



Susanne Sundberg
District Governor • 2009-2010
Rotary International District 5280



District 5280 ClubRunner Instruction Manual

ClubRunner is a template-based membership communication and content-management tool. The Web site is based on a series of templates created by ClubRunner that allow users to easily navigate around the site. It allows users to communicate throughout their club and district, as well as saving users' valuable time conducting club and district business. For example, online registration for calendar and volunteer activities, automatic email services, and an integrated e-Bulletin, among other features, makes it easy to promote club and district activities.

These web-based tools are accessible by any Rotary club member in District 5280 with a browser, Internet connection AND a legitimate, registered District 5280 Login Name and Password combination.

When working with ClubRunner, club webmasters and others authorized to enter data should bear in mind that information posted to the District 5280 Web site works best in Windows XP.

Following are two modules of the ClubRunner curriculum: ClubRunner 101: The Basics of ClubRunner, and ClubRunner 102: Intermediate ClubRunner. Also several screens of resources available to webmasters and users alike. And, starting on page 12, several FAQs from the district Web site.

This instruction manual was created by Bill Paul, District 5280 Website Director and Webmaster of the Redondo Beach Rotary Club. Work on elements of the manual began during David Moyers governorship, continued under Chuck Anderson's governorship, and was finalized during the governorship of Susanne Sundberg. The author thanks all three governors for their continuing support of this project and use of the ClubRunner communication tool.

For any questions or assistance with your ClubRunner site, users are encouraged to contact Bill at billpaul99@hotmail.com or by mobile phone at 310-634-3402.

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ClubRunner 101: THE BASICS OF CLUBRUNNER

Objective: Familiarity with the Home Page and the My ClubRunner menu

Who should attend: All District 5280 Rotarians belonging to a Rotary Club that subscribes to ClubRunner.

What you will learn:

- 1) How to request a password and login name for yourself
- 2) How to login
- 3) Demonstration of the ClubRunner menu system
- 4) Familiarity with the Admin screen
- 5) Familiarity with the My ClubRunner menu including how to edit your profile, change your password, uploading your photo, viewing the club directory, accessing club documents and the Email Message Center.
- 6) Familiarity with the ClubRunner FAQs posted to the district Website.
- 7) Introduction to the District 5280 Web site protocols

Homework Assignment:

(1) Print these three ClubRunner FAQ's from the District 5280 Web site and practice the tasks outlined in the FAQ at least two times each: *How to Get Your Login Name and Password, How to Login, The My ClubRunner Menu*

(2) Visit the ClubRunner Help screen and become familiar with the two sections titled *The Basics for All Members*.

Resources: FAQs

ClubRunner and district 5280 offer numerous resources for new and experienced users.

For instance, users will find numerous **Frequently Asked Questions** on the District 5280 Home Page. Click on <http://www.rotary5280.org> and scroll down the left column to ClubRunner FAQs:

- The My Club Runner Menu
- The Importance of Proper Sequencing
- How to Add Stories to the Home Page
- How to Enter Calendar Events on a Club Website
- How to Create the Club Bulletin
- How to e-Mail the Club Bulletin
- How to Create an e-Mail List
- How to Add to the Friends List
- How to Remove a Member who Leaves Your Club
- How to Add Journal Photographs
- How to Add Large Photographs to the Home Page
- How to Upload a PDF File
- How to Create a Link to a PDF File
- What about Banner Advertising
- How to Designate Member level of giving
- How to Grant or Remove Access Rights for Members
- How to Print the Member List
- How to Access & Update the District 5280 eDirectory
- How to Manage Club-Level Attendance
- Entering Attendance Records at the Club Level
- New Member Information on the RI Website

Resources: ClubRunner Updates

You will also find recent updates from ClubRunner on the club Admin screen.

NEW! RECENT UPDATES - [Click here for details and to view past updates](#)

[Apr 02 2009] **New Access Levels:** Restricted Member and No Access now available. More details [here](#).

[Mar 23 2009] **Free Training Webinars:** New to ClubRunner? [Register](#) for our online demos today.

