



## Communicating with ClubRunner

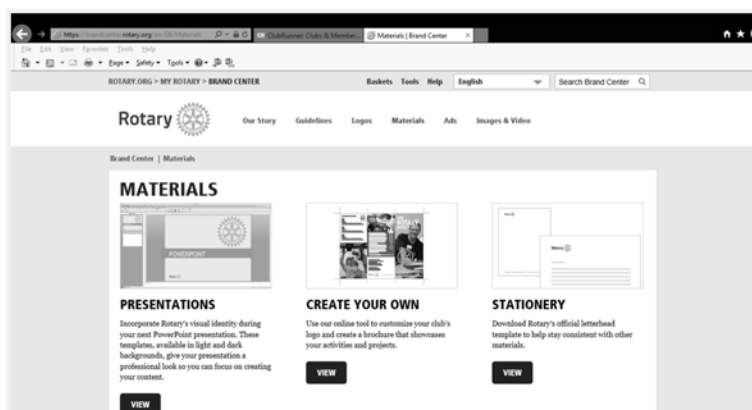
Presenter: Meredith Green  
greencpa@earthlink.net  
206-979-3700



## Presentation and other Templates

Get this PowerPoint and other templates at  
<https://brandcenter.rotary.org/>

Note – you'll need an RI logon



## Goals of Presentation

- Show how to establish website and send eBulletin using ClubRunner
- Assume knowledge of basics of ClubRunner
- Provide Resources
- Answer questions
- Presentation link at [www.Rotary5020.org](http://www.Rotary5020.org)
- Note slides are a combination of ClubRunner V2 and V3 – your options may look slightly different. I will speak mostly to V3



## ClubRunner Version 2 vs 3

- V3 is web-based so it is faster
- V3 is more flexible for eBulletins and Website – uses more current technology
- V3 doesn't have the Duty Roster. Will be replaced by Volunteer Manager, which is currently under construction
- V3 email functionality & speed better
- Basics are the same



## Rotary Central vs District vs Club's ClubRunner

- **Rotary International ([www.rotary.org](http://www.rotary.org))**
  - Some clubs integrated so designated membership information is updated automatically
  - Rotary Club Central where goals are set
  - Rotary Brand Central
- **District ([www.rotary5020.org](http://www.rotary5020.org))**
  - District website and information
  - District Member Search
  - Shared district documents
- **Your club's site – where you'll be most**



## 5 Clubs Not Integrated

- **Tacoma Sunset**
- **Tacoma 8**
- **Port Townsend**
- **Parksville**
- **Hoquiam**



## 17 Clubs Not on Club Runner

- - Aberdeen
- Campbell River
- Hoquiam
- Ladysmith
- Nanaimo Daybreak
- Nanaimo Oceanside
- - N Mason County
- - Parksville
- Port Alberni
- Port Angeles
- Port Townsend
- - Pt Townsend Sunrise
- Qualicum Bch Sunrise
- Shelton
- - Tacoma 8
- Tacoma Sunset



### The District Directory (Printed and online PDF)

Each club  
will receive  
12 copies



District Governor's Message  
 District Goals  
 Rotary International President 2014-2015  
 District Governor 2014-2015  
 District Governor 2015-2016  
 District Governor 2016-2017  
 Assistant Governors  
 District 5020 & Rotary International  
 Organization & Administration  
 District Governor's Official Visit  
 District Governor's Visit Schedule  
 National Anthems & Flag Etiquette  
 Calendar of Events 2014-2015  
 The Object of Rotary  
 Dues & Insurance  
 Liability Insurance  
 Budget for 2014-2015  
 Rotary International Information  
 District Council 2014-2015  
 Committees & Representatives (Update)  
 Club Presidents, Presidents-Elect and  
 Secretaries  
 District 5020 Rotaract Clubs  
 District 5020 Interact Clubs

Login

Click here to access member area

Welcome, Meredith Green | Member Area | Logout

Rotary

Poulsbo-North Kitsap Rotary Club

Home | Stories | News | Calendar | Rotary Rendezvous

DONATE HERE! Thanks

Under Construction, Please check back.

Upcoming Events

Membership Committee

Coffee Oasis (park across street)

Mar 26, 2014 at 7:00 AM - 8:00 AM

Youth Services Committee

Michele Doyle's office

Mar 26, 2014 at 5:30 PM

Suicide Prevention Forum sponsored by LWV

Poulsbo City Hall

Mar 29, 2014 at 10:00 AM - 12:00 PM

Club Information

Welcome to the Rotary Club of Poulsbo-North Kitsap!

Service Above Self

We meet Fridays at 7:00 AM

Poulsbo Sons of Norway

18891 Front St NE

Poulsbo, WA 98370

United States

District Site

Bulletins

Venue Map

Suicide Prevention Forum held by League of Women Voters

Posted by Kimi Kinoshita

The League of Women Voters - Kitsap will be holding a community

RUSSELL-HAMPTON CO.

Quality Lapel Pins

Unite Kitsap Auction

DETAILS

When

Saturday, April 26

Time

5pm - 9pm

Where

Sons of Norway

18891 Front Street NE

Poulsbo, WA 98370

Club Site

ClubRunner™ Connect. Collaborate. Communicate.

Rotary Club of Poulsbo-North Kitsap

Admin | My ClubRunner | Communication | Membership | Organization | RI Integration | Website | Reports (New!) | Events 2.0 | Help

Help

Support Center

On Demand Videos

Downloads

Webinars

Submit a Ticket

ClubRunner Add-ons

Enhanced Committees Module

MyEventRunner

Administration

Need some training? Register for ClubRunner webinars [here](#).

Latest Updates - Release Notes Available on [Service Updates](#) page.

My ClubRunner

Edit My Profile

Change My Password

Upload My Photo

My Commitments

My New Member Activities NEW

My Friends

View Club Directory

View Club Photo Directory

Directory Reports 2.0

View Printable Mailing Labels NEW

Email Message Center

Email Communications NEW

View Communications

My Attendance

Membership Manager

Club Dashboard

Active Member List

Other Users List

Inactive Members List

Friends of the Club

Bulletin Subscribers

New Member Program

Dues & Billing

Switch on Data Integration with RI (Automatic)

Report Data Changes to RI (Manual Emails)

Request Member Updates

Edit Executives and Directors

Committee Management

Birthday & Anniversary Report

Can also navigate by clicking tabs

ClubRunner Help

Blue = user has permission  
Gray = no access

5

## Access Levels

- 30 Site Administrator
- 40 Club President
- 50 Club Executive
- 60 Editor
- 70 Member
- 80 Restricted Member
- 90 No Access

