

ClubRunner

District Website Guide

For All Members
And Club Executives

2009

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Introduction

Your district has just subscribed to ClubRunner, an interactive website and membership management service that will facilitate easier information sharing and communication with every member in the district. All Rotarians already have a login name and password defined, and depending upon your role in the club or district, various features will become available to you once you enter the members only section.


This guide will show you how to modify your personal and club information on the District website. In addition, club executives can update the club meeting place, day and time, and website URL, as well as report monthly attendance, register for events, download district directories, and more.

ClubRunner already has some key information regarding your club, and will be using this data to create the District Directory. Therefore, it is vital that you check this information. Following along the guide should accomplish this.

If you have the club version of ClubRunner set up, you have access to much more functionality in addition to those discussed in this guide, including having your own personalized web site. If you require help with your site, please refer to the Help section on your club website.

The District Administration Page

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 District Administration Page

Getting Started



To access any interactive feature of your District website, you need to login with your personal login name and password. Logging in allows you to update your information, register online for district events, book yourself and others for volunteer positions, use the discussion forum, access the password-protected documents, and download the district directory.

Find Out Your Username and Password

There is an easy automatic way to get your login name and password emailed to you as a member of the District.

- Click on the Login tab or the Login button from the home page.
- In the **Member 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 district's services and latest news and information.

First time user? [Click here.](#)

Login Name:

Password:

Forgot your password?
New User? Click the above link to have your password sent to your email address.

 *Member Login*

- In the **Get Password** page, choose your club name from the drop down list, type in your last name and email address.

Get Password

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 clubrunner@doxess.com.

Select your club and enter the information required to receive your login name and password immediately by email.

* denotes a required field.


Select Club:

Last Name:

Email Address: *

Get Login Info

Return

 *Get Password*

- Click on **Get Login Info** to immediately receive your login and password via email.
- Check your email for your login information, it should arrive in a few minutes.

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

Why this might not work:

Please note that the last name and email address you provide must match what is on record for security purposes.

If you are unable to get your password, please email support@clubrunner.ca with your request and it will be emailed to you. Make sure to include your District number, club name and full name.

How to Log In to the District Website

Anybody can visit and view the District website. However, in order to access private functions intended for members and club executives, you need to log in first.

- Click on the **Login** link on the top of the home page, or the Login button on the top left.

The screenshot shows the District ClubRunner website. At the top, there is a navigation bar with links for Home, Forums, Stories, News, Events, Login, About, and Help. The 'Login' link is circled in red. Below the navigation bar, there is a large banner with the text 'Welcome to the ClubRunner Demo Website!' and a 'Login' button, also circled in red. To the right of the banner is a 'Sponsor this Site!' button. Below the banner, there are several sections: 'Welcome, Guest. If you are a member, please login.' with a 'Login' button; 'New User? Click Here.'; 'What is ClubRunner?'; 'Website feedback: Contact Webmaster'; 'Technical support: support@clubrunner.ca'; 'DISTRICT INFO' with links to 'Organization Chart', 'Photo Organization Chart', 'When/Where Clubs Meet', and 'Club Directory & Contact'; 'Why Join Rotary? 20 Answers' featuring a photo of Richard King and text about his 20 answers to the question 'Why Join Rotary?'; 'What is Rotary?' with text about the organization's mission; and 'District Events' with a list of upcoming events including 'Club Leadership Training Seminar' and 'Annual Golf Outing'.

Home Page

- In the Members Login page, enter your assigned login name and password.
- Click on the **Login** button. You will be taken to the District **Admin** page.

Trouble Logging In

If you receive a red "I didn't recognize your login and password combination" message, then either your username or password is incorrect. Please retrieve your login information outlined in "Get your username and password".

However, if after you click on Login, the fields blank out and you remain on the same page, you may have cookies disabled on your browser. To fix this problem on Internet Explorer, follow these steps (this will only enable cookies to be accepted from ClubRunner):

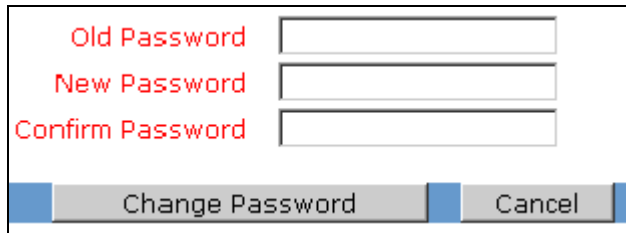
1. Go to Tools -> Internet Options
2. Click on the **Privacy** tab
3. Click on the **Edit** button under Web Sites
4. Type in **clubrunner.ca** (DO NOT HIT ENTER!)
5. Press the **Allow** button. You should now see it under the list of managed web sites.
6. Press **OK**, then **OK** again.

