

ClubRunner
club communication made easy™



Welcome to ClubRunner™

*Discover a **better** way to communicate.*

Club Presentation

Press <space> or left-click on mouse to advance to the next slide

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ClubRunner
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What is ClubRunner?

ClubRunner is an award-winning collaboration tool for clubs that want to effectively:

- **Reach** members
- **Improve communication** between members
- **Better organize** their club

It is an **online service** comprised of powerful tools designed to:

- Maintain your **club data**
- Boost **communications**
- Organize **events** and **volunteers**
- Help your club run more **efficiently and easily**



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What does ClubRunner do?

ClubRunner helps your club with the following tasks:


- Creating an easy-to-update **club website**
- Storing & maintaining member information using an online directory
- Communicating easily and securely via e-mail
- Sending personalized e-bulletins to members & friends
- Organizing club events & online registrations
- Sharing & storing important club documentation
- Tracking and reporting meeting attendance

What this presentation covers

The following features will be covered in this presentation:

- My Profile – View and Update your own information
- My Attendance – View your attendance & makeup records
- Access Member Directory
- Message Center
- eBulletin
- Upcoming speakers/programs
- Events calendar, register & volunteer
- Duty Roster






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MemberDirectory

My Profile - Easy maintenance

Your members can easily login and update their own profiles. All they need is a computer with Internet access. No more excuses for out-of-date directories!

Member Info



Ian Davies

Email: iadavies@clubrunner.ca Birthday: Aug 24
Web Site URL: http://www.iadavies.com Partner/Spouse: Single
Mobile: 352-334-5678 Anniversary: Jun 12 1988
Member Type: Regular (Active)

Home

Address 1: 875 Maddalena Blvd Phone: 322-855-1234
Address 2: Home Fax: 312-855-4576
City: Sunnyvale Pager:
Province/State: CA
Postal Code Zip: 95033
Country: USA

Work

Company Name: Ian Consultants Inc. Business Phone: 855-887-9870
Classification: Executive Business Fax: 855-322-1234
Address 1: 8243 Shady Pines Blvd
Address 2: Suite #12
City: Sunnyvale
Province/State: CA
Postal Code Zip: 95034
Country: USA


Rotary

Club: Sunnyvale (ID# 7688)
Membership ID: 8587392
Rotary: Rotary Club of Redwood Search, Jan 1993
Membership:
Rotary Office: Past President, Past Secretary, Club Service Director
Sponsor: Brent Higgins
Date Joined: Oct 22 2003

Information is automatically updated at the District and Zone level, including executives and directors

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MemberDirectory

My Attendance

Members can easily login and view attendance records, including makeups.

My Attendance

Shelley Nelson
Friday, July 01, 2011 To Saturday, June 30, 2012

Report Date: Wednesday, September 07, 2011

My Attendance	Attended	Makeup Notes
Wednesday, July 13, 2011	X	
Wednesday, July 20, 2011	X	
Wednesday, July 27, 2011	M	July Board Meeting Monday, July 18, 2011
Wednesday, August 03, 2011	M	Bombers Baseball Friday, August 05, 2011
Wednesday, August 10, 2011	X	
Wednesday, August 17, 2011	X	

Please notify secretary (or member in charge of attendance) if you notice any discrepancies.

Total: 7/7

Year to Date Percentage: 100%

Information is automatically updated at the District level

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MemberDirectory

Member Directory

ClubRunner makes it easy to manage your member directory by:

- Managing membership information with photos
- Allowing each member update his or her own profile
- Printing or downloading an up-to-date photo directory
- Easy conversion to Excel, Word and CSV
- Creating additional fields to track more information

Member information is not available to the general public. ClubRunner stores your directory database safely in a password-protected members-only area of your site.

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MemberDirectory

Member Directory - Printable Photo Directory

Printing the club directory is a breeze with ClubRunner. The directory is generated and formatted for you in Microsoft Word, **ready to print** by any member.