[Mar 09 2009] **Events:** Enhanced to allow negative registrations, comments, and Outlook integration.

[Mar 05 2009] **Email System:** Clubs are encouraged to use the new version of the Email Message Center.

Please note that when a feature is in BETA, we cannot guarantee its functionality. Send your feedback, errors and suggestions to clubrunner@doxess.com. Thank you!

Resources: Service Upgrades and Changes

On this page users will find dozens and dozens of service upgrades and changes implemented to the ClubRunner templates.



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- ▶ [Service Updates](#)
- ▶ [Privacy Policy](#)

 **Need Help?**
For technical support, please email ClubRunner.Support.

Service Upgrades and Changes

We are constantly working on improving the ClubRunner service thanks to user feedback. Below you will find updates on changes and enhancements. In most cases, these changes will reflect immediately in your site and you will not need to install anything. If there are actions required on your part, they will be listed here as well as on the Administration page.



If you have any questions or concerns regarding these changes, please email support@clubrunner.ca, or call  **1-877-469-2582** .

New Access Levels for Club Sites

April 2 2009

Two new access levels have been added to the club sites: "Restricted Member - 80" and "No Access - 90". Restricted Member gives less access within the My ClubRunner section, specifically it has removed access from the Email Message Center, Printable Directory and Mailing Labels, and View Club Directory. The Photo Directory however is available.

No Access removes all access to the functions within the Admin page, however this member can still login for purposes of registering online for events and volunteer tasks.

Club Event Module Enhanced

March 9 2009

The club event registration module has been upgraded with some useful enhancements:

- There are two options to register now, Attend or Decline the invitation. Event chairs can view a status report of all members that have indicated positively.

Resources: Online Training Sessions


ClubRunner offers online training. As noted above, these sessions are conducted via web conferencing. Space is limited and users must reserve their seat by sending an email to webdemo@clubrunner.ca. These Online Training Sessions are offered at no cost to the attendee, club or district.


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 **Need Help?**
For technical support, please email [ClubRunner Support](mailto:ClubRunner.Support).

Online Training Sessions

In these one-hour sessions, subscribers will get a guided tour of ClubRunner's features and how it will help you automate, streamline and enhance communication for your club. There are three specialized sessions and one general overview available to help you get the most out of your level of site access.

Date & Time	Session Focus	Description
Thurs., May 7 2 p.m. EDT Tues., May 12 5 p.m. EDT	Website Manager & eBulletin	Learn how to: <ul style="list-style-type: none"> ● Update your club's website ● Create and edit stories ● Create and edit site pages ● Create and send personalized emails and eBulletin
Wed., May 13 2 p.m. EDT Thurs., May 21 5 p.m. EDT	Membership & Attendance Management	Overview on how to: <ul style="list-style-type: none"> ● Track and manage your club's meeting attendance ● Report membership changes to districts and Rotary International ● Edit member directory ● Manage funds and create invoices
Fri., May 8 2 p.m. EDT	Events Management	Learn how to post, promote and manage events by providing: <ul style="list-style-type: none"> ● Email notifications and invitations ● Online registration ● Tracking of registration ● Volunteer listing

Duration: 1 hour including question & answer session

These sessions are conducted via web conferencing. Please note that you will require an internet connection and audio (telephone or computer speakers) to attend.

Space is limited so if you are interested in attending, please do reserve your seat today by sending an email to webdemo@clubrunner.ca

 [Send this Page to a Friend](#)

Resources: Club-Level Help Menu

This is the club-level help menu. You will find the link to it in the top menu bar to the far right.

Help

Getting Started & Membership Management

This guide is for clubs who have just subscribed to ClubRunner and need to get their site up and running.

The Basics for Club Members

After logging on to the system, members may update their personal information profile, address, telephone, email and password. Add friends to the data base, update status of tasks assigned to them in relation to new membership program, book and cancel booking for club events and volunteering, and view club directory.

For Administrators, Executives & Attendance Managers

You're one of several members that will be handling the administration of your ClubRunner site. Here's how to add members, manage the duty roster, speakers, member dues, attendance and access rights.