Access controlled  
by club

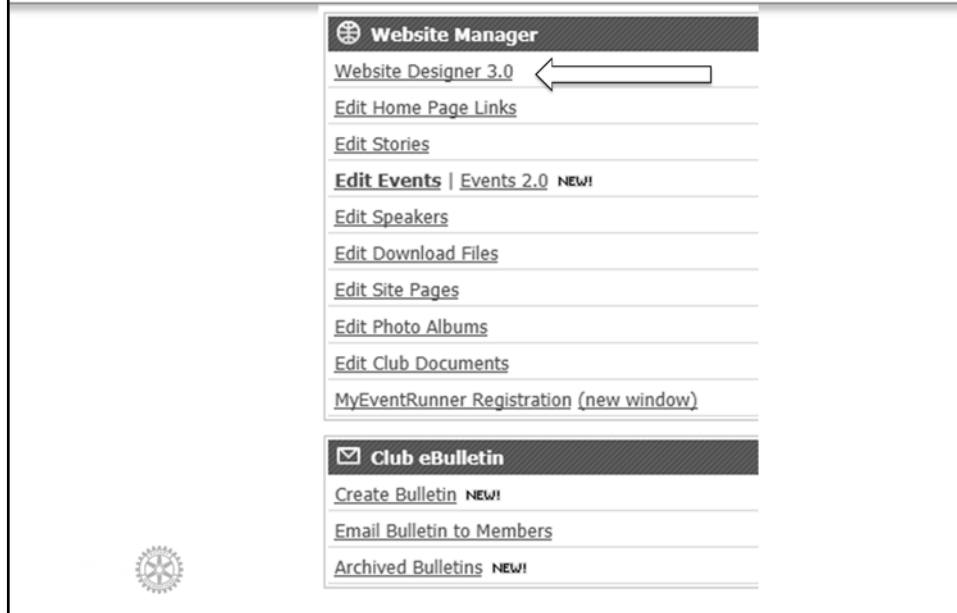
• More at:

<http://clubrunner.helpserve.com/Knowledgebase/Article/View/333/0/what-access-levels-are-there-in-clubrunner>

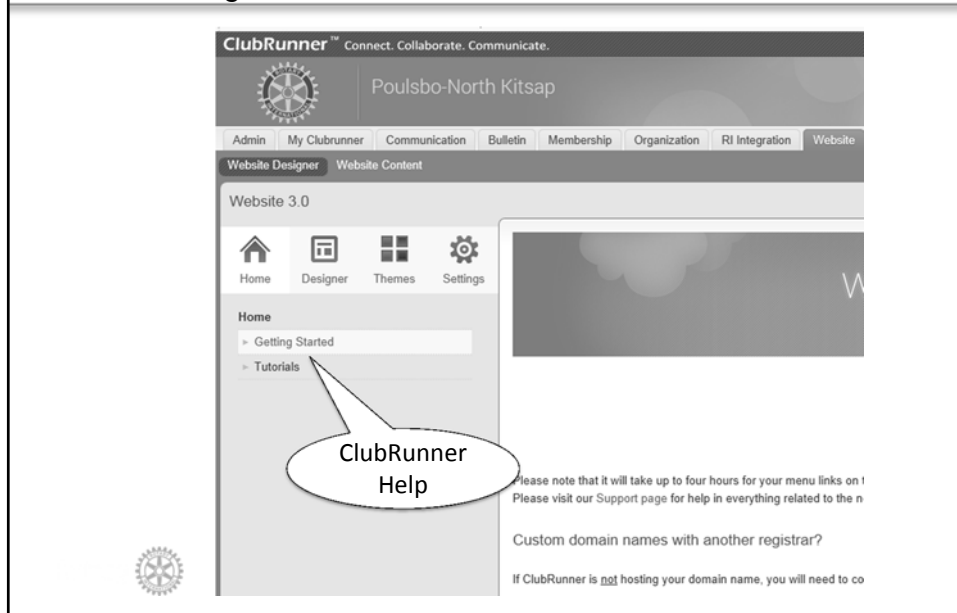


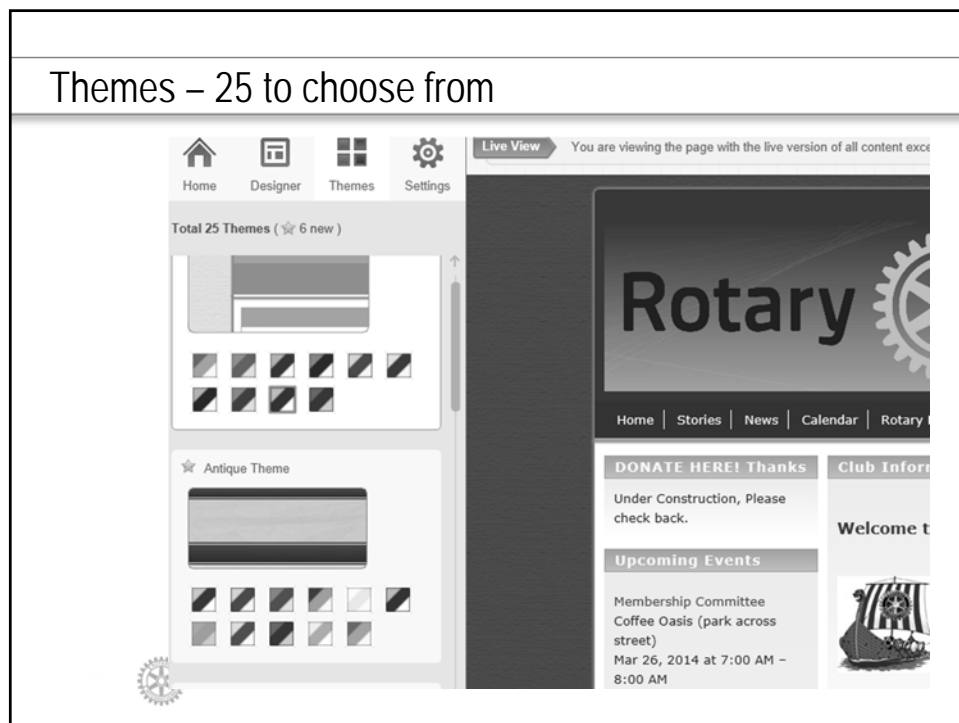
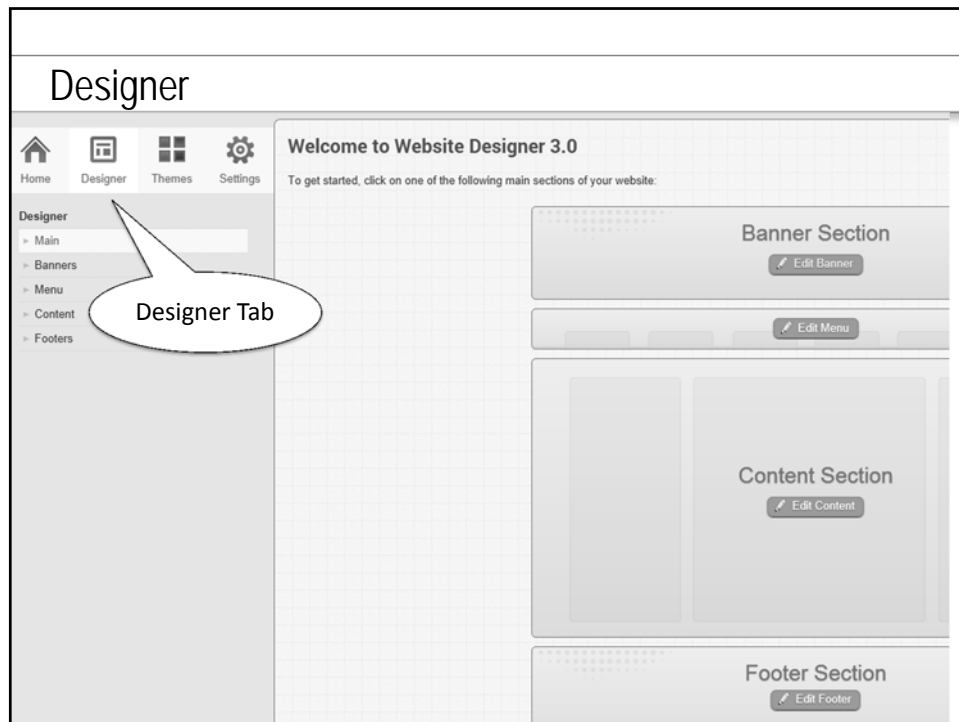
## eBulletins are EASY