Restart your browser and try to log in again. If you are still experiencing problems, contact support@clubrunner.ca.

Change Your Password

To change your password for all ClubRunner sites:

- Login to the District site
- In the **For Members** section, click on **Change My Password**.



The screenshot shows a web form for changing a password. It has three text input fields stacked vertically, labeled 'Old Password', 'New Password', and 'Confirm Password' in red text. Below the fields are two buttons: 'Change Password' and 'Cancel'. The 'Change Password' button is highlighted with a blue border.

- Type in your old password for verification purposes.
- Type in the new password **twice**.
- Click on the **Change Password** button to save your changes.

Update Your Personal Profile

- Login to the District site
- In the **For Members** section, click on **Edit My Profile**.
- This will take you to the **Edit Member Profile** page
- Make any changes in the fields displayed.
- Click on the **Save** button at the bottom to save your changes.

How private is my personal information?

- Club executives in your club only will be able to view and edit the information in your profile.
- The District's Site Administrator can reset your password.
- Your District executives can view and edit your profile.

ClubRunner, the District website provider, is committed to protecting your privacy. Please read ClubRunner's Privacy Policy which can be found at:

<http://www.clubrunner.ca/CRWeb/subscribers/privacypolicy.asp>

Accessing the district directory

Download Word or Excel Reports

- Login to the District website using your username and password.
- Click on **District Directory** under the **Communication Services** heading.
- Select which directory you wish to view, and click on the type of file in which you would like to view it.

Search the Entire District Directory

- Login to the District website using your username and password.
- Click on **Search Member eDirectory**, under the “For Members” section.
- Type in any number of search fields, such as name, club, classification. You can use partial words for most of these fields, such as last name.
- Press the **Search** button. Your results will appear in a listing, limited to 10 per page. Note that you can go to the next pages by selecting the page number below the listing.

Tip: To sort your results by a particular column, click on that column name.

- To expand an entry, click on the name of the person. This will allow you to view further contact information such as home and business address, fax, cell and home numbers.

ClubRunner is committed to protecting your privacy. Please read ClubRunner's Privacy Policy which can found at <http://www.clubrunner.ca/CRWeb/subscribers/privacypolicy.asp>.

For Club Executives



If you are a club executive, you can update your club and membership information, report monthly attendance, and register your members for district events and volunteer positions.

For help logging in and updating your own information, please see the section For All Members.

For Club Executives
Membership Details
Other Users Details
Club Information Page
Define Club Executives NEW!
Define Club Next Year Executives NEW!
Club Attendance Report
Define Club Attendance Manager
Club RI Reporting BETA!

Your club's membership information can be found in the “For Club Executives” section, at the lower right corner of the Admin page.

Each of the links contained in this section allow you to modify your own club's information as it appears on the district site and directories.


How to Update Your Club Member Information

- From the “For Club Executives” section, click on **Membership Details**.

The club's membership information is displayed, along with their email addresses. You can tell at a glance the members without email addresses. It is very important that members' email addresses are current in order for the District to properly communicate.

As a club executive, you have the ability to reset members' passwords and change their contact information. You can also add and remove members, covered next.

District Members		Sarah Sunset	
Anaheim		Sort by First Name	Add New Member
Name	Email		
Carlson, Carl	clubrunner@doxess.com	Designation PW Edit Mark EX	
Dickson, Bob	support@clubrunner.ca	Designation PW Edit Mark EX	
Fairbrook, Hillary	support@clubrunner.ca	Designation PW Edit Mark EX	
Hankin, Susan	support@clubrunner.ca	Designation PW Edit Mark EX	
Simpson, Homer	support@clubrunner.ca	Designation PW Edit Mark EX	
Simpson, Lisa	clubrunner@doxess.com	Designation PW Edit Mark EX	
Simpson, Marge	support@clubrunner.ca	Designation PW Edit Mark EX	
Sizlak, Moe	support@clubrunner.ca	Designation PW Edit Mark EX	
Smith, Nelson	support@clubrunner.ca	Designation PW Edit Mark EX	
Stevens, David	support@clubrunner.ca	Designation PW Edit Mark EX	
Total: 10 Members			
<input type="button" value="Return"/>			

 [Membership Details Page](#)

Update Member Profiles

Updating a member's profile is vital if you want that member to be listed accurately in the directory, and to be contacted if necessary.

