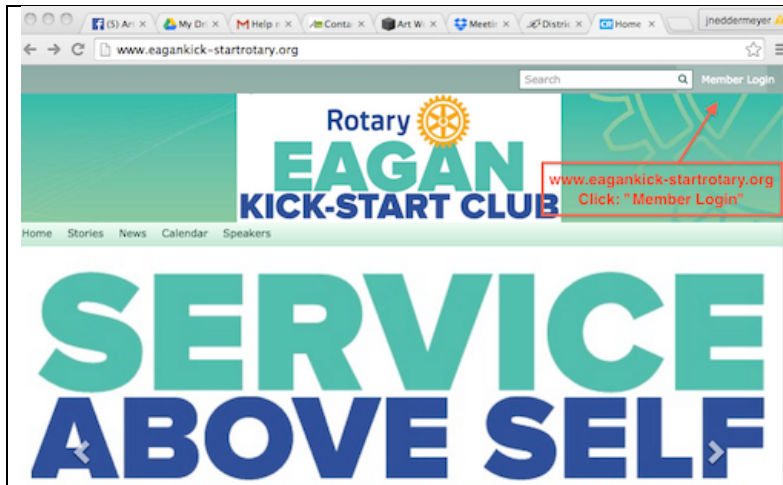


Eagan Kick-Start Rotary: “How To – ClubRunner”

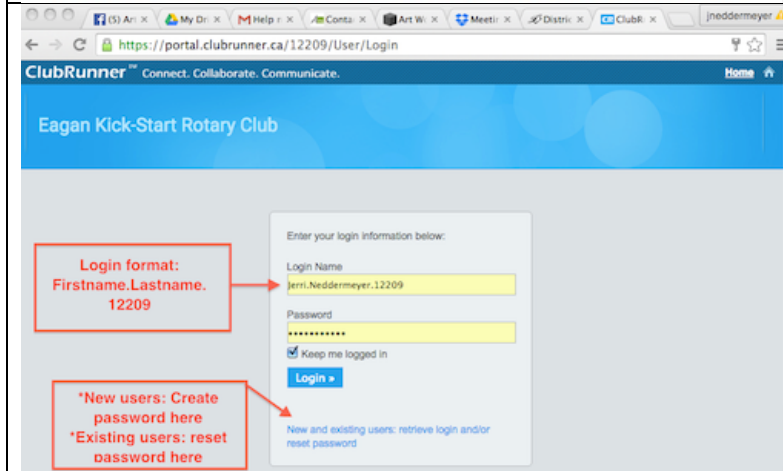
Welcome to Eagan Kick-Start Rotary! Please take the time to update your profiles on our club program (ClubRunner). Our yearly Presidential Citation hinges on data collected from this program and allows the club to serve its members well. We ask you to upload a photo, add a brief biography and be sure all of your personal data is accurate (including birth date for age demographics collected for all Rotary). We appreciate your time getting to know the program and letting use get to know you better too! – Eagan Kick-Start Rotary Leadership



*To go to ClubRunner:

www.eagankick-startrotary.org

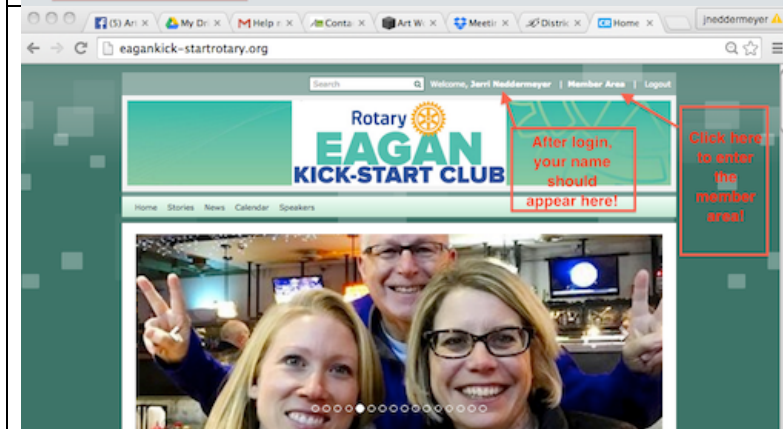
*Click “Member Login” in the upper right corner of window