## The Building Blocks

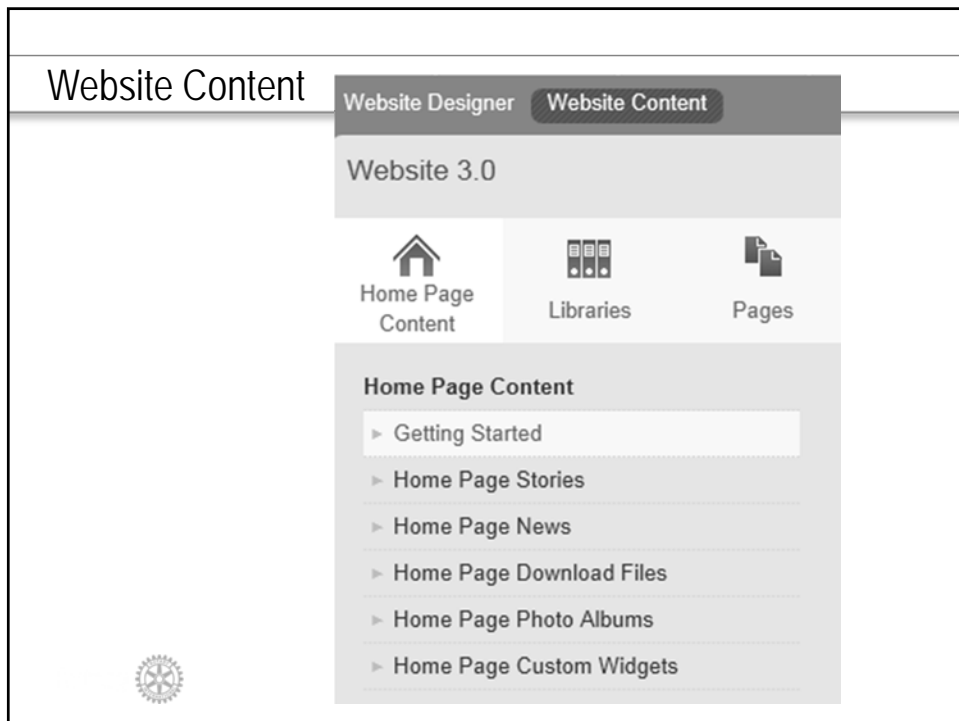
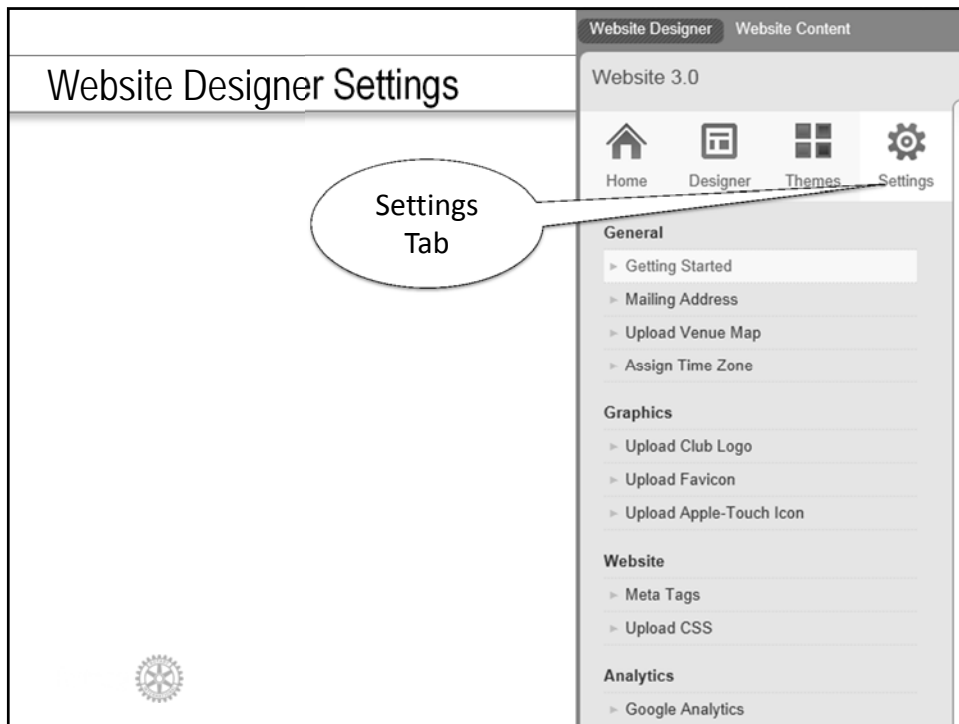


## The Building Blocks









## Website Designer Content Section

**Tabs for Essentials, links, events, custom widgets, etc.**

**"Essential Widgets"**

Website Designer 3.0

Home Designer Themes Settings

Select from the categories below to add new widgets to your page. Be sure to click the Publish button to save your changes.

Essentials Links Events

Bulletin & PR Custom Widgets (Global)

Custom Widgets (Page Specific)

Meeting Information

Executives & Directors

Home Page Stories

Home Page News

Home Page Download Files  
Drag & Drop to Design Area

Home Page Photo

## Poulsbo's Content

**Change Template Here**

Page Designer: Home Page

Home Page Banner

Home Page Menu

**Left**

- DONATE HERE! Thanks
- Upcoming Events
- Club Executives & Directors
- Site Pages
- Bulletins
- Bulletin Subscribe

**Middle**

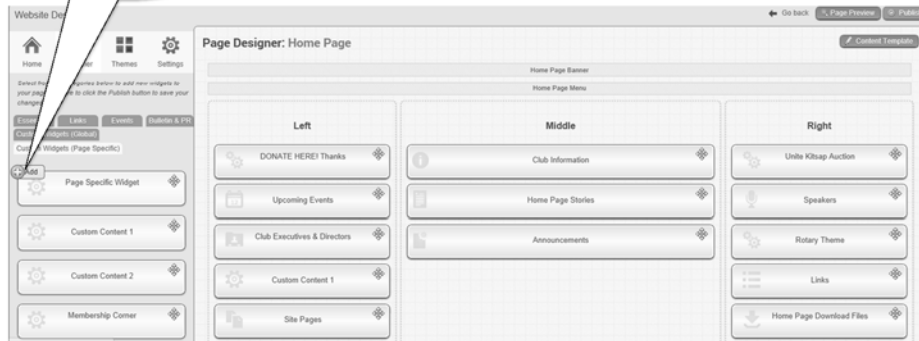
- Club Information
- Home Page Stories
- Announcements

**Right**

- Unite Kitsap Auction
- Rotary Theme
- Speakers
- Links
- Home Page Download Files
- RSS