	<p>Mark Davis support@clubrunner.ca 123 Sunnydale Ave. New Haven, IA 12089 Home: 905-555-0925</p>		<p>Laura Gibbons support@clubrunner.ca 654 Beach Rd. Sunnyvale, CA 90878 Home: 555-1234 Office: 555-9090</p>
	<p>Loulse Hanson support@clubrunner.ca 100 Main St. Sunnyvale, CA 92850 Home: 555-1234 Office: 555-0675</p>		<p>Wendy Johnson support@clubrunner.ca 25 Oak Street Sunnyvale, CA 90357 Home: 555-9007 Office: 555-3455</p>
	<p>Darryl Johnston support@clubrunner.ca 925 Palm Springs Ct. Sunnyvale, CA 90434 Home: 555-3456 Office: 555-9976</p>		<p>Barah Nelson support@clubrunner.ca 2155 Clearview Terrace Sunrise, FL 33194 Home: 905-555-0949 Office: 905-555-0396</p>


Each profile contains basic contact information, plus custom fields you can define

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ClubRunner club communication made easy™ **MessageCentre**

Message Center

ClubRunner **simplifies** the way club members **communicate via** email— whether it be within their club, to prospective members, club directors or special groups and committees.

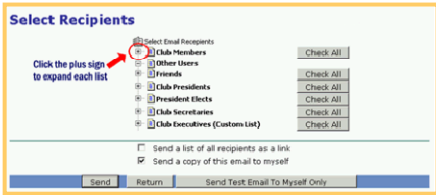


In addition, email addresses are **centralized**. This means that if a member changes his/her address, it is **reflected everywhere**, in all distribution lists, without the need to notify others.

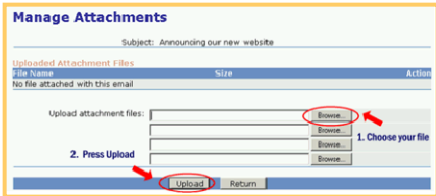
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ClubRunner club communication made easy™ **Message Center**


Since your site has all the club members' email addresses, sending a broadcast message to all or selected members is easy.



Easily attach files to your email:



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Message Center

Select Recipients

To expand each group, click on the + sign in front of the group name. By default, no one is selected to receive the message. To select all names within a group, press the "Click to Check All" button. To unselect all names within a group, press the "Click to Uncheck All" button.

Select Email Recipients

Club Members Click to Check All

Other Users Click to Check All

- San, Richard (EX Member)
- Casson, Adam (Exchange Student)
- Opatos, Laura (EX Member)
- Gilmore, Tony (Staff)
- Goldberg, Alan (EX Member)
- Johnston, Darryl (EX Member)
- Marsden, Derrick (EX Member)
- Robertson, Wade (EX Member)
- Thompson, Tom (Nonprofit)

Friends Click to Check All

Club Presidents Click to Check All

President Elects Click to Check All

Club Secretaries Click to Check All

2009 Board (Custom List) Click to Check All

Board members (Custom List)

Committee (Custom List)

Demo Test (Custom List)

Exchange Students (Custom List)

opt test (Custom List) Click to Check All

Interact (Custom List) Click to Check All

My friends (Custom List) Click to Check All

Test (Custom List)

TV Auction Committee (Custom List) Click to Check All

Send a list of all recipients as a link

Send a copy of this email to myself


You can also create as many **custom** distribution lists as you wish.

Custom Distribution lists are great for:

- Board of Directors
- Committees
- Projects

Messages arrive individually, **personalized** with the member's name and club along with the sender, so they are not interpreted as spam.

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eBulletin

eBulletin

The eBulletin is a great way to boost public relations, club image and membership growth and retention.

Create a professional email newsletter quickly by incorporating contents such as stories, news, speakers and events from the website.

ClubRunner's bulletins are displayed within the body of the email itself, *not as an attachment or a link.*

Readers will more likely begin reading the newsletter right away.



The sample eBulletin features a header with the club logo and name, a date (Tuesday, May 27, 2008), and a personalized greeting. The content includes a 'Future Speakers' section with dates and topics, a 'Last week's program' section with photos and descriptions, and a 'Next week's program' section. The footer includes contact information and a note that the eBulletin was generated with ClubRunner software.

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Speakers & Programs

Speakers & Programs

Click on the Speakers menu to view upcoming Speakers and Program summaries.

Home
Stories
Calendar
Speakers
Photos
Events
Projects

>> Speakers

Speakers

Sep 07, 2011

Bunny Pratt/Shelley Nelson/Gary Flenniken
"Club Runner, RI, District & Bryan website resources"

Overview and training of ClubRunner and all the resources available to Rotarians on the Bryan Rotary, 5910 District and Rotary International websites.

