

In order to register as a District 5520 Rotarian, you must first set up your [log in for ClubRunner](#). Just follow these easy steps:

1. Click on the log in button on the right side of the dark blue menu bar on the home page.
2. You will be prompted with a log in window.
3. Enter your email address of record (your email should have been entered and kept current by your club secretary).
4. For your first time logging in, click on **"I forgot my password"**.
5. You will receive your **user Id** and **password** by email to your address of record.
6. Once you have gained access to the website, click on **"My Profile"**, on the top menu bar and then click on **"Change my password"**. Now go back to **"My Profile"** and **edit and save** your contact data.
7. If you have any problems, please contact Loren Kuehne at 575-640-0907

Once you have completed your first registration, return to the PETS registration page and register for PETS.