Club Bulletin

The club bulletin is an important tool to keep all members informed of club events, and also to remind them of their upcoming duties. Find out how to edit and send the bulletin.

Event Planner

You have a huge event coming up and you need to know how to use the Event Planner to help you promote the event, invite people, handle registrations, organize and book volunteers, and more.

Editing the Club Website

Learn how to maintain your club website; add stories, news, and links, update speakers, and create custom site pages and journals.

Message Centre

Communicate easily with the members of your club as well as other clubs in your District.

Dues and Billing **NEW!**

Generate custom invoices and mail out statements to your members.



Frequently Asked Questions

New Users

- How do I get my login name and password?
- How do I login?
- How do I change my password?
- How do I update my profile?

Troubleshooting

- It's not letting me login!
- Help with the enhanced editor



Technical Support

Subscribers

For questions, bug reports, and technical support:

Email: support@clubrunner.ca

Make sure to include your username and club name in your email.

Please provide as much detail as possible if you are reporting errors, including screenshots, messages and behaviour.



Training

Online and telephone training packages are available for subscribing clubs. For more details [click here](#).

Resources: The Basics for Club Members

When users click on “*The Basics for Club Members*,” (see previous page) this screen opens up. Everything needed to begin using ClubRunner can be found in the links provided on this Help screen.

The Basics For Club Members



After logging on to the system, members may update their personal profile, address, telephone, email information, and change their password. Add friends, update the status of tasks assigned in relation to new members, book (and cancel bookings) for club events and volunteering, and view the club directory.

Logging In

Login to access the features of ClubRunner.

- [How to login](#)
- [Change my password](#)
- [Retrieve my login name and password](#)

Participating

- [View my latest eBulletin](#)
- [View my commitments](#)

Club Directory

- [Print the club directory](#)

Club Documents

- [Add a club document](#)

My Personal Profile

Keeping your personal profile current and up to date is important, especially when it comes to your email address.

- [Update my personal profile](#)
- [Change My Email Address](#)
- [Upload My Photo](#)

My Friends

The term **friends** refers to any person you wish to keep informed of your club's activities. They can be prospective members, past speakers, personal friends, etc. When you add a friend to ClubRunner, they will receive all the bulletins sent out by your club, as well as invitations to club events.

- [Add and remove my friends](#)

Get my login name and password

There is an easy automatic way to get your login name and password if you are a new user, or have forgotten your password.

- Click on the **Login** tab or the Login button from the home page.
- In the **Members Login** page, click on the link **Forgot your password?**.

Member Login

Welcome members.
Please log in with your Login Name and password for access to your club's services and latest news and information.

Login Name:

Password:

Forgot your password?
New User? Click the [make link](#) to have your password sent to your email address.

- In the **Get Password** page, choose your club name from the drop down list, type in your **last name** and **email address**.
- Click on **Get Login Info**
- Check your email for your login information.

Note: *Be sure to change your password when you login to keep your account secure!*

Why this might not work:

The system will perform a security check by matching the last name submitted with the email address provided. If the email address we have on file is different from the one you provide, we have no way of knowing you are yourself. In this case, you will have to get your username and password from ClubRunner support by emailing clubrunner@doxess.com.

The Admin Screen

Club webmasters have full access to all the menus on the Admin screen. Club members only have access to the functions in the My ClubRunner menu immediately below highlighted in yellow. However, webmasters can selectively give other club members access to additional functionalities in the five other menus on the Admin screen. Your name will appear in the upper right hand corner of the screen.

Administration

Bill Paul

NEW! RECENT UPDATES - [Click here for details and to view past updates](#)

[Apr 02 2009] **New Access Levels:** Restricted Member and No Access now available. More details [here](#).
 [Mar 23 2009] **Free Training Webinars:** New to ClubRunner? [Register](#) for our online demos today.
 [Mar 09 2009] **Events:** Enhanced to allow negative registrations, comments, and Outlook integration.
 [Mar 05 2009] **Email System:** Clubs are encouraged to use the new version of the Email Message Center.


