



Welcome to
ClubRunner

An Official Rotary International Licensee

ClubRunner's Rotary Club of Ladner website

A Primer

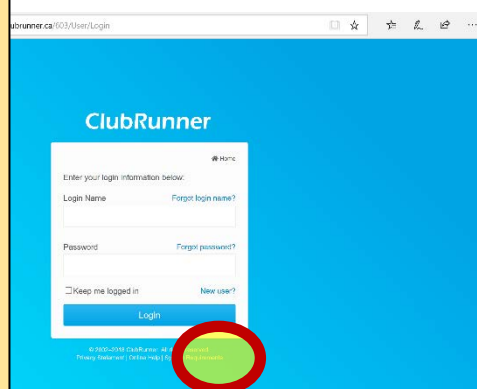
www.rotaryladner.org or <https://portal.clubrunner.ca/603>



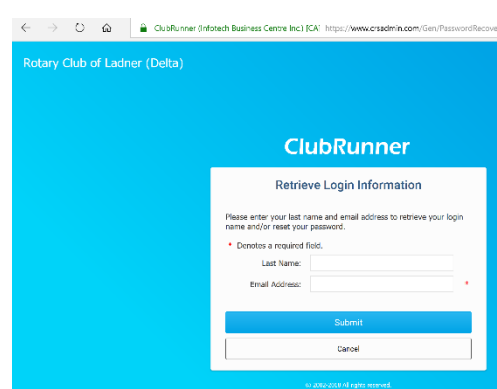
1. click on Member Login

2. if account set up, enter your information and click Login

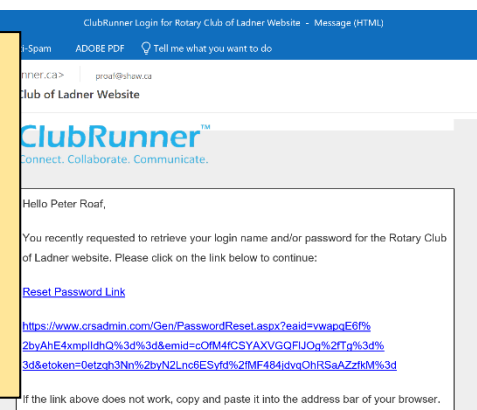
if no account set up, click on "New user?"



3. if no account set up, enter your information and click on "Submit"



4. if no account set up, after "Submit" (above in 3) respond to the email you will receive to validate account



ClubRunner (Infotech Business Centre Inc.) [CA] https://www.crsadmin.com/Gen/Admin.aspx?aid=603

Administration

New to ClubRunner or need a refresher? Register for free ClubRunner webinars here.
Read up on our latest updates! Release Notes are available on our 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
- eDirectory Reports 2.0
- View Printable Mailing Labels **NEW**
- Email Message Centre **NEW**
- View Club Documents
- My Attendance
- My Committees
- My Billing Account Balance

Website Manager

- Website Designer 3.0
- Edit Home Page Links
- Edit Stories

Membership Manager

- Club Dashboard
- Active Member List
- Other Users List
- Inactive Members List
- Friends of the Club
- Bulletin Subscribers
- New Member Program
- Dues & Billing
- RI Integration
- Request Member Updates
- Edit Executives and Directors
- Committee Management
- Birthday & Anniversary Report
- Gender Distribution (Summary)
- Download Member Data **NEW**
- Member Designations

Meeting Services

- Input Attendance
- Report Make-ups

5. Admin page when you log in as a member

for most members, the section on "My ClubRunner" is the focus

My ClubRunner

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6. in "Edit My Profile" a page with your contact information displays

you can change the information and save

there are six navigation links in your record which Rotary has entered or which you can complete (eg Biography can summarize who you are, of interest to other club members in getting to know you)

Member Profile

Peter Roaf
Printable Version

Update

Personal Rotary Biography Commitments Settings Privacy

Member Details

Personal		More	
Title	Peter	Date of Birth	Aug 31 1949
First Name	Peter	Anniversary	
Middle Name		Spouse/Partner First Name	Elise
Last Name	Roaf	Spouse/Partner Last Name	
Nickname		Spouse/Partner Nick Name	
Suffix		Spouse/Partner Date of Birth	
Preferred Address	Home	Dues & Billing Preferred Email	Primary Email
Preferred Phone	Home	Alternate Email	
Email	proffishow.ca		

*All emails will only be sent to the primary email address.