To change a specific member's profile:

- Login, and go to the **Admin** page.
- Click on **Membership Details**, located under the "For Club Executives" section. Here you will see all your members. If they have an e-mail address in the system already, you will see that next to their name.
- Click on **Edit** to view or change a member's profile.

TIP: The name that appears at the top right of the page is actually the person currently logged in to ClubRunner, and NOT the person whose information you are editing. Refer to the First Name and Last Name input boxes instead.

- Fill in as many details as you need
- Click **Save**, located at the bottom of the page.

Add a New Member

If you have a new member or find that one is missing from ClubRunner, you can add that member easily.

To add a member:

- Login and go to the **Admin** page.
- Click on **Membership Details**, located in the "For Club Executives" section.
- Click on **Add New Member**, located at the top right.
- Fill in that member's information, including their login name and password. This is what the member will use to log in to the District website.
- Click on **Save**, or Cancel if you do not wish to add this member at this time.

If you want to remove a member, there are 2 steps you can take. First you must change their status to an Ex-member. This is recommended in order to keep information on the member in case he or she returns, as well as keep in touch with them. If you want to indefinitely remove them from the database, you must delete them from the Other Users listing.

Delete a Member

If a member should not be listed on your directory, or if they have recently been terminated, you need to mark them as an Ex-member:

- Login and go to the **Admin** page.
- Click on **Membership Details**, located in the "For Club Executives" section.
- Click on **Mark EX** next to the member. You will be asked to specify their date of termination, as well as a reason for termination (see screenshot). This is asked for various reporting such as the RI Notifications (covered later in this document).
- Press **Terminate Member**. You should now see this member listed under the Other Users list, as an "Ex-Member" type.

Mark As Ex-Member

Bob Dickson

Ex-Member as of: e.g. Sep 1 2004

Please indicate reason for termination:

- Classification
- Business Transfer
- Moved
- Attendance
- Business Pressure
- Disinterest
- Health
- Deceased
- None Given
- Joined Other Club
- Other

If other, please specify:

Terminating an Active Member

Add or Remove Other Users

Other Users is the term used for anyone who might login and participate in your club or district, but is not an official, active member.

Some examples of other users are:

- Ex Members
- Exchange Students
- Honorary Members
- Staff
- Others

Adding users is done in the same way as Members. In addition, you can delete users.

Warning: Once you delete a user, there is no way to undo this!

Update Your Club's Information



It is important to update your club information such as:

- club name
- meeting time and place
- website address

This information is posted on both the public and private pages of the District website, such as the "Where Clubs Meet" listing.

To change your club's information, follow these steps:

- Login, and go to the **Admin** page.
- Click on **Club Information Page**, in the "For Club Executives" section. This will take you to a page with all your club's settings and information.

A screenshot of the "Update Club Information" form. The form is titled "Update Club Information" and has a user name "Sarah Sunset" in the top right. The form contains several input fields: "Club Name" (Rotary Club of Sunnyville), "Club ID" (1234), "Short Name" (Sunnyville), "Club Motto" (Service Above Self), "Club Greeting" (Welcome to our Rotary Club's Website), "Club Meeting" (Every Tuesday at 12:00 PM), "Meeting Place" (Anton's Cafe), "Meeting Address" (3400 Maple Lane), "Unit/Suite" (Garden Room), "City" (Sunnyville), "State/Province" (CA), "Zip/Postal Code" (90158), "Country" (USA), and "Web Site" (http://www.sunnyvillerotary.org). There are "Save Changes" and "Cancel" buttons at the bottom.

Club Information Page

- If your club does not have a ClubRunner website, make sure you provide your **website address** on this page so that visitors to the District site can find your site.
- Click on **Save**.

TIP!

Don't forget the `http://` before your website address. The link will not work if you omit this part. It's best to copy and paste your entire website address from the browser.

Change the Meeting Time and Location

To edit your club's information:

- Login and go to the **Admin** page.
- Click on **Club Information Page**, located under the "For Club Executives" section. This will bring you to the Update Club Information page.
- Verify your *club name, meeting day and time, and address*.
- Click on **Save**.

TIP: Make sure your meeting address is an actual street address, not just a location. This data will be used to display your meeting place on a map. We will check this in the next step.

To check the map:

- Click on the **Home** tab located at the top of the page.
- Click on **Where Clubs Meet**, on the left hand side of the page, under the section called "District Info".
- Locate your club from the list of all district clubs (they are ordered by meeting time), and click on **Map**. A new window will appear that leads to Yahoo! Maps. Check that the location is correct.