*Login name is formatted:

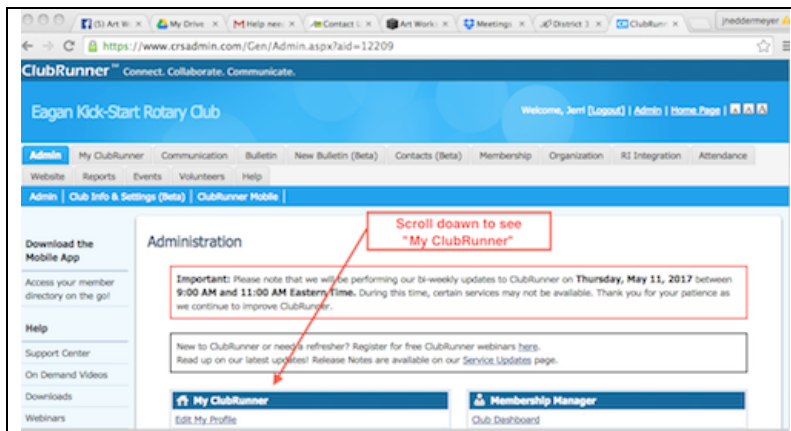
Firstname.Lastname.12209

*Create a password (new users) or retrieve a password (existing users)

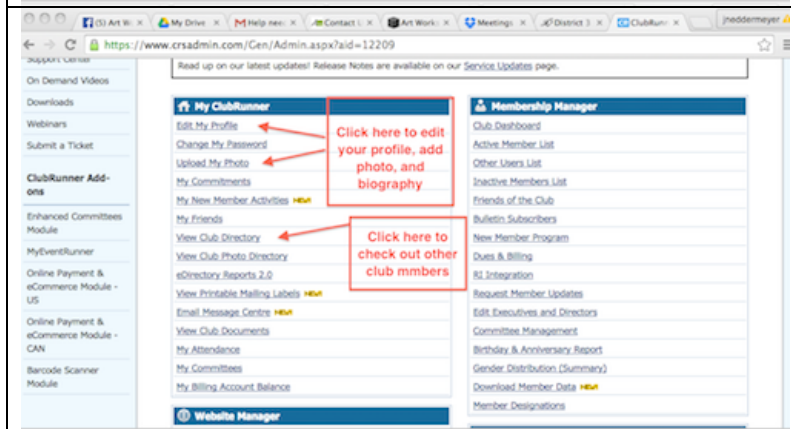


*Once you login, your name should appear in the top navigation bar.

*Click “Member Area” to continue to the area of Clubrunner behind the website.



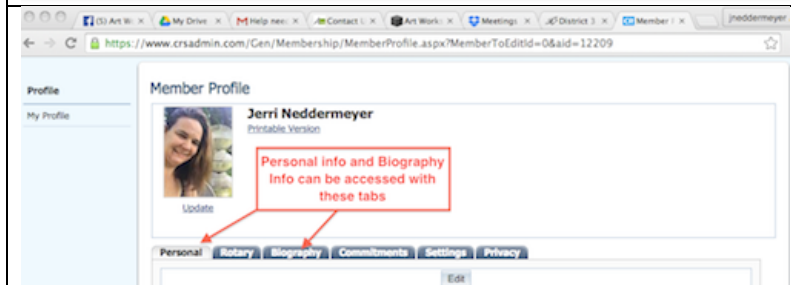
*Scroll down to see all of “My ClubRunner”



*Click “Edit My Profile” and “Upload My Photo” to add info and update.

- Biography
- Birthdate (helps with club demographics)
- Photo

*Check “View Club Directory” to see the information for other club members.



*Access “Personal” and “Biograhpy” by using the tabs under “Membership Profile”

If you have problems, let Jerri know!

Jerri Neddermeyer: jerri_nedd@comcast.net

***Save everything!**

***Way to go!**