

## Improving communication, organization and efficiency within our District

### Maintain District, Club and Member Information on One Centralized Database

- **Keep track via a secured online database** for all clubs and membership information
- Manage **executive and director lists** for automatic display onto your website
- Generate **online directories** automatically from database
- Allow each club to login and manage their own data independently (**without need for their own ClubRunner subscription**)
- Keep track of **attendance per club** and allow monthly reporting
- **Automatically update Rotary International** and track all changes on database
- **Create reports for District secretary** such as new members, terminations, etc.

### Boost Efficiency & Cost Effectiveness

- **Reduce costs** of administration, postage, telephone by using email instead
- **Online District eDirectories** drastically reduces your printing budget
- **Give everyone access** to the information they need by centralizing your database
- **Allow clubs to update their information directly** reduces maintenance required for website by sharing the workload

### Improve District Image

- Professional, **easy to update website** with multiple webmasters (optional)
- **Events calendar** with automatic population of club events (from ClubRunner)
- **Club Directory**, Where Clubs Meet, basic club information pages
- **Site pages** for each committee, group, program or avenue of service
- **Discussion forums** to facilitate easy collaboration with all members of district
- **Reports and Search** functions available for all members

### What are the main features of the DistrictSystem?

#### **Easy to Update Website (Optional)**

Multiple website editors make site more alive and kept up to-date. Removing the need for technical skill allows for more people to get involved.

- **Not mandatory to use ClubRunner website** (can use your own site and have CR for admin)
- Easy to update content directly on website
- No HTML or FTP skills required
- Photos and pictures automatically resized and compressed
- More than one member can contribute to the website - no more bottlenecks
- Role-based access rights, so not all members can change all the information

#### **District Directories and Reports**

All members can download a Word or PDF version of the District Directories, which are generated from all of the data on the website. Available directories include:

- Full District Directory
- District Staff and Club Executives
- Club Executives and Club Directors
- Next Year's Club Executives
- District Organization and Club Leaders
- District and Club Leaders

#### **District & Club Information Pages**

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

Another page, showing all clubs displayed by meeting day, and includes Presidents, location, address, and an auto-generated map.

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

## How does it work?

- All changes take place online, from any computer with Internet connection
- All members in the District can login

## Hierarchical Access to Database: Members, Club Officers, and District Officers

Upon login, each member is recognized as either a regular member, club executive, or district executive, plus any specific access rights granted by the Site Administrator. The Administration screen only activates the links the member has access to.

## What can Club Executives do?

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

## What can District Executives do?

Everything a club executive can do, for any club, plus:

- Generate monthly district attendance reports
- Remind clubs that have not submitted attendance
- Register any member for district events, plus view registered attendees and email
- Broadcast emails to all Presidents, all Secretaries, all Officers, etc.
- Sent out a bulletin to all members

## Email Message Center & Groups

Sending out a broadcast email on ClubRunner is easy, without ever having to keep track of a single email in your address book. Targeted mailing means you send information only to those who need it.

Features of the email message center include:

- Each email message is personalized with the member's name and club
- You can optionally attach the recipient list, thus reducing unnecessary forwards
- Always uses the latest emails and members on database, so if a member changes his/her address, it is reflected everywhere, in all distribution lists, without need to notify others
- Email addresses of members remain hidden and protected from spam
- Presidents can forward message to all their members with one click
- Streamline communication across an entire group
- When executives change, the system will automatically redirect communication to the new person
- Integrate flow of information among clubs, districts, and zones

## MyEventRunner™ Basic

MyEventRunner is a do-it-yourself customizable and flexible event registration system that allows you to:

- Design your own **event registration forms** using our easy to use design wizard
- Create **multiple packages** for registrants to choose from
- Provide **unlimited add-ons** with a **maximum limit** option
- Publish a **public registration form**, and allow an optional ClubRunner login for easier population of data
- **Process credit card payments** with a pre-integrated merchant account
- View **balance statements**, track multiple payments
- Generate reports by paid status, attendee, registration, package, and add-on

**\* Need even more flexibility? Upgrade to MyEventRunner Pro for early bird pricing, group pricing, questionnaires, and more.**

## Rotary International Reporting

Member data changes made through the District system get tracked and notifications are automatically sent to Rotary International for synchronization with their database. This saves clubs and district secretaries from duplicate data entry, and ensures accuracy and consistency in data.

**More features are added every month. Please contact us for most recent information, or visit [www.clubrunner.ca](http://www.clubrunner.ca).**