## Creating a Custom Widget

Move to  
where you  
want on  
template



## Creating a Custom Widget

### Edit Custom Widget

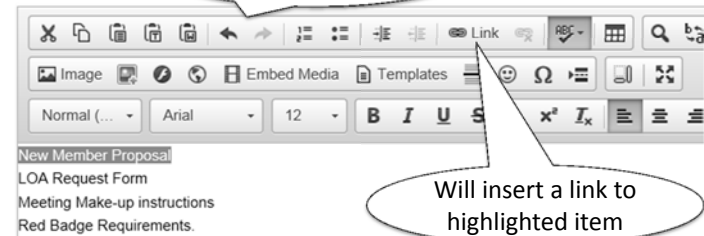
Autosaved on 3/26/2014 9:01:25 PM

Custom Widget Properties

Title: Membership Corner

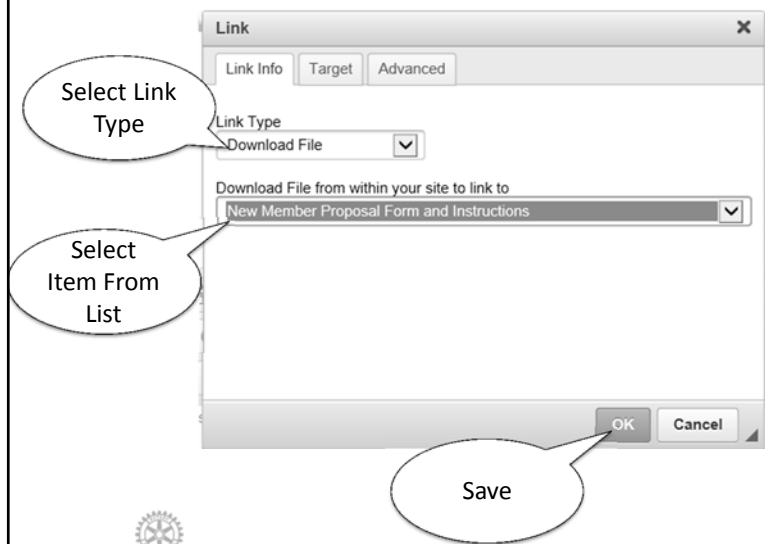
Custom Widget Content

Hover over item for  
instructions



Will insert a link to  
highlighted item

## Creating a Custom Widget



## Creating a Custom Widget



## Adding/Editing a Story

 **Website Manager**

[Website Designer 3.0](#)

[Edit Home Page Links](#)

[Edit Stories](#) 

[Edit Events](#) | [Events 2.0](#) **NEW!**

[Edit Speakers](#)

[Edit Download Files](#)

[Edit Site Pages](#)

[Edit Photo Albums](#)

[Edit Club Documents](#)

[MyEventRunner Registration \(new window\)](#)





## Adding/Editing a Story

**Information** Please note that this widget has only been added to the Draft version of Poulsbo Rotary eBulletin .  
To go live, click here to publish Poulsbo Rotary eBulletin .

### Stories for Poulsbo Rotary eBulletin

Drag and drop story titles to change their sequence.

 Preview  Create New Story  Add Stories from the Story Library

Title	Author	Date	Status	Actions
<input type="checkbox"/> Morrow Manor Fundraiser on March 29!		Mar 19, 2014		<a href="#">Edit</a>   <a href="#">Links</a>   <a href="#">Files</a>   <a href="#">Remove</a>
<input type="checkbox"/> Suicide Prevention Forum held by League of Women Voters	Kimi Kinoshita	Mar 19, 2014		<a href="#">Edit</a>   <a href="#">Links</a>   <a href="#">Files</a>   <a href="#">Remove</a>
<input type="checkbox"/> Randy Linaman, Living a Life Of Adventure and Accomplishment	Mary Nader	Mar 18, 2014		<a href="#">Edit</a>   <a href="#">Links</a>   <a href="#">Files</a>   <a href="#">Remove</a>
<input type="checkbox"/> DG Doings for March		Mar 18, 2014		<a href="#">Edit</a>   <a href="#">Links</a>   <a href="#">Files</a>   <a href="#">Remove</a>
<input type="checkbox"/> Ramping Up to the Fundraising Event of the Year	Mary Nader	Feb 25, 2014		<a href="#">Edit</a>   <a href="#">Links</a>   <a href="#">Files</a>   <a href="#">Remove</a>
<input type="checkbox"/> Don't forget to bring your wine this week!	Mary Nader	Feb 18, 2014		<a href="#">Edit</a>   <a href="#">Links</a>   <a href="#">Files</a>   <a href="#">Remove</a>
 Check All  Remove Selected				



## Adding/Editing a Story

**Edit The New Fish has a New Fish!**

[Preview](#)

**Story Settings**

Title:

Permalink:

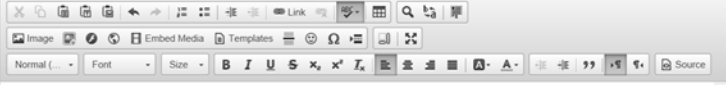
Author:  ☒ Display author

Date:  ☒ Display date


☐ Display Social Media Share Bar

Thumbnail Image: [Load from Image Library](#)

**Story Brief**



In a culmination of weeks of planning and organizing, Fishline staff and board members were surprised on Friday with a magnificent present. Knowing that the new building was in need of a sign, members of Rotary got together to work with local artist Bob Kimball to create a custom metal sculpture that would be a proud beacon for all to find this needed service for years to come. The 12-foot salmon with blue lettering and a glowing eye was the largest design Bob has ever made, and one that he was proud to donate his design and labor to bring to fruition. Hansen sign will mount the beautiful catch in the days to come, christening the new food bank with a tangible expression of the support of its caring community.



## Adding/Editing a Story

**The New Fish has a New Fish!**

2014 10:22:02 PM

**Image Properties**

Image Info Link Advanced

URL:  [Browse Server](#)

Alternative Text:

Width:  ☒

Height:  ☒

Border:

HSpace:

VSpace:

Align:



OK Cancel

**Important!**  
Locks aspect ratio so image isn't wonky

Control size, borders, etc. here

Right click on image to change properties

## Adding/Editing a Story

Success Story "Hospice of Kitsap County Visits Rotary" updated and published successfully.

### Story Library

Published Drafts Deleted

Search:  Go Show 25 entries ☒ All stories ☐ My stories [+ Create New Story](#)

Title	Author	Date	Show On Story Page	Status	Actions
Poulsbo Rotary Foundation Financial Information		Mar 27, 2014			Preview   Edit   more...
Auction Donation Forms - Get 'em in		Mar 27, 2014			Preview   Edit   more...
Hospice of Kitsap County Visits Rotary		Mar 25, 2014			Preview   Edit   more...
The New Fish has a New Fish!		Mar 25, 2014	✓		Preview   Edit   more...

Click more to add to home page or eBulletin

Can save as draft

## Adding/Editing a Story

- Select where to display story and save

### Display Options for Poulsbo Rotary Foundation Financial Information

The list below indicates where your story currently appears on your website and in which bulletin, as well as areas where it can display. To have the story display in that particular area of your website or that bulletin, check the box and save your changes. Similarly, to remove the story from that location, you will need to uncheck the selection. Please note, after you click save, any changes you have made will become active on your website or bulletin.

#### Website

- ☒ Display on Home Page Stories widget
- ☒ Display on Story List Page
- ☐ Display on Page Stories widget

#### Bulletins

Please note that any change made to these settings will update the content of your bulletins, including those that have been sent and finalized already. You may archive bulletins to lock all editing capabilities.