Home

Home		More	
Address Line 1	54-10220 Dunsmuir Drive	Home Phone	1 604-586-1965
Address Line 2		Cell	1 604-839-1465
City	Richmond	Home Fax	
Country	Canada		
State/Province	British Columbia		
Zip/Postal Code	V7A 1Y6		

Work

Work		More	
Company Name		Position Title	
Address Line 1	10220 Dunsmuir Drive, Unit 54	Business Phone	1 604-629-1865
Address Line 2		Business Fax	
City	Richmond	Website URL	
Country	Canada		
State/Province	BC		
Zip/Postal Code	V7A 1Y6		

Member Profile



Peter Roaf
Printable Version

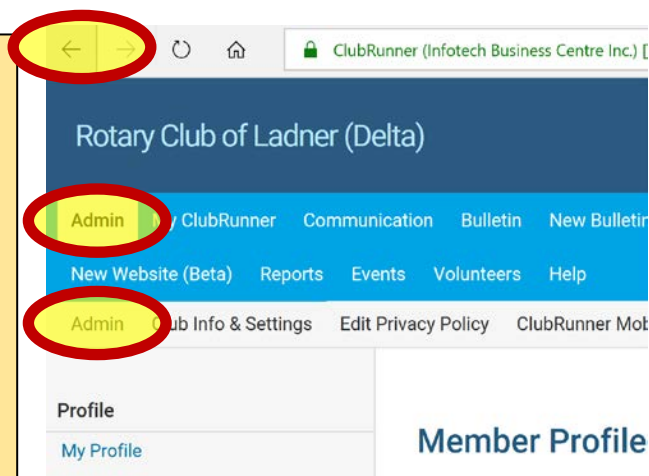
Update

Personal Rotary Biography Commitments Settings Privacy

7. to navigate back to the main Admin page click on the back arrow

or

click on "Admin" then click on "Admin" which appears below it



8. "View Club Directory" takes you to a page with the alphabetical list of members and contact information

click on a name and it will open to the full record as shown above in 6. "Edit My Profile"

if you want to print the member directory, click on "Printer Friendly Version"

Club Directory

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Display All Member Types

Printer Friendly Version

Member Name	Email	Preferred Phone	Cell Phone	Member Type
Abraham, Glyn	glynabraham@gmail.com	Home: 604-946-8138	604-780-2895	Active
Baly, Mel	mbaly@shaw.ca	Home: 604-530-5342	604-202-4289	Active
Baron, Sonia	soniawol@shaw.ca	Home: 604-535-9932	604-317-9511	Active
Birk, Arthur	arthurbirk@gmail.com	Home: 604-943-5408	778878-1011	Active
Burnett, Jim	jimburnettrealtor@gmail.com	Home: 604-946-8004	604-760-9588	Active
Burnett, Marion		Home: 604-940-4167		Honorary
Bustos, Guillermo	Guillermo.Bustos@hotmail.com	Home: 604-940-9746	604-910-9862	Active
Cabott Nimsick, Diana	diana.cabott@shaw.ca	Home: 604-542-0989		Active
Cameron, Lynn	lynncameron@dccnet.com	Home: 604-943-4189	604-240-1733	Active
Cessford, Jim	chiefchats@eastlink.ca	Home:		Honorary
Cran, Linda	lindacran@me.com	Home: 604-943-9181		Active
Cruise, Michael	jmc_25@telus.net	Home: 604-943-5457		Active
Denischuk, Denis	denis.denischuk@raymondjames.ca	Home: 604-541-9471		Active
Eldridge, Lindsay	lindsay.eldridge@nursenextdoor.com	Cell: 778.846.0189	778.846.0189	Active
Filippov, Ivan	filippov@dccnet.com	Home: 604-946-5119	604-940-1115	Active
Findlay, Kerry-Lynne	deltabcmmatters@gmail.com	Home: 604-318-6162	778-317-9008	Active

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!	
View Club Documents	
My Committees	
My Billing Account Balance	

9. "View Club Documents" takes you to a page with all the club documents which have been posted for members' reference

some documents are out of date and need to be culled

members can create a new folder and add documents in that or just add a file – for access of other members, copy the url or website page address for the document or folder and paste that into a message

documents for download by non-members are usually posted through a link on the website home page

Private Documents

Search:

Documents and folders are sequenced alphabetically. Drag and drop documents and folders to move them from one folder to another or to change the parent folder.