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 **My ClubRunner**

- Edit My Profile
- Change My Password
- Upload My Photo
- My Commitments
- My Friends
- Club New Member Activities
- View My Bulletin
- View Club Directory
- View Club Photo Directory
- View Printable Directory and Mailing Labels
- Email Message Center **NEW!** | [Old Version]
- View Club Documents
- My Attendance **NEW!**

 **Membership Manager**

- Active Members List
- Other Users List
- Inactive Members List
- Friends of the Club | Online Newsletter Signups
- New Member Orientation
- Edit Dues & Money Collection
- Dues & Billing **BETA!** [Help Guide]
- Report Data Changes to RI **BETA!**
- Edit Current Executives & Directors **NEW!**
- Edit Next Year Executives & Directors **NEW!**
- Birthday & Anniversary Report **NEW!**
- Download Member Data

 **Website Manager**

- Edit Home Page Links
- Edit Stories
- Edit News
- Edit Events
- Edit Speakers
- Edit Download Files
- Edit Site Pages
- Edit Photo Journals
- Edit Club Documents

Meeting Services

- Input Attendance [Year 2008-09]
- Input Attendance [Year 2007-08]
- Report Make-ups
- Print Member List
- Attendance Report [Year 2008-09]
- Attendance Report [Year 2007-08]
- Monthly Club Report
- Customized Attendance Report
- Edit Duty Roster - Who Does What
- Member Leaves of Absence
- Member Attendance Exemption

 **Club eBulletin**

- Edit Bulletin Contents
- View Club Bulletin
- Email Bulletin to Members and/or Friends
- Bulletin last sent on May 6 2009 1:59:26 AM

 **For Administrators**

- Edit Club Info & Settings
- Upload/Remove Meeting Venue Map
- Edit Club Logo
- Edit Custom Fields
- Website Sponsorship Area
- Website Sponsoring Guide

Event Registrations

Event Registration & Volunteer Booking

There are no upcoming events.

How to Add Stories to the Home Page

The Club Runner FAQ's on the district website offer step by step instruction to accomplish certain tasks. Some of these FAQ's provide links to elsewhere on the site where the information can be found. Let's look at an example:

- 1) At the **Admin Screen** scroll down to the *Website manager* menu and click on **Edit Stories**
- 2) The **Update Stories** screen opens
- 3) Click on **Add New Story**
- 4) On the **New Story** page, assign a proper sequence number to the new story
- 5) Enter a **Story Title**
- 6) Enter information in both or either the **Story Brief** window or the **Story Content** window
- 7) Format your story
- 8) To add an image, click on **Browse** to find the image you want to include
- 9) Check the **Yes** button adjacent to the **Story Tab Page** command at the bottom of the page
- 10) Click on **Select Editor** and chose the editor for this new story. Then enter today's date. Months MUST by three characters long
- 11) Click on **Save**
- 12) Click on **Stories** in the *Menu Bar* at the top of the screen
- 13) Open your **New Story** to check it is correct. Return to Step 2 above and open the story again.
- 14) Make any necessary corrections
- 15) Check the Yes button adjacent to **Home Page** command at the bottom of the screen
- 16) Click on **Save** at the bottom of the page



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ClubRunner 102: INTERMEDIATE CLUBRUNNER

Objectives: To learn how to create the Club Bulletin; write and post articles and news about club developments to the club Web site; work with Photo Journal; and communicate with club members using the Email Message Center. To gain familiarity with the capabilities of the Membership Manager and Meeting Services menus. We will also explain access levels available for Rotarians in the district, and access levels available to club and district leadership.

Who should attend: This workshop is designed primarily for club presidents and club secretaries. Note: presidents and secretaries have rights to all features of ClubRunner except *Defining Next Year's Executives* and the entire *For Club Executives* menu.

