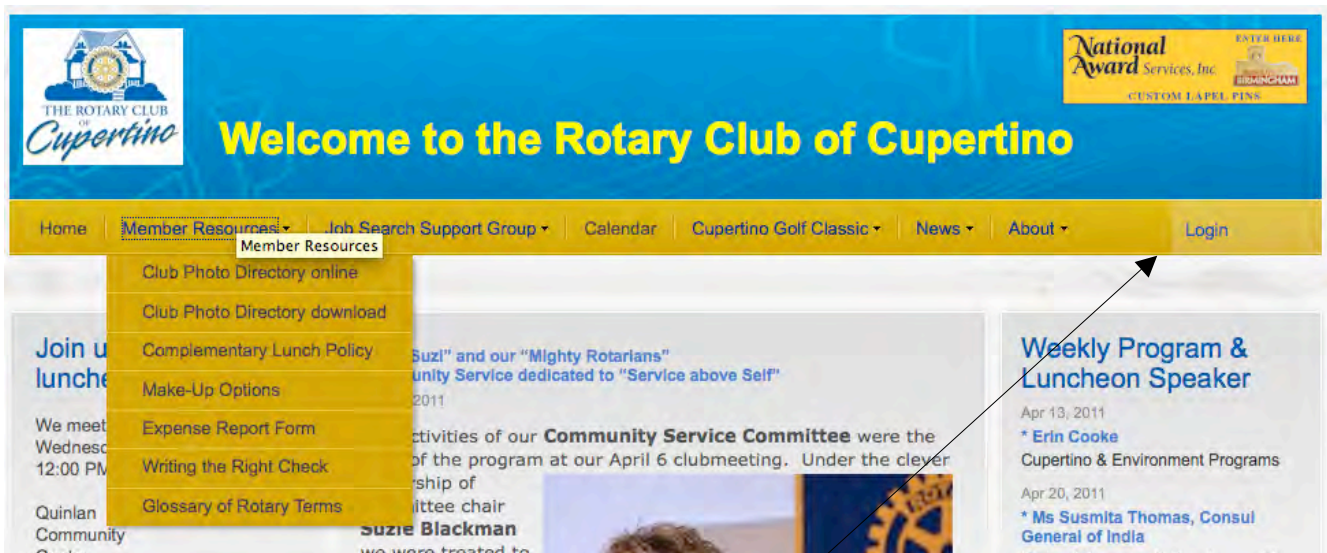


Revamped Cupertino Rotary Club Web Site

<http://www.cupertinorotary.org>

The new home page has added pull down menus that provide easy access to information about key services, special events and member resources. As before, click on **Calendar** in the menu bar to open our monthly calendar that lists all club meetings and events.



Login to access all the features and information available to members

More features are available to members when you login - member contact info, email messaging center, and the ability to edit your own profile are some of the features available only to members. For example, under Member Resources, in the pull down menu shown above, the [Club Photo Directory online](#) link will take you to the directory only if you have logged in.

To login, click on the Login link at the top of any web page within the site. It will take you to the login box shown below.

Log in with your user name and password. Your default user name is formatted as <first initial><last name>.

If you do not know your password select "I forgot my password." The system will ask for your last name and email address and send you an email with your password information.

Enter your login information below:

User Name:

Password:

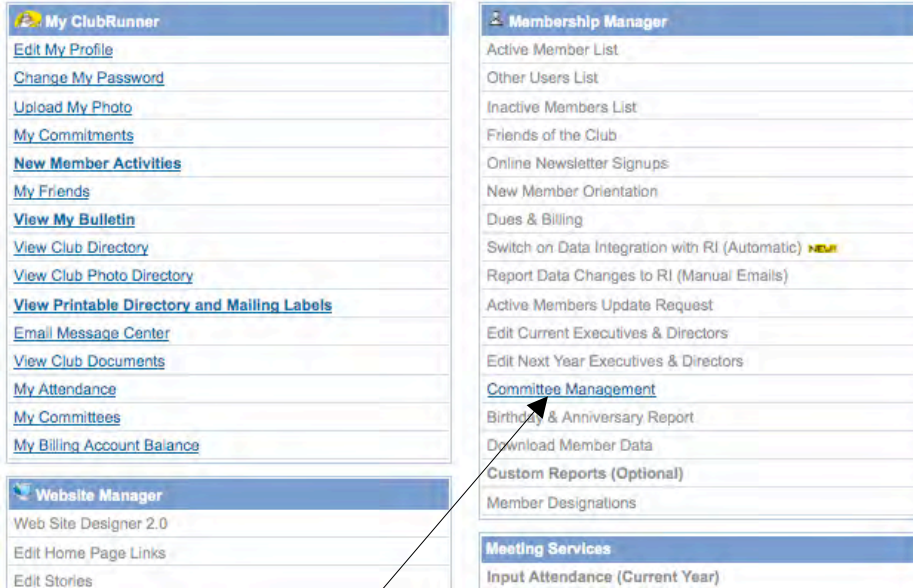
[I forgot my password](#)

[Online Help](#)

Remember me on this computer

After Login – Arriving at Admin page and **My ClubRunner** box

After logging in you arrive at your **Admin** page with underlines beneath those features you have access to. Other features are available depending on your role in the club (i.e. board members).