\*The list of bulletins does not include archived bulletins.

- ☒ Poulsbo Rotary eBulletin (Mar 27, 2014):
- ☐ Meeting Duty Roster (Mar 26, 2014):
- ☐ Poulsbo Rotary eBulletin (3/19/14) (Mar 19, 2014):
- ☐ Bulletin Template (Feb 19, 2014):

## Adding/Editing a Story

**Middle**

Club Information

Home Page Stories

Announcements

Preview, Edit, Settings, Delete

Move

## Managing Stories

**Stories for Home Page**

Drag and drop story titles to change their sequence.

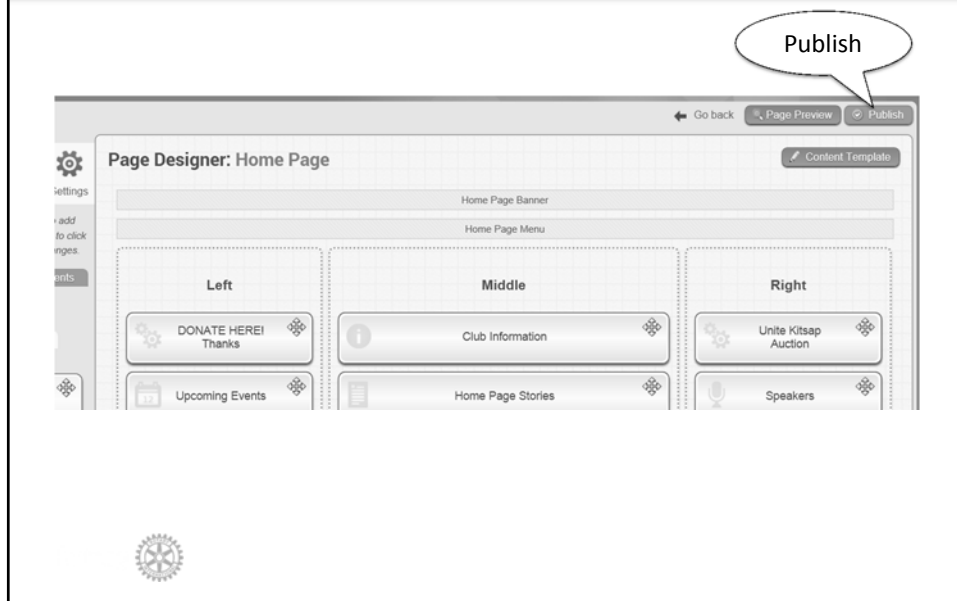
Preview Create New Story Add Stories from the Story Library

Title	Author	Date	Status	Actions
<input type="checkbox"/> Hospice of Kitsap County Visits Rotary		Mar 25, 2014		Edit   Links   Files   Remove
<input type="checkbox"/> Poulsbo Rotary Foundation Financial Information		Mar 27, 2014		Edit   Links   Files   Remove
<input type="checkbox"/> Suicide Prevention Forum held by League of Women Voters	Kimi Kinoshita	Mar 19, 2014		Edit   Links   Files   Remove
<input type="checkbox"/> Becky Erickson Shares State of the City	Mary Nader	Feb 24, 2014		Edit   Links   Files   Remove
<input type="checkbox"/> Ramping Up to the Fundraising Event of the Year	Mary Nader	Feb 25, 2014		Edit   Links   Files   Remove
<input type="checkbox"/> Rotarian Profile, Cindy Garfein	Mary Nader	Feb 25, 2014		Edit   Links   Files   Remove
<input type="checkbox"/> Local Historian Tells What Really Happened in WWII	Mary Nader	Feb 17, 2014		Edit   Links   Files   Remove
<input type="checkbox"/> Don't forget to bring your wine this week!	Mary Nader	Feb 18, 2014		Edit   Links   Files   Remove
<input type="checkbox"/> Registration Open for District Leadership Training Assembly (DLTA)	Meredith Green	Feb 05, 2014		Edit   Links   Files   Remove
<input type="checkbox"/> Is a Coffee Oasis Coming to Kingston?	Mary Nader	Feb 12, 2014		Edit   Links   Files   Remove