Sep 14, 2011

Grace Phillip, President Aggie Rotaract Club
"Aggie Rotaract"


Rotaract is a club for college students to engage in service projects to give back to their school, local community, and the world. We are affiliated with the Rotary International clubs of Bryan, TX and College Station, TX.

Goals of Rotaract

- To develop professional and leadership skills

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Event Planner

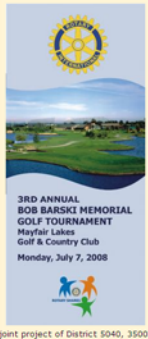
Event Planner

Organizing and promoting your club's events has never been easier. ClubRunner helps you with these event planning functions:

- Posting an event page
- Email Invitations
- Online Registrations
- Volunteer Management
- Communication
- Requesting help
- Printing guest lists and name tags

3rd Annual Bob Barski Memorial Golf Tournament

Created: Philip Li
 Date: Jul 7 2008 at 11:00 AM - Jul 7 2008
 Event Fee: \$225.00 per person
 Location: Mayfair Lakes Golf and Country Club
 9560 Hwy. 7 Road
 Richmond, BC, V6V 1A7
 Canada



The Rotary Club of Richmond & The Richmond Sunset Rotary Club invite you to join us for a great afternoon of fellowship and fun at the Mayfair Lakes Golf and Country Club.


Registration at 11:00am
 Buffet Luncheon / Cocktails 12noon-12:45pm
 Shotgun Start 1:00pm

Following a great afternoon of golf, please join us for a cocktail and gourmet buffet (all inclusive). Download golf tournament brochure [here](#)

This year money raised will go towards our Reflivo Project building school and dormitory in South Africa. This is a joint project of District 5040, 3500 and 9200. Find out

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Event Planner

Email Invitations

ClubRunner helps promote your event by sending email invitations. Members need only to click on the "Register Online" link and enter their password.

If your district is on CR:

Send email invitations to other club presidents along with a sign-up sheet of their members. They can even book themselves directly on your site! Even if your district is not on ClubRunner, you can communicate with clubs that are.

Dear Sarah Sunset - Sunnytown


You are invited to the Rotary Club of Oliver event detailed below. To register for this event click on "Register Online" below. You can also book family and friends.

Event:	Lobsterfest
Date:	Jun 30, 2008 at 7:00 PM
Fee:	\$55.00 per Person
Location:	Lobster House
View Map:	3121 High Point Road Greensboro, NC, 27407 USA
Details:	Join us for this year's annual Lobsterfest fundraiser. Sarah's Link

[Register Online](#)

Thank you.
For Rotary Club of Oliver,
Sarah Sunset (Event Chair)

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Event Planner

Online Registration

After supplying their password, members can register themselves, as well as any guests.

Register Online
Sarah


Event: **Golf Tournament**
Date: Apr 20, 2009 at 2:00 PM

Welcome Sarah Sunset!

You are currently not registered for this event. [Register Me](#)

If you wish to bring along family members or friends, you may also register them by clicking on the 'Register Additional Guests' button below.

Guests:	Confirmation No.
Register Additional Guests	Return



Members get a confirmation email after registration

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Event Planner

Registration Reports

Lobsterfest

Registered Attendees - Detailed

Club	Conf #	Attendees	Invited By
Sunhytown	1038972	Brown, Bill	Tony Robbins
	1038969	Bush, Kate	
	1124389	Casson, Adam	
	1124390	Churchil, Winston	
	1124391	Cornes, Paul	
	1124392	Dunn, Jane	
	1124393	Gilmore, Tony	
	1050022	Henry, James	
	1028971	Kelly, Charles	
1021809	Nelson, Sarah		
1038970	Smith, John		
Total: 11		10 Rotarians + 1 Guests	

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Update Attendees

Khandika Days

Edenston Future (Sample)
To book attendees from this club, click on the "Book" button next to their name. Additional guests can also be booked by clicking on "Book Guests". A confirmation email will be sent to the member with details on the event.