My ClubRunner

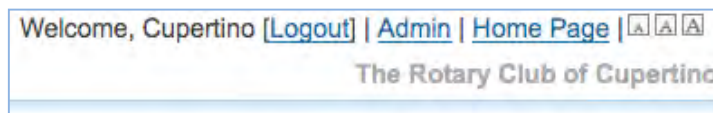
The links in the My ClubRunner box (see above) are specific to the user who has logged in. The area allows you to access and edit your personal profile, change password, upload photos, view member lists and information, view club documents, and communicate via email with club members and associates of the club.

Committee Management

All members who are logged in have access to Committee Management in the Membership Manager box. This is your key to accessing meeting agendas, minutes, project documents and other committee resources. You can also easily select committee members to send emails and keep in touch.

How to leave the Admin page and go to the Home Page

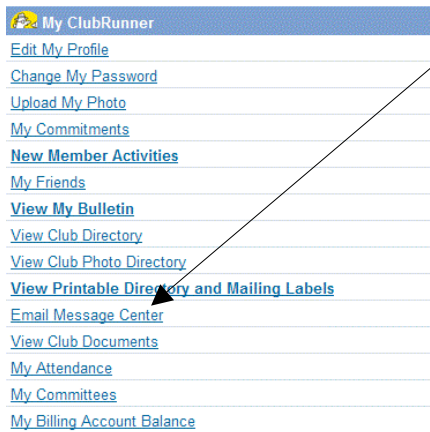
To leave the **Admin** page and open the **Home Page** of our site, go to the upper right corner of the **Admin** page and click on the Home Page link.



(User tip: Next to the Home Page link are three squares Home Page | [A][A][A] with the letter A inside. These allow you to make the size of text displayed on the Admin page larger or smaller.)

Email Message Center -- how to email members of the club

- Log in to the site and go to the [Email Message Center](#) within the MyClubRunner box.



The screenshot shows the ClubRunner website interface. At the top, it says 'Welcome, Cupertino [Logout] | Admin | Home Page | [A] [A] [A]'. Below that is 'The Rotary Club of Cupertino'. A navigation bar includes 'Admin', 'My ClubRunner', 'Communication', 'Membership', 'Organization', 'Website', and 'Help'. A secondary bar includes 'My Profile', 'My Commitments', 'My Attendance', 'My Committees', 'Directories', 'Email Message Centre', and 'More'. The main content area is titled 'Club Email List' and contains a message: 'Please note that this screen only displays messages created since July 1 2010. We will be releasing a separate screen in the near future where you will be able to retrieve older messages from the archives. Drafts will remain in the system for 3 months.' There are two links: 'Show My Emails Only' and 'Compose new message'. Below this is a table with columns: Date Last Sent, Subject, Owner, and Actions. The table shows two draft messages from 'Cupertino Rotary Information'. A 'Go Back' button is at the bottom, along with 'ClubRunner 2002-2011 Doxess. All rights reserved. Privacy Statement'. An arrow points from the 'Compose new message' link to the main screenshot below.

Date Last Sent	Subject	Owner	Actions
Draft	Draft	Cupertino Rotary Information	Open Delete
Draft	Draft	Cupertino Rotary Information	Open Delete

- You will see a list of emails you have sent to other club members. To initiate a new message, click "Compose new message".

The screenshot displays the 'Club Email Service' interface. At the top, a navigation bar includes links for 'My Profile', 'My Commitments', 'My Attendance', 'My Committees', 'Directories', 'Email Message Centre', and 'More'. The main content area is divided into four steps:

- Step 1:** Select the recipients of this message by clicking on the group name to expand, then select from the list of people. A tree view on the left shows distribution lists like 'Active & Honorary Members' and 'Other Users', and a list of individual members with checkboxes.
- Step 2:** Enter your email subject and message. It features a 'Subject' field, a 'Message' field with a 'Paste from Word' icon, and a rich text editor with a toolbar and a preview window.
- Step 3 (Optional):** Upload attachments to your email. It includes an 'Attachment - Click Here to Expand' section.
- Step 4:** Choose your email options and send. It has checkboxes for 'Send a list of recipients as an attachment' and 'Copy me on this email'.

At the bottom, there are buttons for 'Send', 'Save as Draft', 'Send Test Email To Myself Only', and a 'Go Back' button.

- A blank email template will be displayed with a distribution list on the left.
- Step 1: Choose who you want to send the email to by checking on a distribution list name. For example click on “Board of Directors” and the list will open to let you check the box next to the name(s) of the members you want to email. Click on “Active & Honorary Members” distribution list to see the expanded list of all members. To select all members, click the box next to Active & Honorary Members.
- Step 2: Type a subject for the email in the *Subject* field and type the email message in the body of the template.
- Step 3: If you wish to attach a file, you may *Expand* the attachment section and browse your computer to select the file you wish to attach.
- Step 4: Either *Save as Draft*, to complete later, or select *Send Test Email To Myself Only* to send the email to your address and confirm that it is as you want it before sending it to a larger list of recipients.
- When you have completed your email message, click the *Send* button.