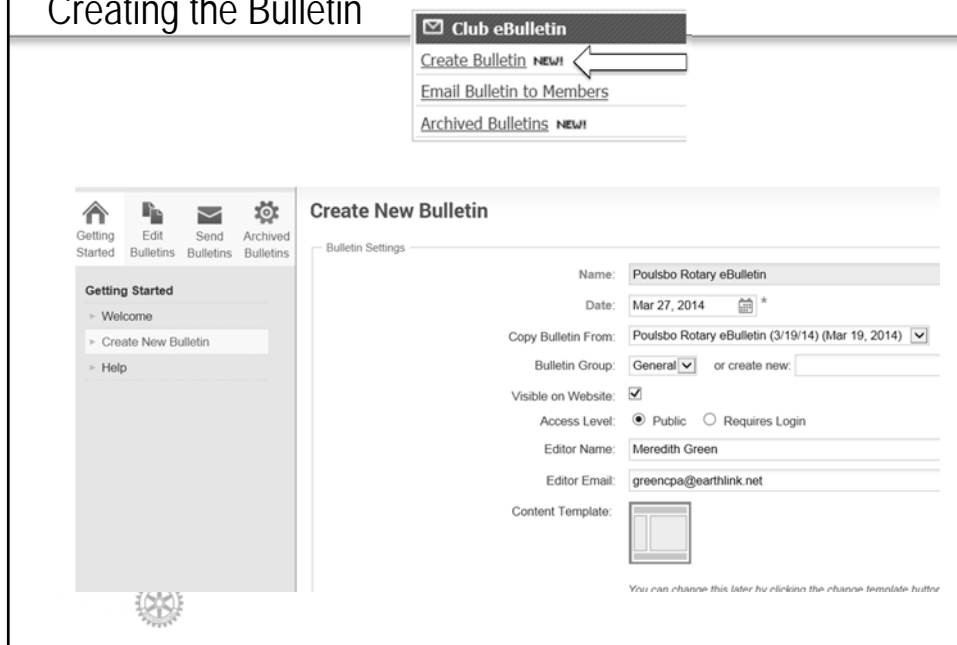
Check All Remove Selected

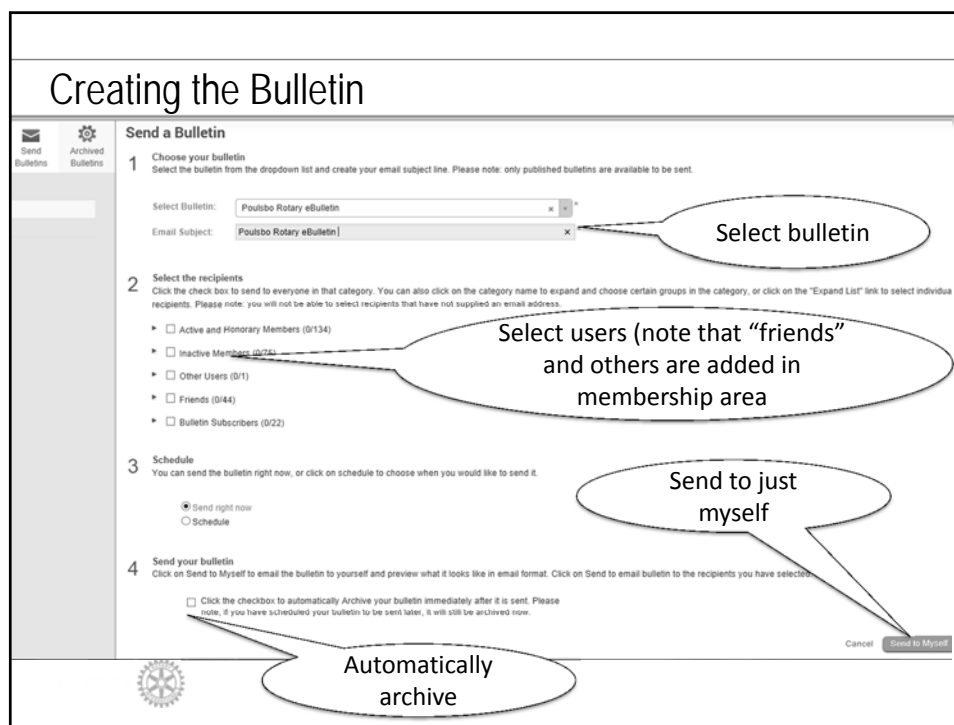
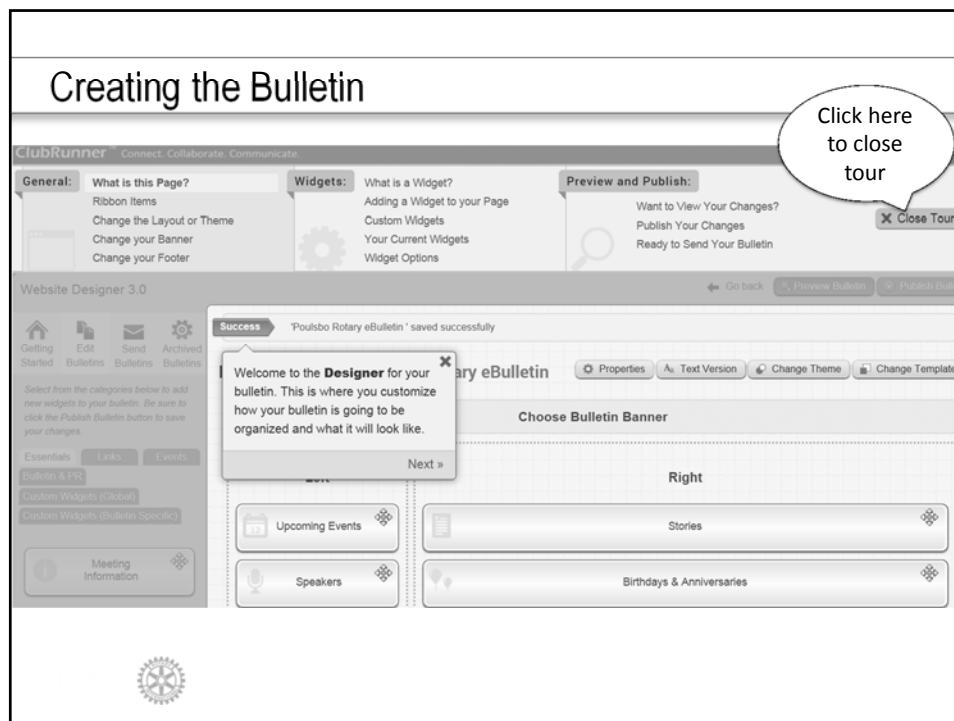


## Finishing Home Page




## Creating the Bulletin





## My Friends







 **My ClubRunner**

[Edit My Profile](#)  
[Change My Password](#)  
[Upload My Photo](#)  
[My Commitments](#)  
[My New Member Activities](#) NEW!  
[My Friends](#) ←  
[View Club Directory](#)  
[View Club Photo Directory](#)  
[eDirectory Reports 2.0](#)  
[View Printable Mailing Labels](#) NEW!  
[Email Message Center](#)  
[Email Communications](#) NEW!  
[View Club Documents](#)  
[My Attendance](#)  
[My Committees](#)  
[My Billing Account Balance](#)



## My Friends


- Add friends to enable them to receive eBulletins, etc.

Friend Name		Email	Add Friend	
			Action	
Barbara Webb		webbbarbara2@		
Char Burnette		charebr@		
Clif McKenzie		cmckenzie@		

Add friends here



## Mailing Labels

 **My ClubRunner**

[Edit My Profile](#)  
[Change My Password](#)  
[Upload My Photo](#)  
[My Commitments](#)  
[My New Member Activities](#) NEW!  
[My Friends](#)  
[View Club Directory](#)  
[View Club Photo Directory](#)  
[eDirectory Reports 2.0](#)  
[View Printable Mailing Labels](#) NEW! ←  
[Email Message Center](#)  
[Email Communications](#) NEW!  
[View Club Documents](#)  
[My Attendance](#)  
[My Committees](#)  
[My Billing Account Balance](#)



## Mailing Labels

### Printable Mailing Labels

The latest version of the directory was created on Mar 26, 2014 1:10:02 PM. Click "View PDF" button

**Important!** When printing mailing labels make sure you set "Page Scaling" option to "None" refer to the following [help article](#) (will open in a new window).

[View PDF](#)

Step 2 – View PDF

To regenerate a new document using the latest information from your members list, click the "Generate" button. This process may take a few minutes. Once the page has refreshed, click on the "View PDF" button

Avery Standard Labels - #5160, 10 rows by 3 columns

Standard Avery Labels #5160

Jane Smith	John Smith	Jonathan Smith
100 Main Street	100 Main Street	100 Main Street
Apartment A	Apartment B	Apartment C
Sunnytown, CA 99999	Sunnytown, CA 99999	Sunnytown, CA 99999

[Generate](#)


Step 1 - Generate to update list



## Emailing

**My ClubRunner**

- [Edit My Profile](#)
- [Change My Password](#)
- [Upload My Photo](#)
- [My Commitments](#)
- [My New Member Activities](#) **NEW!**
- [My Friends](#)
- [View Club Directory](#)
- [View Club Photo Directory](#)
- [eDirectory Reports 2.0](#)
- [View Printable Mailing Labels](#) **Version 2 (shown in next slide)**
- [Email Message Center](#)
- [Email Communications](#) **NEW!** **Option for Version 3**
- [View Club Documents](#)
- [My Attendance](#)
- [My Committees](#)
- [My Billing Account Balance](#)




## Emailing

**Club Email List**

Please note that this screen only displays emails that were created in the past 3 months. Drafts will also remain in the system for 3 months.