Member	Member	Additional	Guest Names
Aaron Aaronson	<input type="checkbox"/> Book	Book Guests	Delete
Alan Goldberg	<input type="checkbox"/> Book	Book Guests	Delete
Brad Per	<input type="checkbox"/> Book	Book Guests	Delete
Brenda Zimmerman	<input type="checkbox"/> Cancel	Book Guests	Adam Zimmerman Delete
Carol White	<input type="checkbox"/> Cancel	Book Guests	Leslie Zimmerman John White Delete
Cynthia Wong	<input type="checkbox"/> Book	Book Guests	Delete
Darryl Johnson	<input type="checkbox"/> Book	Book Guests	Delete
Ian Davis	<input type="checkbox"/> Book	Book Guests	Delete
Jane Trevors	<input type="checkbox"/> Book	Book Guests	Delete
John Smith	<input type="checkbox"/> Book	Book Guests	Delete

The event chair can print reports of the registered attendees, alphabetical or grouped by club. **Guests** are listed next to the Rotarian who registered them.

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Event Planner

Events Communication

Need to **contact** your attendees before the event to remind them? The Event Planner lets you fire off a quick message to them **without the need to know** who has registered already.

Email To Attendees

Khandika Days

Subject:

Body:

Select Email Recipients

Attendees

- Brenda Zimmerman
- Leslie Zimmerman (Invited by Brenda Zimmerman)
- Adam Zimmerman (Invited by Brenda Zimmerman)
- Carol White
- John White (Invited by Carol White)
- Julia Roberts

You can use the same form to send a "Thank You" message to attendees **after** the event has occurred!

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Event Planner

Print Name Tags

Name tags are very **time-consuming** for events with a **large** number of registrations. ClubRunner takes the pain out of printing name tags by doing it for you!

Name tags are generated in a Microsoft Word format and are **ready to print**.

Just click "View" then print!

Choose from 2 formats: Badges (for use in sleeves) or Stickers

Prepare Name Tags

Name tags of different formats will be supported in the future. Here you would select the format needed. Currently, the name tags are only available in this format:

Label Type: Avery No. 5384 (4" x 3")
Paper Size: 8.5" x 11"
Tag Layout: 3 rows x 2 columns

Step 1: Click on the 'Generate' button. This may take a few minutes, depending on the number of attendees.

Step 2: Once the page has refreshed, click on 'View'. Use the browser's print button to print the labels.

If you do not wish to print name tags at this time, click 'Return' to go back to Event Services.

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Volunteer Management

Volunteer Management


Tasks:	Volunteers:
Cocktail Bar Nov 17 2008 6:00PM To 6:00PM Shift 1	1. Sarah Sunset Edit Unbook 2. <input type="text"/> Book 3. <input type="text"/> Book 4. <input type="text"/> Book 5. <input type="text"/> Book 6. <input type="text"/> Book
Nov 17 2008 7:00PM To 8:00PM Shift 2	1. <input type="text"/> Book 2. <input type="text"/> Book 3. <input type="text"/> Book 4. <input type="text"/> Book
Nov 17 2008 8:00PM To 9:00PM Shift 3	1. <input type="text"/> Book 2. <input type="text"/> Book
Reception Nov 17 2008 6:00PM To 8:00PM Greeter	1. Sarah Nelson Edit Unbook 2. <input type="text"/> Book 3. <input type="text"/> Book
Nov 17 2008 6:30PM To 7:30PM Door-Tickets	1. James Henry Book

Volunteers are the heart of a Rotary club. ClubRunner makes it easy to manage the task of organizing tasks, time slots, and sign-up sheets.

Issue reminders and emails easily to all relevant parties

"Within minutes I had an online sign-up sheet, emailed the entire membership, and starting getting volunteers! Thank-you ClubRunner!" -Brenda M.

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Volunteer Management

Task Management

The first step is defining all the various tasks that need volunteers. The event chair can define them easily in ClubRunner, and specify the number of people needed for each task and time slot combination. Just email the invites!

Volunteer Task Management

Committee Sign-up [Add New Task](#)

Task: **Club Communications** (Edit|Delete)
Task Chair: Aaron Aaronson

Description	Date	Schedule	No. of People	Volunteers	Actions
Communications Committee	Aug 20, 03		5	Cynthia Wong Ian Davis Jane Trevors Carol White	Volunteers Edit Delete

Task: **Club Services** (Edit|Delete) [Add New Time Slot](#)
Task Chair: Alan Goldberg

Description	Date	Schedule	No. of People	Volunteers	Actions
Programs Sub-committee	Aug 20, 03		2	John Smith	Volunteers Edit Delete
Fellowship activities sub-committee	Aug 20, 03		2		Volunteers Edit Delete
Club operations sub-committee	Aug 20, 03		3	Brenda Zimmerman Wendy Johnson	Volunteers Edit Delete

[Return](#) [Volunteer Summary](#) [Task Summary](#)

Once this is done, email invitations are sent to **all members** with one click!