Recommended pre-requisites: ClubRunner 101

What you will learn:

- 1) The Active members List, the inactive members list, other users list
- 2) Adding new members and Friends of the Club; New Member Orientation
- 3) Working with the attendance reports leaves of absence and attendance exemption.
- 4) How to post news stories and articles to the club Website
- 5) Creating the Club eBulletin
- 6) Posting photos to the club Website utilizing Photo Journal.
- 7) Utilizing the Email Message Center
- 8) Working with the Photo Journal feature including linking Home Page articles to Photo Journal images.
- 9) Creating hotlinks for email and internet addresses

Homework Assignment:

(1) Print these six ClubRunner FAQ's from the District 5280 Web site and practice the tasks outlined in the FAQ at least two times: *How to Add Stories to the Home Page*, *How to Create the Club eBulletin*, *How to Add Journal Photographs*, *How to Work with Photo Journal*, *How to Create an E-mail list*, *How to Add to the Friends List*, *How to Grant or Remove Access Rights for Members*, *How to Manage Club Level Attendance* and *What About Banner Advertising*.

(2) Visit the ClubRunner Help screen and become familiar with the sections titled *Attendance*, *Event Planner (or Calendar)*, *Editing the Website*

How to View & Print the Member List

- 1) On the **Admin screen** in the *Meeting Services menu*, click on **Print Member List** to bring up the list of all current members
- 2) Click on **Print ...** or
- 3) Click on View Club Photo Directory
- 4) Click on Print in your browser ... or
- 5) Click on View Printable Directory and Mailing Labels
- 6) And you will land on the **Printable Club Directory** screen. You can either click on the **View Word** button and choose the existing template, or click on the drop-down **Template** menu and choose from the selection offered.

How to Add to the Friends List

- 1) In the *My ClubRunner* menu in the upper left hand of the **Admin Screen** (this menu has a yellow background) click on **My Friends**.
- 2) On the **(your name) Friends** screen, click on **Add New Friend**. Enter as much information about your friend as you have available. At a minimum you **MUST** add First Name, Last Name and Email. Click **Save** and you will be returned to the **(your name) Friends** screen. If you change your mind you can remove this person by clicking on **Delete**.
- 3) On the **(your name) Friends** screen, click on **Bulletin** adjacent to the name of the individual you've entered. Your club bulletin should show a greeting to your Friend courtesy of you personally.
- 4) Click **Save** or **Cancel** after each entry. You will be taken back to the (your name) Friends page.
- 5) Close the **Bulletin** screen. To exit this function, click on **Return** at the bottom of the page and you will be taken to the **Admin** screen.

Note: The club webmaster can also add Friends on the Membership Manager menu by clicking on **Friends of the Club** and following Steps 2 and 3 above.

Entering Attendance Records at the Club Level

[NOTE: Keeping proper attendance records for a Rotary Club is a two stage process. The first stage occurs at the club level and this page offers instructions how to accomplish those tasks, and how to transmit club attendance records to the District 5280 office. However, full record keeping also requires additional data entry on the Rotary International Web site at www.rotary.org. See "[New member Information on the RI Website](#)" for detailed instruction how to enter attendance and membership information]

- 1) Login to your club Web site.
- 2) View the *Meeting Services* menu from the **Admin screen**
- 3) Click on *Input Attendance [for the current Rotary Year]*
- 4) You will land on the **Meetings screen** "Showing Current Year"
- 5) Click on *Add New Meeting* and enter the week's Meeting Date. Click **Save**.
[NOTE: You can modify the date by clicking on Edit adjacent to the weekly meeting you entered.]
- 6) Click on *Attendance* adjacent to the week you need to report. A list of all members of your club will appear. You can click on "check all" if every member of your club was in attendance. Otherwise, click the check box by each individual who was in attendance. Press **Save** at the bottom of the screen and you will be returned to the **Meetings screen**, then press **Return** and you will be returned to the **Admin Screen**.