Collapse All Expand All				
Name ▼	Updated On ▼	Updated By ▼	Actions	
▶ AGM Minutes	Jul 03, 2013	Mike Storey	Add Add Multiple	more...▼
▶ Create A Vibrant Club	Jun 23, 2014	Patricia Sibley	Add Add Multiple	more...▼
▶ Directors Meeting Minutes 2010 - 2011	Jun 20, 2013	Mike Storey	Add Add Multiple	more...▼
▶ Directors Meeting Minutes 2011 - 2012	Jul 03, 2013	Mike Storey	Add Add Multiple	more...▼
▶ Directors Meeting Minutes 2012 - 2013	Jul 03, 2013	Mike Storey	Add Add Multiple	more...▼
▶ Directors Meeting Minutes 2013 - 2014	Jul 03, 2013	Mike Storey	Add Add Multiple	more...▼
▶ Directors Meeting Minutes 2014 - 2015	Jul 06, 2014	Patricia Sibley	Add Add Multiple	more...▼
▶ Directors Meeting Minutes 2015 - 2016	Sep 09, 2015	Patricia Sibley	Add Add Multiple	more...▼
▶ Directors Meeting Minutes 2016 - 2017	Dec 06, 2016	Lindsay Eldridge	Add Add Multiple	more...▼
▶ Directors Meeting Minutes 2017-18	Oct 26, 2017	Lindsay Eldridge	Add Add Multiple	more...▼
▶ Eulogys	Jul 16, 2013	Mike Storey	Add Add Multiple	more...▼
▶ Events	Sep 21, 2015	Peter Roaf	Add Add Multiple	more...▼
▶ Historical Records	Jan 01, 2017	Patricia Sibley	Add Add Multiple	more...▼
▶ Membership Campaigns	Aug 25, 2015	Peter Roaf	Add Add Multiple	more...▼

My ClubRunner

Edit My Profile

Change My Password

Upload My Photo

My Commitments

My Friends

View Club Photo Directory

eDirectory Reports 2.0

View Printable Mailing Labels

Email Message Center

View Club Documents

My Attendance

My Committees

My Billing Account Balance

10. "My Friends" allows members to add friends of Rotary or prospective members or sponsors to a distribution list for the club's monthly Bulletin, event announcements and other communications when the Friends distribution list is selected

My Friends

+

Add Friend

Last Name	First Name	Primary Email	Primary Phone	Groups	Action
<input type="checkbox"/>	Anderson	John	johnlanderson@telus.net	Friends	<div>View</div>

Check All

Remove Selected

Change

John Anderson

Belongs to: Friends x Assign Groups

Personal Info

Settings

Privacy

System Login

This Contact does not have system login. Click "Create Login" button to assign login and password to this contact.

+

Create Login

Change

John Anderson

Belongs to: Friends x Assign Groups

Personal Info

Settings

System Login

This Contact does not have system login. Click "Create Login" button to assign login and password to this contact.

Assign Groups for John Anderson

Custom Groups

☐ Bulletin Subscribers

☒ Friends

Cancel

Save

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My Friends
View Club Directory
View Club Photo Directory
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View Club Emailing Labels NEW!
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11. "Email Message Center" allows members to view email messages which have been distributed or are scheduled for delivery

also, members can send messages to some or all other members by clicking on "Compose new message"

Club Communication

To restore a deleted email, click on the Restore option.

[Show All Emails](#)
[Show My Emails Only](#)
[Deleted Emails](#)
[+ Compose new message](#)

Filter records:

Display records

		report		
<input type="checkbox"/>	Sent on Sep 17, 2018 at 3:36 PM	Fundraising Meeting	Bridget Jacob	View Stats Resend Make a Copy Delete
<input type="checkbox"/>	Sent on Sep 16, 2018 at 10:38 PM	Fundraising Committee Meeting	Bridget Jacob	View Stats Resend Make a Copy Delete
<input type="checkbox"/>	Sent on Sep 16, 2018 at 7:52 PM	Fundraising Meeting	Bridget Jacob	View Stats Resend Make a Copy Delete
<input type="checkbox"/>	Sent on Sep 14, 2018 at 1:27 PM	CHILE TRIP	Bridget Jacob	View Stats Resend Make a Copy Delete
<input type="checkbox"/>	Sent on Sep 11, 2018 at 8:11 AM	LAST CALL for Rotary Facebook volunteers needed to test program	Peter Roaf	View Stats Resend Make a Copy Delete
<input type="checkbox"/>	Sent on Sep 10, 2018 at 8:47 PM	test	Ulf Ottho	View Stats Resend Make a Copy Delete
<input type="checkbox"/>	Sent on Sep 10, 2018 at 2:46 PM	FIRESIDE CHAT	Bridget Jacob	View Stats Resend Make a Copy Delete
<input type="checkbox"/>	Sent on Sep 10, 2018 at 6:19 AM	RSVP requested for Doug Gaetz retirement party Sept 16	Peter Roaf	View Stats Resend Make a Copy Delete
<input type="checkbox"/>	Sent on Sep 08, 2018 at 3:43 PM	Terms of Reference	Bridget Jacob	View Stats Resend Make a Copy Delete
<input type="checkbox"/>	Sent on Sep 08, 2018 at 7:42 AM	Doug Gaetz retirement party Sept 16	Peter Roaf	View Stats Resend Make a Copy Delete
<input type="checkbox"/>	Sent on Sep 05, 2018 at 5:28 PM	Fundraising Meeting	Bridget Jacob	View Stats Resend Make a Copy Delete
<input type="checkbox"/>	Sent on Sep 04, 2018 at 11:47 AM	Fall Semester ElderCollege Delta	Guillermo Bustos	View Stats Resend Make a Copy Delete
<input type="checkbox"/>	Sent on Sep 03, 2018 at 4:44 PM	Rotary Ladner Meeting Sep 4 2018	Chu Wu	View Stats Resend Make a Copy Delete
<input type="checkbox"/>	Sent on Sep 02, 2018 at 10:27 PM	Chile trip	Bridget Jacob	View Stats Resend Make a Copy Delete