*If the District is on CR, the captain can email invitations to **other clubs** as well!*

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Volunteer Management

Adding a volunteer

Members can register themselves, or can be registered by any club executive.

Task Volunteers

Description: **Communications Committee**
Date: **Aug 20, 03** No. of Volunteers Needed: 5
Time Slot:

Volunteers currently booked for this time slot:

Email	Name	Phone	Fax	Booked By	Actions
	Cynthia Wong	785-555-9999		Carol White	Edit Delete
	Ian Davis	785-555-9989		Carol White	Edit Delete
	Jane Trevors	785-555-9987		Carol White	Edit Delete
	Carol White	785-555-7768		Carol White	Edit Delete

[Return](#)

New Event Volunteer

You have 4 choices for selecting the volunteer.

The volunteer is:

Click on each radio button to be able to select the member from the drop down list.

A member of my club
 Select Member --
 A member of another club
 Not a member
 Myself

Email:
 Phone: +1 905 555 5555
 Fax: +1 905 555 5555

[Save](#) [Cancel](#)

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Volunteer Management

Volunteering Online

Members can view a sign-up sheet on the site to see all the available slots. They can then book themselves for one or many of the slots.

Unlike other sign-up methods, no two members can accidentally sign up for the same slot!

Annual Awards Banquet

Tasks:	Volunteers:										
Setup											
Nov 10, 05 7:30AM To 9:05AM Setup tables and chairs	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1. Alan Goldberg</td><td>Edt Unbook</td></tr> <tr><td>2. Joe Outside</td><td>Edt Unbook</td></tr> <tr><td>3.</td><td>Book</td></tr> <tr><td>4.</td><td>Book</td></tr> <tr><td>5.</td><td>Book</td></tr> </table>	1. Alan Goldberg	Edt Unbook	2. Joe Outside	Edt Unbook	3.	Book	4.	Book	5.	Book
1. Alan Goldberg	Edt Unbook										
2. Joe Outside	Edt Unbook										
3.	Book										
4.	Book										
5.	Book										
Nov 10, 05 8:00AM To 9:00AM Centerpieces	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1. Brad Pitt</td><td>Edt Unbook</td></tr> <tr><td>2. Julia Roberts</td><td>Edt Unbook</td></tr> <tr><td>3. Sarah Nelson</td><td>Edt Unbook</td></tr> </table>	1. Brad Pitt	Edt Unbook	2. Julia Roberts	Edt Unbook	3. Sarah Nelson	Edt Unbook				
1. Brad Pitt	Edt Unbook										
2. Julia Roberts	Edt Unbook										
3. Sarah Nelson	Edt Unbook										
Nov 11, 05 9:05AM To 9:30AM Place programs on chairs	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1. Julie</td><td>Edt Unbook</td></tr> <tr><td>2. Sarah Nelson</td><td>Edt Unbook</td></tr> <tr><td>3.</td><td>Book</td></tr> </table>	1. Julie	Edt Unbook	2. Sarah Nelson	Edt Unbook	3.	Book				
1. Julie	Edt Unbook										
2. Sarah Nelson	Edt Unbook										
3.	Book										
Nov 11, 05 9:00AM To 10:00AM Assign seating plan	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1.</td><td>Book</td></tr> <tr><td>2.</td><td>Book</td></tr> <tr><td>3.</td><td>Book</td></tr> <tr><td>4.</td><td>Book</td></tr> </table>	1.	Book	2.	Book	3.	Book	4.	Book		
1.	Book										
2.	Book										
3.	Book										
4.	Book										

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Volunteer Management

Volunteers Needed

The event chair can always find out the number of volunteers needed for an event through a task summary report.

Task Summary

Committee Sign-up

Task	R	Date	S	Schedule	Name
Club Communications - Communications Committee	5	Aug 20	-1		Cynthia Wong Ian Davis Jane Trevors Caro White
Club Services - Club operations sub-committee	3	Aug 20	-1		Brenda Zimmerman Wendy Johnson
Club Services - Fellowship activities sub-committee	2	Aug 20	-2		
Club Services - Programs Sub-committee	2	Aug 20	-1		John Smith

R = No. of people required
S = Shortage of people for this task

This number indicates the shortage in volunteers

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Volunteer Management

During the event

On the day of the event, the event chair can **print reports** of all the volunteers who signed up. The report can show an alphabetical listing of all volunteers and their contact info, or an overview of the entire schedule.