[Show All Emails](#) [Show My Emails Only](#) [Edit Custom Distribution Lists](#) [Compose new message](#)

Date Last Sent	Subject	Owner	Actions
Feb 10 2014 01:03 PM EST	Homeless Youth TaskForce Cancelled tonight - Next Meeting March 3	Meredith Green	<a href="#">Open</a>   <a href="#">Delete</a>
Feb 03 2014 02:02 PM EST	Test from ClubRunner	Meredith Green	<a href="#">Open</a>   <a href="#">Delete</a>
Jan 02 2014 10:12 PM EST	Youth Protection Information	Meredith Green	<a href="#">Open</a>   <a href="#">Delete</a>
Dec 26 2013 07:30 PM EST	Reminder no Rotary meeting tomorrow and some other items	Meredith Green	<a href="#">Open</a>   <a href="#">Delete</a>
Dec 10 2013 02:16 PM EST	Vote for airline miles for Rotary International - VOTE DAILY	Meredith Green	<a href="#">Open</a>   <a href="#">Delete</a>
Dec 09 2013 12:40 AM EST	Next Homeless Youth Task Force (HYTF) Meeting January 13	Meredith Green	<a href="#">Open</a>   <a href="#">Delete</a>



**Emailing**

Once selected, if desired, click + to expand list

**Club Email Service**

**Step 1:** Select the recipient for this message by clicking on the group name to expand it, then select from the list of people.

**Select Distribution Lists**

- ☒ Active & Honorary Members
- ☐ Other Users
- ☐ Inactive Members
- ☐ Friends
- ☐ Club Presidents
- ☐ Presidents Elect
- ☐ Club Secretaries
- ☐ Club Treasurers
- ☐ 2013 - 2014 Board & Committee Chairs (Custom)
- ☐ 2013 2014 Vocational Service (Custom List)
- ☐ 2014-15 Board & Committee Chairs (Custom List)
- ☐ All Active Members (Custom List)
- ☐ Annual Fund Committee (Custom List)

Club Leadership can email other leaders in district

**Step 2:** Enter your email subject and message.

Subject:

Message: If you are copying and pasting from

Rich Text Editor Plain Text Editor

✂ 📄 📁 📧 ↶ ↷ 📧 x² x, |

Customize in profile

Meredith Green  
Poulsbo Rotary  
Email: [green CPA@earthlink.net](mailto:green CPA@earthlink.net)  
Phone: 206.979.3700

Club Leadership can email other leaders in district

Customize in  
profile

# Attachments and Sending

The screenshot shows the 'Send' dialog box in Outlook. At the top, there are three tabs: 'Design', 'HTML', and 'Preview'. Below the tabs, there are three steps:

- Step 3 (Optional):** Upload attachments to your email. Below this is a link that says 'Attachment - Click Here to Expand'.
- Step 4:** Choose your email options and send. There are two checked options: 'Send a list of recipients as an attachment.' and 'Copy me on this email.'
- Step 5 (Beta):** Choose the date and time (in Eastern Time) when this email Note: Works for sending only, will not take effect if you save as draft or send. There are two input fields for date and time, followed by 'EST' and a tip: 'Tip: Type 'A' or 'P' to switch AM/PM'.

At the bottom, there are three buttons: 'Send', 'Save as Draft', and 'Send Test Email To Myself Only'. A callout bubble points to the 'Send Test Email To Myself Only' button with the text 'Can send test email to just yourself'.

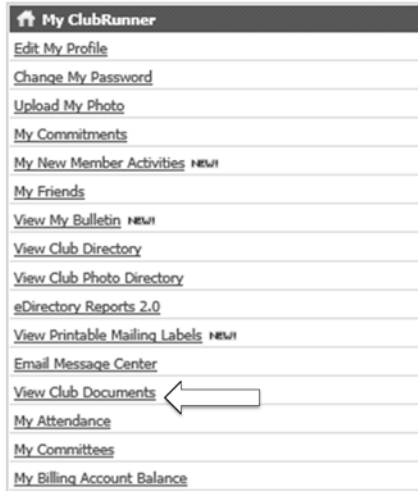
Annotations in the image include:

- A large white arrow pointing to the 'Step 3' section.
- A grey bar with a white arrow pointing to the right, located below the 'Step 4' section.
- A large white arrow pointing to the 'Send' button.
- A callout bubble pointing to the 'Send Test Email To Myself Only' button with the text 'Can send test email to just yourself'.

Can send test email to just yourself

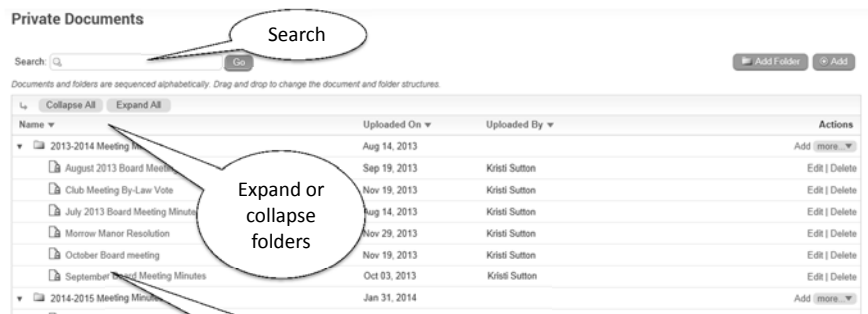
## Documents

- Click “View Club Documents”

