

ClubRunner: Onboarding Zoom tutorial for new Rotary customers

This 30 minute Zoom session (plus Q&A afterwards) is for any club who has just ordered our software and might be brand new to our system.

Overview

1. A short overview of ClubRunner & Nova
<https://www.clubrunnersupport.com/kb/nova>
2. How to login to your new club website
<https://www.clubrunnersupport.com/kb/articles/how-do-i-login>
3. Uploading your member data into your website
<https://www.clubrunnersupport.com/kb/articles/rotary-member-data-template>
4. Club access levels and how to assign them
<https://www.clubrunnersupport.com/kb/articles/how-do-i-change-a-members-access-level>
5. How to setup RI integration
<https://www.clubrunnersupport.com/kb/rotary-international-integration-2>
6. Domain name options
<https://site.clubrunner.ca/page/domains>
7. How to edit your website
<https://www.clubrunnersupport.com/kb/articles/video-website-live-designer-basics-tutorial>
8. Launching your website
<https://www.clubrunnersupport.com/guides/new-club-subscribers-guide>
9. Help & Support resources (please share with all your members)
support@clubrunner.ca | www.ClubRunnerSupport.com | www.ClubRunnerCommunity.com
10. Q&A

After you setup RI integration on MyRotary.org, the result should look similar to this.

[Club details](#) [Members](#) [Finance](#) [Reports](#) [Goals](#) **MyRotary.org**

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Edit Club Management Systems

A Rotary or Rotaract club can simplify its recordkeeping and support Rotary programs and membership by using one or more club management vendors to share club members' personal data among the club, Rotary International and the club management vendor. A district or zone may also use a vendor to view club members' personal data if the club allows that vendor access to club information. (Note that, though more than one vendor may be authorized to view a club members's personal data, only one may update the data.)

First, your club must be a customer of a club management vendor. Find a list of the vendors that provide database services on the Club Management Systems & Website Providers page of My Rotary. Then, your club can allow the vendor access to club members' personal data by choosing the appropriate link below.

Please visit RI's Privacy Policy (found at <https://my.rotary.org/en/privacy-policy>) for more information about how RI processes personal data. Please consult with the Club Management Vendor to determine its practices for processing personal data.

Note: You can allow multiple vendors view-only access but only one vendor can update your data. Repeat this process as many times as necessary if you allow multiple vendors view-only access to your club data.

Vendor	Start Date	Access Type	Access For	
ClubRunner	11/21/2010	View & Edit	My Club	TERMINATE

After this is activated in MyRotary.org, it may take 24 hours to activate in ClubRunner.

[+ ADD VENDOR](#)