Volunteer Summary Printable Version

Committee Sign-up

Name	Task	Date	Schedule
Brenda Zimmerman	Club Services - Club operations sub-committee	Aug 20, 03	
Carol White	Club Communications - Communications Committee	Aug 20, 03	
Cynthia Wong	Club Communications - Communications Committee	Aug 20, 03	
Ian Davis	Club Communications - Communications Committee	Aug 20, 03	
Jane Trevors	Club Communications - Communications Committee	Aug 20, 03	
John Smith	Club Services - Programs Sub-committee	Aug 20, 03	
Wendy Johnson	Club Services - Club operations sub-committee	Aug 20, 03	

[Return](#)

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Volunteer Management

Communicate with volunteers

Before the event, the chair can send a quick reminder to all volunteers. Just type the message and click send. ClubRunner takes care of the rest, including a personalized footer reminding the member of their scheduled tasks!

Email Volunteers

Annual Awards Banquet

Enter the email subject and the body. If you want to see the email before sending, click on "Preview".

TIP: The email will only be sent to volunteers who have an email address specified. If the volunteer's email address is missing from the system, then the checkbox in front of the volunteer's name will not appear.

Subject: Meeting at 7:00 am tomorrow

Body: Hi everyone,
Thank you for volunteering your time for our annual awards banquet. This email is a reminder that we are meeting at 7:00 am sharp tomorrow morning to go over program schedules and responsibilities. If you have any questions please feel free to contact me by email or phone at 555-555-1234.
See you all there!

Select Email Recipients

- Volunteers
- Alan Goldberg
- Brad Pitt
- Brad Pitt
- Joe O'Neil

[Check All](#)

This is a great tool to use **after** the event to **thank** the volunteers for all their help!

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Duty Roster

Duty Roster - Meeting Responsibilities

Need to keep track of who does what? ClubRunner can help! Simply define your meeting roles and assign members. They will automatically get reminded every week.

Duty Roster
Sarah Sunset

Here is where you can specify your club's duty roster. Simply add new responsibilities, and assign a member to each one. This responsibility will appear in each assigned member's e-bulletin, and in their commitments page. This roster will also appear as a link off the home page.

Seq	Description	Primary	Alternative	Action
1	11/30/04 - Drawing	Paul Correa	Little Jack	Edit Delete
2	11/30/04 - Greeter	Alan Goldberg	Laura Gibbons	Edit Delete
3	Introduce Speaker	Mark Davis	Louise Hanson	Edit Delete
4	Thank Speaker	Sarah Sunset	Adam Casson	Edit Delete
5	Setup Tables	Sean Connery	Alan Goldberg	Edit Delete
6	Leaders	Ian Davies	Laura Gibbons	Edit Delete
7	Greeter May 08	Wendy Johnson	James Henry	Edit Delete

[Return](#)

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My Commitments

My Commitments - Reminders

The club bulletin goes beyond mere reporting. It is a **personalized reminder system** for each member which automatically includes their commitments and outstanding duties related to club meetings, events, new member programs and more.

Sarah's Commitments

Event Attendance			
Date	Event Name	Location	Member/Friend
Jun 30 2008	Lobsterfest	Lobster House	Sarah Nelson
Apr 20 2009	Golf Tournament	Sun Valley Golf & Country Club	Sarah Nelson
Apr 20 2009	Golf Tournament	Sun Valley Golf & Country Club	Doug Nelson

District Events			
Date	Event Name	Location	Member/Friend
Nov 18 2008	The Rotary Foundation Dinner	Burnaby Firefighters Hall	Sarah Asterbedi
Nov 18 2008	The Rotary Foundation Dinner	Burnaby Firefighters Hall	Wilf Wilkinson

Club Meeting Tasks	
Responsibility	Name
Thank Speaker	Sarah Sunset

New Member Responsibility		
New Member	Action	Date Completed
John Smith	Classification Speech	Open

To DO:


Commitment Reminders:

- Event registrations
- Volunteer signups
- Meeting responsibilities
- New member tasks

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Welcome to
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*Discover a **better** way to communicate.*

Questions????

Press <space> or left-click on mouse to advance to the next slide

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