12. To send an email message to members and others, when you click on "Compose new message" you come to the page, "Create Email"

Step 1: who is going to receive the message?; tick the first box for "Active and Honorary Members" for all club members; to send to only some members and not others, click on the blue "+" sign and then select those members (all other lists, and others which could be created, will usually be non-Rotarians or groups of Ladner Rotarians in committees)

Step 2: enter the "Subject" (replace the subject which may default in that box); type your message in the message box; to add the name of each member receiving the message, at the beginning or in the body of the message at the position you select with your cursor, you can add "Insert Mail Merge Fields" by clicking on the down arrow for Recipient and selecting one or more of the options + same if you want to your name or that of somebody else in the club in the Sender area

Step 3: if you want to attach a file, click on "Select Files for Upload"

Step 4: if you want message recipients to see who received the message, tick that box, and if you want to receive a copy of your message and to see when others have received it, click on "Copy me on this email"

Step 5: you can test the message to see how it looks as the recipient would see it by clicking on "Send to Myself" then wait a moment and check your email inbox; if you want to "Save as Draft" you can come back to the message and change the content and/or distribution list; if you are ready to send, click on the orange "Send" button; if you want the system to send the message at a later time, click on the "Schedule" radio button, enter the date and time preferred and then click on the orange "Send" button

Create Email

Last saved on Sep 18, 2018 at 7:03 AM

← Hide Recipients

Step 1:

Select the recipients of this message by expanding each category, then clicking the "Expand List" link. Please note: you will not be able to select recipients that have not supplied an email address.

- ☒ Active and Honorary Members (0/54)
- ☒ Other Users (0/1)
- ☒ Inactive Members (0/37)
- ☒ Custom Distribution Lists (0/147)
- ☒ Contact Groups (0/95)

Step 2:

Enter your email subject and message.

Select Template: -- Select Group --

Subject: Rotary Club of Ladner News *

Insert Mail Merge Fields

Recipient	Recipient Title	▼	Add
Sender	Sender First Name	▼	Add
Account	Account Full Name	▼	Add

The Nick Name merge field will be replaced by First Name if it is empty.

Message:



- ☐ Inactive Members (0/37)
- ☐ Custom Distribution Lists (0/147)
- ☐ Contact Groups (0/95)

Insert Mail Merge Fields

Recipient	Recipient Title	▼	Add
Sender	Sender First Name	▼	Add
Account	Account Full Name	▼	Add

The Nick Name merge field will be replaced by First Name if it is empty.

Message:

Step 3 (Optional):

Upload attachments to your email.

Maximum individual file size: 5.00 MB
Total attachment size: 0 B/6.00 MB

Select Files For Upload

Step 4:

Choose your email options and send.

- ☐ Send a list of recipients as an attachment.
- ☐ Copy me on this email.

Step 5:

You can send the email right now, or click on schedule to choose when you would like to send it.

- ☒ Send right now
- ☐ Schedule

Save as Draft

Send to Myself

[← Go back](#)

Mobile App



Your key to connect to your club on the go!

Password protected, just like your website, the ClubRunner Mobile App consists of 3 main modules:

- Member Directory
- Latest Stories Feed
- Rotary Club Locator

13. ClubRunner has a mobile app which can be downloaded for Apple or Android (possibly other platforms?)

When the app is downloaded and you have entered your account information, just click on the app button on your mobile screen and up pops the list of members (click on a member for contact information) or by clicking on the stack of three horizontal lines top left of the screen, you can select other club information, and even District 5040 information

