address Line 1

Address Line 2

City

Country

State/Province

Zip/Postal Code

Ensure  
the date  
is within  
the last  
30 days

ies

# Add New Member - 2

Transferring Member?

☒ No ☐ Yes

Rotary Member No.

Former Rotary Club

District

Obtain Rotary ID from Parramatta is number not known

ClubRunner Account

Select the "Report this new member to RI for all new and honorary members"

Email

Login Name

Temporary Password

12638

Send email notification to this member? ☒

System ▼

Welcome New Member ▼

- ☒ Report this new member to Rotary International  
☐ Do NOT report this new member to Rotary International

Please note that member additions are performed manually by RI Data Services, and could take up to 5 business days to be processed.

# Rotary Opens Opportunities

Click on ADD MEMBER button

Add Member



# Add New Member - 3

**PLEASE ONLY USE CLUBRUNNER TO ENTER NEW MEMBERS OR  
TERMINATIONS**

**DO NOT ENTER IN CLUBRUNNER AND MY ROTARY**

ClubRunner will automatically update the RI database  
**The RI database is the “official” list for determining RI dues**

[www.rotary9520.org](http://www.rotary9520.org)

# Rotary Opens Opportunities



# Terminate Member - 1

## Change Status for Robin LeGallez

Please choose one of the following options to continue making changes to this person's status.  
To change status from Active to Other, please terminate membership first.

**Terminate Membership**

Change this member to a former member; e.g. Ex Member, Duplicate, etc.

**OR**

**Change Membership Status**

Change this member from Active to Honorary

**OR**

**Edit Active Member Type**

Edit this member's Active member type; e.g. Active - Satellite, Active - Corporate, etc.

# Rotary Opens Opportunities

# Terminate Member - 2

Robin LeGallez

Ex-Member as of: Mar 10 2020

Ensure date is  
within the last  
30 days

Please indicate reason for termination:

- ☐ Classification
- ☐ Business Transfer
- ☐ Moved
- ☐ Attendance
- ☐ Business Pressure
- ☐ Disinterest
- ☐ Health
- ☐ Deceased
- ☐ None Given
- ☐ Joined Other Club
- ☐ Family Obligations
- ☐ Duplicate record on ClubRunner
- ☐ Non-payment of club dues
- ☐ By club for cause
- ☐ Lack of participation

## Ex-Member Confirmation

Please note that once you confirm this member to be marked as an ex-member, the following actions will take place. These cannot be undone if the member is reinstated.

The member's access rights will be changed to access level 70 (Member) and this member will no longer be able to login.

This member's name will be cleared from the following position(s) in the Executives/Directors list:  
Service Projects (2019)

This member will be removed from the following committee(s):

Vocational Service  
Club Service  
District Leadership Team  
Conference Committee  
EIS  
District Secure Documents Storage


This member will be removed from the following distribution list(s):

Club Service  
Board of Directors 2019-2020  
Summary Year-to-date Profit & Loss Report  
Vocational Service  
EIS Committee 2019-2020 - Communication Committee

- ☒ Report this termination to Rotary International
- ☐ Do NOT report this termination to Rotary International

Always report to RI unless  
the member is only  
recorded in ClubRunner

# Member Profile



**Sue Baker**  
[Printable Version](#)  
[Update](#)

PersonalRotaryBiographyCommitmentsSettingsPrivacy

Edit

Member Details

<b>Title</b>	Ms.	<b>Gender</b>	Female
<b>First Name</b>	Sue	<b>Date of Birth</b>	Dec 28 1980
<b>Middle Name</b>		<b>Anniversary</b>	
<b>Last Name</b>	Baker	<b>Spouse/Partner First Name</b>	
<b>Nickname</b>		<b>Spouse/Partner Last Name</b>	
<b>Suffix</b>		<b>Spouse/Partner Nick Name</b>	
<b>Preferred Address</b>	Home	<b>Spouse/Partner Date of Birth</b>	
<b>Preferred Phone</b>	Home	<b>Dues &amp; Billing Preferred Email</b>	Primary Email
<b>Email</b>	suebaker@example.com	<b>Alternate Email</b>	

*\*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.*

Home

<b>Address Line 1</b>	123 LaPlace Road	<b>Home Phone</b>	1 202-555-1234
<b>Address Line 2</b>		<b>Cell</b>	
<b>City</b>	Green Town	<b>Home Fax</b>	
<b>Country</b>	United States		
<b>State/Province</b>	WI		
<b>Zip/Postal Code</b>	12345		

Work

<b>Company Name</b>	Sue Holdings	<b>Position/Title</b>	Owner
<b>Address Line 1</b>	2060 Winston Park Dr	<b>Business Phone</b>	1 416-555-5511
<b>Address Line 2</b>	S 102	<b>Business Fax</b>	
<b>City</b>	Oakville	<b>Website URL</b>	
<b>Country</b>	Canada		
<b>State/Province</b>	ON		
<b>Zip/Postal Code</b>	L6H5R7		

Click on various tabs to access more information


Rot

ities


www.rotary9520.org

# Edit Club Information


Oliver



**Meeting Information:**  
Monday at 7:30 AM  
ClubRunner Office  
2060 Winston Park Drive  
Oakville ON L5V2W8  
Canada

 [View map](#)

Area Governor: [José Fermán](#)

 [View Club Bulletin](#)

Click on Edit Club Info to make changes

[Edit Club Info \(Online\)](#)

**Upcoming Speaker Program**

No speakers to display.