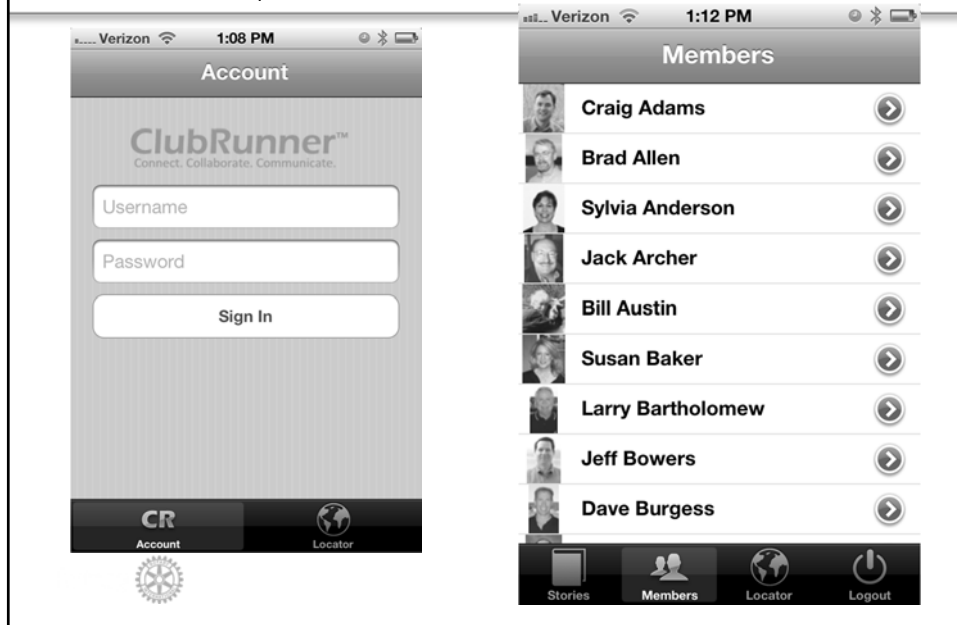


## Club Documents

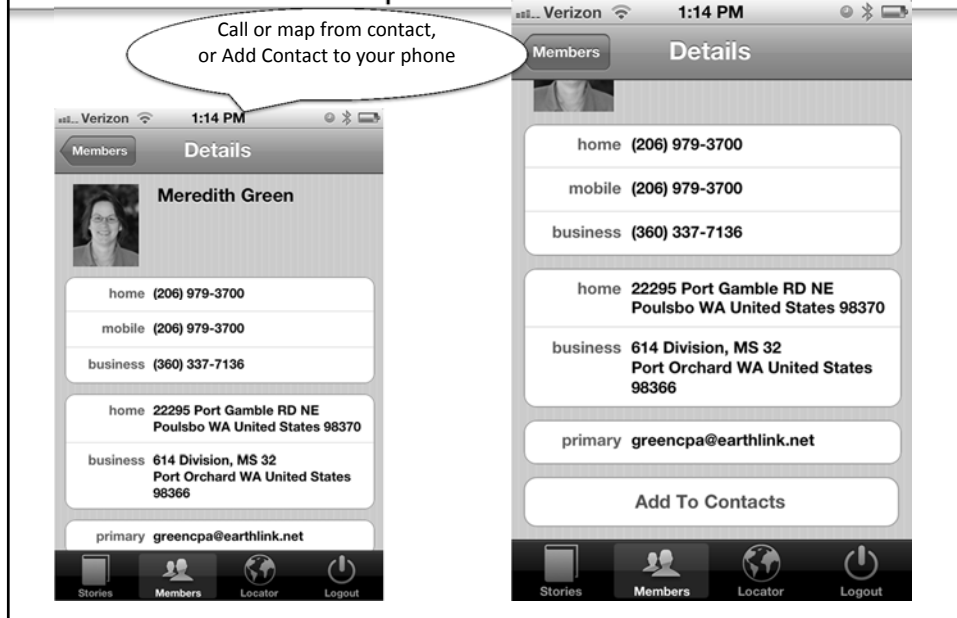
- From here, add a folder, document, edit, delete, move up, move down, copy link



## ClubRunner iPhone Ap



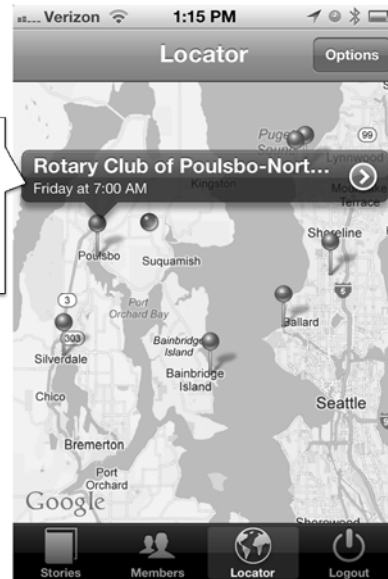
## ClubRunner iPhone Ap





## ClubRunner iPhone Ap

Find club meetings based on your current location (and map from here)



## About 5020



## The Website – Areas of Service



## District Resources



## District ClubRunner Navigation

The screenshot shows the District ClubRunner interface for District 5020. The top navigation bar includes links for Admin, For Clubs, Grants, For Members, Membership, Organization, Communication, Website, Reports, Attendance, Events 2.0, and Help. Below this is a sub-navigation bar with Launchpad and Administration. The main content area features a welcome message for Steven, a last login date of Saturday, February 15, 2014, and several dashboard tiles: My Profile, My Club's Info, Calendar, RI Integration, Communication, Reports, Organization, and Attendance. A sidebar on the right displays membership statistics: 14 new members, 9 terminated members, 74 unique logins, 88 total clubs, 4321 total active members, and 220 total honorary members. Callouts indicate: 'Click tab' pointing to the top navigation bar, 'Click icon to access data' pointing to the Calendar tile, and 'Click for Administration page' pointing to the Administration link in the sub-navigation bar.

## www.Rotary5020.org

The screenshot shows the www.Rotary5020.org website. The page is organized into several sections with navigation links. The left sidebar contains links for Home Page Editing, Site Pages Management, Photo Albums Management, Documents Download, Communication Services, Committee Management, Events, and a Rotary logo. The main content area is divided into three columns: District, Clubs & Membership, For Members, and For Club Executives. The District, Clubs & Membership column includes links for District Dashboard, Club & Membership Detail, Member Detail, Request Member Updates, Member Access Rights, Clubs Attendance Management, Edit Executives and Directors, Download Member Data, Member Data Changes, RI Reporting, Reports, Member Designations, and District eDirectory Builder 2.0. The For Members column includes links for Edit My Profile, Change My Password, District Directories (New Version), Search Member eDirectory, and My Committees. The For Club Executives column includes links for Active Members List, Other Users List, Inactive Member List, Club Information Page, Define Club Executives, Club Attendance Report, Define Club Attendance Manager, and Switch on Data Integration with RI (Automatic).

## District Member Search

- Click on Search Member e-Directory

Search Again

Club: -- All Clubs --  
First Name:   
Last Name: green  
Email:   
Classification:

Type in at least one piece of info and select search

Search



## District Member Search

Click on plus to see detail

19 Result(s) Returned

Click on the plus sign to expand listing. Click on the envelope icon to email.

Email	Name	Classification	Work Phone
	W. E. Green	Notary Public	250-3381445
	Longview Early Edition Rotary		
	Big Harbor Holiday	real estate development	
	Aberdeen		
	Poulsbo-North Kitsap	Certified Public Accountant	360-337-7136

Click here to email



## District Document Download

- Click “Document Download” from Admin page

Latest Updates - Release Notes Available on [Service Updates](#) page.

### Home Page Editing

Home Page Stories  
Story Management  
Edit Home Page Links  
Download Files  
News Management

### Site Pages Management

[Photo Albums Management](#)

[Documents Download](#)

Website Sponsoring Area  
Website Sponsoring Guide  
Website Designer  
Edit Meta Tags **new!**  
Edit Favicon Logo  
Image Library

### District, Clubs & Membership

District Dashboard  
Club & Membership Detail  
Member Detail  
Request Member Updates  
Member Access Rights  
Clubs Attendance Management  
Edit Executives and Directors  
Download Member Data  
Member Data Changes  
RI Reporting  
Reports  
Member Designations  
[District eDirectory Builder 2.0](#)

### For Members

## Document Download – Shared Documents

Initial view is collapsed. Click on folder to expand

### District Documents

Name	Owner	Uploaded File	Date	Authorization
<b>Main</b>				
2013 Council Legislation final RFeport of Action	William McCarthy	<a href="#">Report of Action 2013.pdf</a>	06-14-2013	Members
<b>DLTA Presentation Files</b>				
<b>DLTA 2014 Files</b>				
<b>DLTA 2011 Presentation Files</b>				
<b>District Council Documents</b>				
District Council Minutes 2013-01-12	Don Bonner	<a href="#">2013-01-12-Council-Minutes.pdf</a>	04-16-2013	Members
Balance Sheet 2013-02-28	Don Bonner	<a href="#">2013-02-28-Balance-Sheet.pdf</a>	04-16-2013	Members
Profit-Loss 2013-02-28	Don Bonner	<a href="#">2013-02-28P-L-Budget-Actual.pdf</a>	04-16-2013	Members
District Council Minutes, March 21 2013	Don Bonner	<a href="#">21-03-13-minutes.pdf</a>	07-23-2013	Members
<b>Assistant Governor (AG) Training</b>				
<b>President Training</b>				



## Resources

- ClubRunner Ap for iPhone  
<http://itunes.apple.com/us/app/clubrunner/id434696377?mt=8>
- ClubRunner Help  
<http://clubrunner.helpserve.com/Core/Default/Index>  
1-877-469-2582
- Meredith Green  
[green CPA@earthlink.net](mailto:green CPA@earthlink.net)  
206-979-3700

