

Navigating ClubRunner

Using District Website — for clubs that don't
have a ClubRunner Subscription

What We Will Cover

- ▶ Add New Members, Update Existing Members, Terminate Members
 - ▶ Update Club Officers
 - ▶ Create New Club Executive Position(s)
 - ▶ Monthly Update of Club Membership Numbers and Monthly Attendance Percentages
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Add New Members, Update existing Members, Terminate Members

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Add Member

- ▶ Login on District Website and Select **Member Area** link
 - ▶ **Membership** (tab)
 - ▶ **Clubs & Membership**
 - ▶ Select **Members Link** from appropriate club
 - ▶ **Add New Member** (upper right corner)
 - ▶ Fill out fields
 - ▶ Remember to press **Save** button.
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Edit Member

- ▶ Login on District Website and Select **Member Area** link
- ▶ **Membership** (tab)
- ▶ **Clubs & Membership**
- ▶ Select **Members Link** from appropriate club
- ▶ Select member name. To view or update the profile for that member, click on **Edit**. If you do make changes, remember to press the **Save** button at the bottom of the page.

Terminate a Member

- ▶ If you want to remove a member from your club's active rolls, you are essentially changing their status from Active (or Honorary) to inactive.
 - ▶ They will then reside in the Inactive Members List, so you will always have access to their profile information. If you want to permanently remove them, you must delete them from the Inactive Members List.
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Terminate a Member

- ▶ Login on District Website and Select **Member Area** link
 - ▶ **Membership** (tab)
 - ▶ **Clubs & Membership**
 - ▶ Select **Change Status** Link of Member
 - ▶ Select **Terminate Membership**
 - ▶ Fill out remaining fields.
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Update Club Officers

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Update Club Officers

- ▶ NOTE: Updating next year's club officers is very important and should be completed by the end of January.
- ▶ If circumstances prevent you from completing this task by the end of January, please inform your AG and the Website Administrator by the end of January.

Edit Executive/Director

- ▶ Login on District Website and Select **Member Area** link
 - ▶ **Membership** (tab)
 - ▶ **Define Club Executives** (tab)
 - ▶ Select **Define Current Year Executive** OR **Define Next Year Executive** from the appropriate club
 - ▶ Select **Edit** | **Clear** | **Delete** depending on your task.
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Carry over to next year

- ▶ Login on District Website and Select **Member Area** link
 - ▶ **Membership** (tab)
 - ▶ **Define Club Executives** (tab)
 - ▶ Select **Define Current Year Executive** from the appropriate club
 - ▶ Select "**Carry over Executive and Director Positions to the Next Year**" link located at the bottom of list of names.
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Create New Club Executive Position(s)

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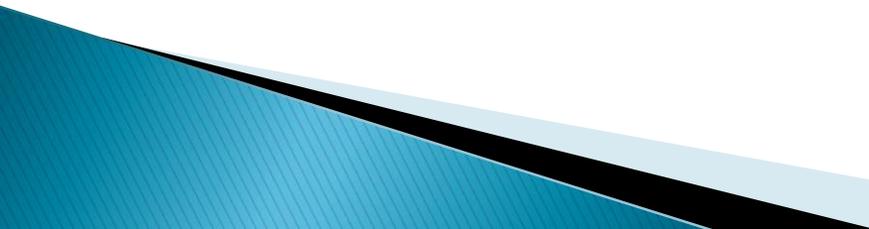
Add a new Club Executive Position

- ▶ Login on District Website and Select **Member Area** link
 - ▶ **For Clubs** (tab)
 - ▶ **Define Club Executives**
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Add a new Club Executive Position

- ▶ Use the "Next Year", or "Previous Year" links if required to navigate to the year you want to update.
 - ▶ Add a new executive by clicking Add New Position at the right side of the screen.
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Add a new Club Executive Position

- ▶ To add a new executive, first you must enter the title of the new position in the Sequence Title field. This field is mandatory.
 - ▶ Next, select the appropriate position from the Position drop down menu. This may be the same as the title you entered in the Sequence Title field.
 - ▶ Now, choose a member to assign to this role, using the Select Member drop down menu.
 - ▶ Finally, click Save to keep your changes. Click Cancel to discard them.
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Monthly Update of Club Membership Numbers and Monthly Attendance Percentage

- »» For clubs without a ClubRunner subscription

Attendance

Note #1:

- ▶ Clubs without ClubRunner subscriptions need to track their attendance using whatever system works best for them and manually report their Attendance numbers to the district by entering the data into the district's ClubRunner Attendance module

Attendance

Note #2

- ▶ When taking attendance at club meetings, include active club members present at the weekly club meeting, members credited with make-ups, and members excused by the board for a reason that it considers to be sufficient.
- ▶ Do not count as absent members whose combined age and years of membership (in one or more clubs) is 85 years or more and who have notified the club secretary in writing of their desire to be excused from attendance; the board must approve the request before the absences of the member is excluded from attendance figures

Attendance

Note #3:

- ▶ The monthly Attendance Report required by District 7040, in addition to a count of new members added during the month and a count of members lost during the month, also includes the average weekly "Attendance Percentage."

Attendance Percentage

This is calculated as:

$$\frac{\text{Rule of 85 Members if they attended} + \text{Non-Rule of 85 Members if they attended}}{\text{Rule of 85 Members if they attended} + \text{Total club Non-Rule of 85 Members}}$$

Monthly Membership & Attendance Report

- ▶ Login on District Website and Select **Member Area**
 - ▶ **For Clubs** (tab)
 - ▶ **Club Attendance**
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Monthly Membership & Attendance Report

- ▶ First, enter the total number of active club members in the field provided.
 - ▶ Then, enter New Members this Month.
 - ▶ Enter terminated Members this Month.
 - ▶ Enter the Number of Meetings this Month.
 - ▶ Then enter Attendance Percentage.
 - ▶ When you are finished entering your attendance data, click Save. Your report is filed with the district.
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