[Note: Once a monthly report has been "saved" to the District, that meeting is highlighted in yellow or light green. Closed meetings cannot be modified or changed in any way. However, you can click on *Show* adjacent to any weekly meeting depicted in yellow or light green to see a record of all the individual Rotarians who attended that week's meeting]

6) In the *Meeting Services* menu on the **Admin screen**, click on *Attendance Report for the current Rotary year*. All members appear alphabetically. By each member the number of meetings that Rotarian has attended, the total number of meetings for the current Rotary Year, and the percent attendance is given:

Rotary Club of Redondo Beach

Report Date: May 16, 2008

Name	Attendance
Adham, Ali	29 / 43- 67.44%
Albin-Bailey, Gayle	30 / 43- 69.77%

How to Manage Club-Level Attendance

Take control of tracking attendance by printing a weekly attendance sheet to take to the meeting, then report who showed up from that sheet to ClubRunner. Once a month, send your club's attendance percentages to the district with a click of your mouse. THESE FUNCTIONS ARE ONLY AVAILABLE TO CLUB EXECUTIVES WITH PROPER ACCESS RIGHTS! Further, you must be on-site. Then click on any of the links below to review *ClubRunner's* instructions:

- [Print an attendance sheet for club meetings](#)
- [Specify your exempted members](#)
- [Record attendance for a meeting](#)
- [Report make-ups](#)
- [Report monthly attendance figures to the district](#)

Attendance Reports

- [View meeting attendance statistics](#)
- [View a member's attendance](#)
- [View tabulated attendance for each meeting in a date range](#)

How to Create the Club eBulletin

Creating the club bulletin is as easy as writing a news article for the web site. In fact that is generally all there is to it. There are two methods to add news items to the Club eBulletin. You can write new content for the eBulletin or add an article to the eBulletin from the *Home Page Stories*. First, here is how you write new content:

- 1) On the **Admin Screen** scroll down to the *Club eBulletin menu*
- 2) Click on the *Edit Bulletin Contents menu* and you will land on the **Update Bulletin Contents** screen
- 3) Click on *Add New Content* and you will land on the **New Bulletin Story** screen.
- 4) Give the new article a proper Sequence Number, write a *Story Title* and compose the *Story Content*. [Alternately, you can import an article with the *Copy/Paste* function from a Word or Text document elsewhere on your hard drive.] After you have completed your article, *Browse* for a photo or clip art image to accompany the **New Bulletin Story** -- or ignore the *Browse* function altogether. Click on *Select Editor* and identify the author of the article. You can safely ignore this function altogether. However, be sure to click on the "Yes" button when asked if you wish to *Show in Bulletin* and finally enter the *Date Created*.
- 5) Once you are fully satisfied with the article click on **Save**.

Follow these instructions to add an article from Home Page Stories to your Club eBulletin:

- 1) When you prepare an article for the *Home Page* on the **Administration>Website Manager>Edit Stories>Update Stories>Edit Story** screen, there are three radio buttons towards the bottom of the screen. Clicking "Yes" adjacent to the *Bulletin button* ensures that that article will automatically appear in the Club eBulletin with no further effort on your part.

Follow this instruction to remove an article from the Club eBulletin:

- 1) Return to the **Update Stories>Edit Story** screen and click "No" adjacent to the *Bulletin Button* at the bottom of the screen. This action will automatically remove this article from the Club eBulletin.

How to Add Large Photographs to the Home Page

[Note: These instructions work best if Windows Explorer is your browser.]

- 1) On the **Admin Screen**, click on **Edit Download Files** from the *Website Manager* section.
- 2) Click on **Add New File**. Give it a *Sequence Number* and a *Link Title*.
- 3) Click on **Browse** and locate the image on your hard drive.
- 4) Select *Don't Show in Home Page* and click **Save**.
- 5) Click on **View** beside the image you just uploaded (A new browser window should open showing you the image).
- 6) Right click on the image and select **Copy**.
- 7) Return to **Stories Management** in the *Home Page Editing menu*.
- 8) Click on *Editor Stories* and open or *Edit* the new article you just created.
- 9) **Paste** the image in the story content or **Brief** or **Content** windows.
- 10) You can drag the corners of the image to resize it.
- 11) Add a caption or other copy immediately beneath the photo image.
- 12) Click on **Save** to save your story.