If the map is incorrect

There may be a spelling mistake in the address, or a part of the address missing, such as the city or state. Also make sure you didn't input the actual address under "Meeting Place", which should really be the name of the venue. If you still encounter problems with your map, email ClubRunner Support at support@clubrunner.ca with your club name and address for support.

Define Your Club's Executives and Directors



Your club's listing of executives and directors appears in several places:

- The District organization chart
- The District's auto-generated group emailing lists
- Your club's website (if your club is using the ClubRunner club version)

It is also important to define your club executives so that they receive access to the **For Club Executives** section automatically.

ClubRunner lists both Current Year executives and Next Year executives. This makes the transition easier from year to year by allowing up to a full year to enter the new positions, and transfers the listing automatically on July 1st.

It is important to state who your executives are so that any one of them will be granted access when they try to login to the District site.

To define your current executives and directors:

- Login, and go to the **Admin** page.
- Click on **Define Club Executives**, in the "For Club Executives" section. This will take you to a new screen. This may or may not have existing titles.
- If the position title does not appear on this list, you will need to add a new position. Do this by clicking on **Add New Position** at the upper right.
- Specify the position name, then select the **District Related Position**. This should match as closely as possible to the title you entered. The reason for this is so that your executive will be selected if all members of that related position are targeted for an email message.
- Click on the **Save** link.

A screenshot of the "Rotary District 9999" Club Executives and Directors page for "Sunnytown". The page shows a table of executives with columns for Sequence, Title, Name, and Action. A dropdown menu is open for "Related District Position", showing a list of position titles including Treasurer, President, President-Elect, Secretary, and Other. The "Save" and "Cancel" buttons are visible at the bottom right of the form area.

Sequence	Title	Name	Action
1	President	Harping On	Edit Clear Photo Delete
11	President-Elect	Julia Roberts	Edit Clear Photo Delete
21	Secretary	Sean Connery	Edit Clear Photo Delete
41	Webmaster	Sarah Sunset	Edit Clear Photo Delete
91	Webmaster	George Wong	Edit Clear Photo Delete
101	Assistant President	Mark Davis	Edit Clear Photo Delete
141	Past president	Anton Zellman	Edit Clear Photo Delete
181	ClubRunner Administrator	Paul Harris	Edit Clear Photo Delete

Add a New Executive Position

- Now that you have created the position name, you can **Edit** the position to assign your member.
- Select the **member** from the drop down menu.
- You can also edit the **Sequence** number of the position to influence the order in which they are listed.

NOTE: If you do not see the member's name in the listing, you will need to add this member to your club directory. See the page Add a New Member chapter earlier.

Rotary District 9999 Sarah Sunset

Club Executives and Directors

Sunnyside [Add New Position](#)

Sequence	Title	Name	Action
1	President	Harping On	Edit Clear Photo Delete
11	President-Elect	Julia Roberts	Edit Clear Photo Delete
21	Secretary	Sean Connery	Edit Clear Photo Delete
	Treasurer	Sequence: <input type="text" value="31"/> Club Name: <input type="text" value="Rotary Club of Sunnyside"/> Select Member: <input type="text" value="Case, Murray"/>	Save Cancel
41	Webmaster	Sarah Sunset	Edit Clear Photo Delete
01	Webmaster	George Wong	Edit Clear Photo Delete
101	Assistant President	Mark Davis	Edit Clear Photo Delete
141	Past president	Anton Zellman	Edit Clear Photo Delete
181	ClubRunner Administrator	Paul Harris	Edit Clear Photo Delete

[Edit an Executive Position](#)

Don't Forget!

Don't forget to keep next year's list up-to-date for an easy transition! Click on Define Next Year's Executives to update.

To define your Next Year executives and directors:

Follow the same steps as above, after clicking on "Define Club Next Year Executives" from the Admin page.