[View complete list](#)

**Upcoming Club Events**


[test, Mar 11, 2013](#)  
[Rib Fest, Apr 25, 2013](#)

[View complete list](#)


**Edit Executives**

[Edit Executives & Directors](#)



**Business Cards View**






**President**

Name	Preferred Phone
 <a href="#">Julie Headlam</a>	

**Club Executives**

Title	Name	Preferred Phone
Treasurer	 <a href="#">Richard Madison</a>	Home: (310) 555-0975
Secretary	 <a href="#">Bill Souter</a>	

**Club Directors**

Title	Name	Preferred Phone
Public Relations Director	 <a href="#">Sarah Sunset</a>	Home: 905-555-8989
Webmaster	 <a href="#">Toni Cuthbertson</a>	
Director 1	 <a href="#">Stuart Davidson</a>	

**Committees**

Name	Chair
<a href="#">Line Dancing</a>	
<a href="#">Membership Committee</a>	

# Rotary Opens Opportunities



# Edit Club Executives

Switch to Next  
Rotary Year listing

Add New  
Position

## Club Executives and Directors Green Town

« Previous Year | 2017-18 | Next Year »

Drag and drop positions to change their sequence



Carry Over Next Year

+ Add New Position

Title	Position	Name	Actions
President	President	Sue Baker	<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>
President Elect	President Elect	Fred Pohl	<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>
Secretary	Secretary	Edward Chu	<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>
Treasurer	Treasurer	Clare Davis	<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>

When adding a position, select the closest match to their Position. This will ensure this person receives district communications relevant to their title.

www.rotary9520.org

# Rotary Opens Opportunities

# Rotary Integration

Opt-in must be done in two places: RI and ClubRunner

1) Link to RI

2) Checkbox to opt in

Customize fields privacy

**Rotary Integration Settings**

Using this integration, all member data changes you make on ClubRunner will be automatically updated at Rotary International Headquarters within minutes. For more information on this integration, click [here](#).

In order for this to work, there are a few things that need to be completed by your club:

1. Opt in at Rotary International Member Portal. As a club officer, click on the "My Rotary" link in the top right corner of the page. Hover over "My Rotary" and click on "Club Administration". Below Club Administration, click on "Club Management". Under Update Club Data, click on "Club Management". Under Club Management Systems, click on "Club Management". Select ClubRunner from the list of vendors. Click on the check box then the I Agree button, to authorize Rotary to complete the data integration process.
2. After 24 hours, opt in by selecting the checkbox below. Note that this checkbox will only become available once you complete the above step and wait for the RI database to refresh which may take up to 24 hours.

☒ Switch on Data Integration between ClubRunner and RI for all active member records within my club.

**Note that all members will now be set to opt into the fields the club has selected below. Any members who wish to opt out of specific fields can update their preferences under the Privacy tab of their profile.**

I agree to the [Terms and Conditions](#) of this integration.

Integration confirmed on 2017-12-07 2:39:50 AM by Kelly McCanlies

**RI Integration Status: Read & Update**

ClubRunner can read and update Rotary International's database for your club.

**Choose Club RI Integration Privacy**

<input checked="" type="checkbox"/> Allow Name	<input type="checkbox"/> Allow Home Phone	<input type="checkbox"/> Allow Home Fax
<input type="checkbox"/> Allow Birthday	<input type="checkbox"/> Allow Cell Phone	<input type="checkbox"/> Allow Business Fax
<input checked="" type="checkbox"/> Allow Home Address	<input checked="" type="checkbox"/> Allow Business Phone	<input checked="" type="checkbox"/> Allow Primary Email
<input checked="" type="checkbox"/> Allow Business Address		

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# Rotary Opens Opportunities

# Privacy

- No personal information or email address is ever exposed on the public website
- Member's access to information is restricted based on his or her role in the District or Club
- Strict Privacy Policies assure you that ClubRunner will not release data to third parties in any form
- Members can customize privacy level based on fields
- Read our [Privacy Policy](#)



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# Rotary Opens Opportunities



## Club Version of ClubRunner

- Not a requirement to participate in updating District communication intranet
- Provides your club with your own website and portal
- Club-level directories, email and document management
- Higher detail of attendance tracking
- Event management
- Dues & billing (sending out invoices, not accounting)
- Branded Club newsletter
- Database integrated with District and Rotary International
- More info at [www.clubrunner.ca](http://www.clubrunner.ca)

[www.rotary9520.org](http://www.rotary9520.org)

# Rotary Opens Opportunities

## Support and Help Guides

### ClubRunner Contacts & Resources

Subscriber Community Portal

[www.ClubRunnerCommunity.com](http://www.ClubRunnerCommunity.com)

On Demand Video Tutorials

[www.ClubRunnerSupport.com/category/9-on-demand-videos](http://www.ClubRunnerSupport.com/category/9-on-demand-videos)

Webinar Training

[www.ClubRunner.ca/page/Webinars](http://www.ClubRunner.ca/page/Webinars)

eSupport Center

[www.ClubRunnerSupport.com](http://www.ClubRunnerSupport.com)



Email ClubRunner Support at:

[support@clubrunner.ca](mailto:support@clubrunner.ca)

Contact Robin LeGallez at:

[mhcool@lm.net.au](mailto:mhcool@lm.net.au)

Or 0408813295

Graham Fussen at:

[grahamfussen@bigpond.com](mailto:grahamfussen@bigpond.com)

Or 0412694461

[www.rotary9520.org](http://www.rotary9520.org)

# Rotary Opens Opportunities