How to Upload a PDF File

- 1) On the **Admin Screen** scroll down to the *Website Manager menu* and click on *Download Files*
- 2) Click on *Add New File*
- 3) Provide the required information. Browse your hard drive to find the PDF file you wish to upload (you can also upload HTML files and MS Office files).
- 4) If you click on *Show It in Home Page* a link to the PDF file will appear under the *Downloads menu* on the **Home Page**. If you do not want the link to appear on the **Home Page**, click on *Don't Show It in Home Page*. Click on *Save* and the PDF files is now uploaded to ClubRunner.
- 5) You will be returned to the **Download Files Screen**. Here, click on *View* adjacent to the file you've just uploaded to ensure it is what you want.

How to Create a Link to a PDF File

Note: The first seven steps in this Create a Link to a PDF File section repeat instruction from the How to Upload a PDF file in ClubRunner Tips.

- 1) In the Website Manager menu click on *Download Files*
- 2) Click on *Add New File*
- 3) Provide the required information. Browse your hard drive to find the PDF file you wish to upload (you can also upload HTML files and MS Office files). *Save*.
- 4) If you click on *Show It in Home Page* a link to the PDF file will appear on the **Home Page** under the *Downloads menu* on the Home Page. If you do not want the link to appear on the Home Page, click on *Don't Show It in Home Page*. Click on *Save* and the PDF files is now uploaded to ClubRunner.
- 5) You will be returned to the **Download Files Screen**. Here, click on *View* adjacent to the file you've just uploaded to ensure it is what you want.
- 6) After ensuring it is the file you want, AND if you only wish to link to this PDF file and not show it on the **Home Page**, copy the URL of the file you've uploaded
- 7) Return to the **Admin Screen**. Click on *Edit Stories* and either *Edit* (the story you wish to work on) or *Add New Story*.
- 8) Underline the word or sentence you want to link from and click on the *Create Link* formatting icon. (It is a green ball with one single chain link below it.)
- 9) Paste the URL of the PDF file in the **Link Editor window**. Click *OK* which saves the new link
- 10) Complete work on your Story, click on **Save**

How to Create an E-Mail Distribution List

- 1) In the *My ClubRunner* menu in the upper left hand of the **Admin Screen** (this menu has a yellow background) click on **Email Message Center (NEW!)** [NOTE: The "Old Version" is currently functional but soon will no longer be available or supported.]
- 2) When the **Club Email List** screen opens, click on **Compose New Message**.
- 3) When the **Club Email Service** screen opens, complete Steps 1, 2, 3 and 4. Step 3 allows you to add attachments to your email.
- 4) When you've completed these steps click on one of the three optional buttons at the bottom: **Send**, **Save as Draft** or **Send Test Email to Myself Only**. Whatever you do always, as in ALWAYS, Save as Draft. If you have not yet completed your Distribution List or selected your recipients, click on **Go Back** and you will be returned to the **Club Email List** screen.
- 5) On this screen click on **Edit Custom Distribution Lists** and then click on Create New Distribution List.
- 6) When the **Edit List** screen opens, give your distribution list a name and add members to the distribution list from the names provided on the right hand side of the screen. After any name has been check, click on Add To List at the bottom of the screen. [NOTE: Currently, club-level users you can only add recipients who are members of their club. ClubRunner does not support adding recipients who are non-Rotarians or members of other clubs in the district.]
- 7) Click the **Save** button immediately below the Distribution List Members when done and you will be returned to the **Email Distribution List** screen.
- 8) Click on the **Go Back** button at the bottom of that screen and you will be returned to the **Club Email List** screen. There, open the email you created (they are listed by subject.)
- 9) When the **Club Email Service** screen opens, review or complete Steps 1, 2, 3 and 4. When satisfied, click the **Send** button and your email is headed into cyberspace.

District 5280 eYellow Pages

The eYellow Pages is a FREE online membership database for Rotarians to list their business contact information. The site is located at <http://www.yp5280.org>

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