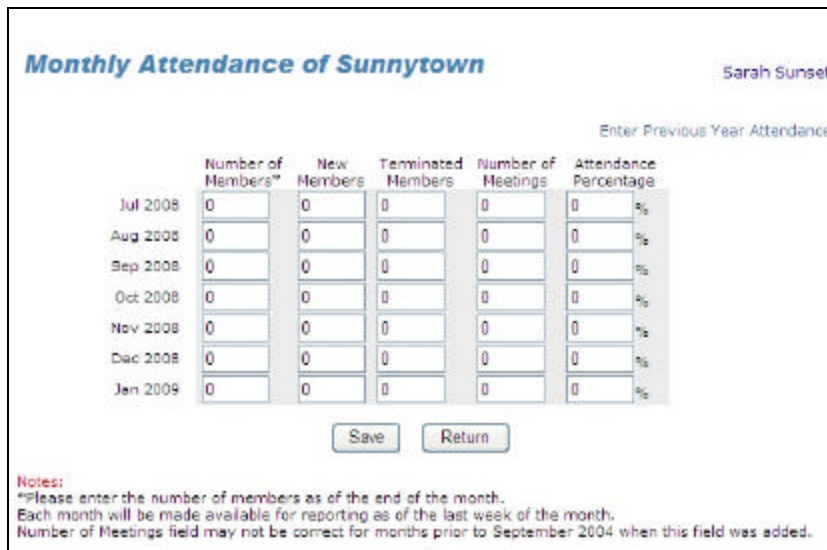
Report Club Attendance

The District website has an easy attendance reporting section that will make reporting your club's monthly attendance easier than ever.

You must be a club executive to be able to report attendance for your club, or you must be defined as the Club Attendance Manager. Your executives can do this for you.


To report your club's monthly attendance, follow these steps:

- Login to your District site.
- Click on **Club Attendance Report** under the "For Club Executives" section.
- Enter the number of **active members** in your club as of the end of the month. E.g. if you are filling in the month of January, enter the member count as of January 31st.
- Enter the number of new members you **added** during this month.
- Enter the number of members that were **terminated** during this month
- Enter the overall **attendance percentage** for that month.
- Click on **Save**.



	Number of Members*	New Members	Terminated Members	Number of Meetings	Attendance Percentage
Jul 2008	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Aug 2008	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Sep 2008	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Oct 2008	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Nov 2008	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Dec 2008	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Jan 2009	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Notes:
*Please enter the number of members as of the end of the month.
Each month will be made available for reporting as of the last week of the month.
Number of Meetings field may not be correct for months prior to September 2004 when this field was added.

 [Club Attendance Report](#)

For clubs using ClubRunner

You can report attendance through both the District site or through your club site. For help reporting through your club site, please refer to the attendance section of your club site's Online Help. The club site will allow you to enter each individual meeting and specify the members that attended, including makeups, leaves of absence, and exempted members. It will then automatically calculate all the numbers for you.

Assign Your Club's Attendance Manager

Each club has an **Attendance Manager** who is the person that will be contacted by the district for information regarding the club's attendance.

By default this is the **Club Secretary**, but you can change this to be any member of your club. If the person handling attendance is the club secretary, you don't need to define the attendance manager.

Assign Attendance Manager


Julia Roberts is the current person responsible for attendance.

The club secretary usually is the person responsible for reporting attendance. Should this responsibility have been delegated to a different person - Please select the person so that all correspondence will be forwarded to him/her.

Club Name Rotary Club of Demo, CA

Select From Julia Roberts ▼

Assign back to Club Secretary?

 *Assign Attendance Manager*

To change the Attendance Manager for your club:

- Login to your District site.
- Choose the **Define Club Attendance Manager** option from the For Club Executives section.
- Choose the new contact person from the drop down list of your members.
- Click on **Select**.

To change the Attendance Manager back to the club secretary:

- Login to your District site.
- Choose the **Define Club Attendance Manager** option from the For Club Executives section.
- Check off the box next to "Assign back to club secretary?".
- Click on **Select**.

RI Reporting

As member data changes are made on the district website, a log is generated of these changes along with their details. Note that the log tracks changes made by District and Club executives via the District website, as well as changes made via the clubs' ClubRunner websites. These changes include:

- New Members
- Member Terminations along with Reason for Termination
- Member Change of Home Address
- Member Name Changes

Every month or so, someone in the club or district must send these notification to RI. Each notification can be opened, viewed and edited prior to being sent. You may also decide to delete a notification if the change is irrelevant or a result of data cleanup.

How to Report Changes to RI

- From the District Administration page, click on **Club RI Reporting**, located in the “For Club Executives” section.
- Click on **Open** next to a notification. Make any modifications if required to the email.
- Press the **Send** button.
- If you don't wish to send the notification, instead of clicking Open, click on **Delete**.

Membership Change Reporting

Sarah Sunset

NEW! New Feature (Beta): This new feature tracks and reports membership data changes to Rotary International. Note that this feature will only reflect changes after the release date of August 8, 2008. There are 4 types of changes: New Members, Terminations, Change of Address, and Name Changes. To preview and send a change to RI, click on Open, then Send. Otherwise, click on Delete to remove the notice without sending.

Please note that this feature is currently released under Beta, so while it is fully functional, we welcome your feedback to improve it. Please send your comments and feedback to feedback@doxess.com

Date	Name	Subject	Actions
Nov 27 2008	Another One (Sunnytown)	New Member	Open Delete
Nov 27 2008	Someone Else (Sunnytown)	New Member	Open Delete
Nov 27 2008	Other Member (Sunnytown)	New Member	Open Delete
Nov 27 2008	New Member (Sunnytown)	New Member	Open Delete
Nov 27 2008	Marylyn Lambert (Sunnytown)	New Member	Open Delete
Sep 02 2008	Anton Zellman (Sunnytown)	New Member	Open Delete
Aug 11 2008	Louise Hanson (Sunnytown)	Member's Termination	Open Delete
Aug 11 2008	Meann You (Sunnytown)	Member's Termination	Open Delete

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Notes: All changes will be reflected in the Rotary International database however this process is not instantaneous and may require a few weeks. In all cases, there should not be any further action required, with the exception of the New Member notification. You should log in to the RI Member Access area to ensure this member has been created and fill in any extra information required by RI.

Does Your Club Have ClubRunner?

Did You Know?

Your District is using ClubRunner. But, did you know there is version of ClubRunner just for clubs?

Visit us today at:
www.MyClubRunner.com

Call 1-877-469-2582

Give your club the tools you need to succeed.
An easy to use website is just the beginning...

ClubRunner is a complete online package of powerful software, all designed to maintain your club data, boost communications, organize events and volunteers, and help you run your club more easily.



Better Communication

Keeping members in the loop is now easier than ever. Broadcast important announcements and your club bulletin in a snap, without ever having to remember a single email address. ClubRunner will keep track of all member commitments and generate reminders automatically, resulting in a better organized club. Better communication makes for a more effective club, keeps members connected from anywhere, and allows people to do more with their time.

Better Event Planning

Spend less time administering your club and more time enjoying fellowship. Let ClubRunner handle event invitations, online registrations, and volunteer signup sheets to keep your members organized. Keep in touch with members, friends of the club, event attendees, volunteers, and sponsors all without having to remember a single email address. Print nametags, and up-to-date attendee list, and more. ClubRunner makes it easy to plan and promote your club events so you can do more with your time.

Better Sharing

Your ClubRunner subscription gives you an easy to update website, or can integrate into your existing website. Editing contents online is easy and fast, and doesn't require webmaster experience. Announce your speakers. Add feature stories and photos outlining your club's most recent activities. Post club documents such as registration forms and guides in one area so all members can access them. Maintain a secure, password-protected online document folder for important information to keep year after year.

Better Membership

ClubRunner improves the way your club welcomes new members by creating a customized orientation process and assigning various tasks to different members. Maintain a prospective members list in one location, and they will automatically receive a personalized eBulletin every week. As more people get informed of your club's activities, they are encouraged to get involved. And it's not just for members; keep past members, honorary members, exchange students, and sponsors in the loop.

Websites That Do More

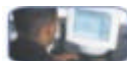
ClubRunner is much more than just an easy-to-use website!

It is a **complete online package** comprised of several modules, all designed to maintain your members' **data**, facilitate two-way **communication**, organize your **events** and **volunteers**, distribute your **newsletter**, and help you run your club more efficiently. Click on any of the modules below for more details.



Event *Planner*

Plan your event from **invitations** to **online registrations** to volunteer task management.



Website *Manager*

Publish your own club's easy to manage website, which allows multiple people to add **stories**, **links**, and **pictures** on-line.



Member *Directory*

Keep your members connected with a **secure** online member directory.



Message *Centre*

Send emails within your club, within your board, or create **centralized** custom lists to keep everyone in the loop. No more juggling email addresses!



Photo *Manager*

Post photos onto your website quickly and easily without the need to **resize** or **compress** your images.



eBulletin

Create your own eBulletin online, and distribute to all **members** and **prospective members** with one click.



Attendance *Manager*

Keep track of meeting attendance. Option to send numbers to District automatically.



Discussion *Forum*

Share ideas and opinions within your club. Choose whether to make threads public or member-only. Pose questions, hold a poll, brainstorm fundraising ideas, or even share jokes!

Get a free no-obligation 30 day trial for your club!
Visit **www.clubrunner.ca/trial**

1-877-469-2582
support@clubrunner.ca