



HOW TO CHANGE YOUR PERSONAL INFORMATION ON CLUBRUNNER

1. Log onto Clubrunner:

Rotary Club of Los Altos

HOME FORUMS STORIES NEWS CALENDAR SPEAKERS LOGIN ABOUT HELP

WELCOME to the Rotary Club of Los Altos
We meet Thursdays at 12:15 PM
Garden House in Shoup Park
400 University Avenue
Los Altos, CA 94022-3518

WELCOME, Guest.
If you are a member, please LOGIN.

SPEAKERS
Apr 15 2010
Dr Neil Ross
Stanford Medical Youth Science Program
Apr 22 2010
Larry Williams
Obstetric Fistula - Hidden Catastrophe of the Developing World

Upcoming Events
World Community Services (WCS)
Apr 20 2010
First Republic bank, community room
See Frank Verlot

2. Sign in using your login name and password

Rotary Club of Los Altos

HOME FORUMS STORIES NEWS CALENDAR SPEAKERS

Member Login

Welcome members.

Please log in with your Login Name and password for access to your club's services and latest news and information.

Login Name:

Password:

Remember me

Forgot your password?

New User? Click the above link to have your password sent to your email address.

Enter password

click Login

Note: if you forgot your login name and password, try first initial and last name followed by the number 4000 (like MCabot4000) Naturally, you should change this to something more meaningful. Your initial password is the same without the 4000.

If you forgot it, click of FORGOT YOUR PASSWORD and it will be sent to you.

3 You will be brought to this page. If not, click on ADMIN in the top bar of the home page.

Rotary Club of Los Altos

HOME FORUMS STORIES NEWS CALENDAR SPEAKERS ADMIN LOGOUT

Administration

Matt Cabot

NOTICE ON IEE

NEW! RECENT UPDATES - Click here for details and to view past updates

[Jan 14 2010] **Dues & Billing:** Account Statements, Payment Tracking, Online Payment | Info
[Dec 18 2009] **Email Bounceback Notices:** Feature Info
[Dec 4 2009] **Updated Feature - Send Bulletin to Members:** Ported to new email engine.
[Sep 21 2009] **New Feature - Profile Update Request:** Feature Info
[Jul 24 2009] **Committee Module Trial Available:** Feature Info | Register for Demo
Free Training Webinars: New to ClubRunner? Register for our online demos today

Message notes that when a feature is in **BETA**, we cannot guarantee its functionality. Send your feedback, comments and suggestions to feedback@clubrunner.ca. Thank you!

My ClubRunner

- Edit My Profile [Old Version]
- Change My Password [Old Version]
- Upload My Photo [Old Version]
- My Commitments [Old Version]
- New Member Activities
- My Friends
- View My Bulletin
- View Club Directory
- View Club Photo Directory
- View Printable Directory and Mailing Labels
- Email Message Center **NEW!** | [Old Version]
- View Club Documents
- My Attendance
- My Committees **NEW!**
- My Billing Account Balance **NEW!**

Membership Manager

- Active Members List **NEW!** [Old Version]
- Other Users List **NEW!** [Old Version]
- Inactive Members List **NEW!** [Old Version]
- Friends of the Club | Online Newsletter Signups
- New Member Orientation
- Edit Dues & Money Collection
- Dues & Billing [Help Guide]
- Report Data Changes to RI
- Active Members Update Request **NEW!**
- Edit Current Executives & Directors
- Edit Next Year Executives & Directors
- Committee Management **NEW!**
- Birthday & Anniversary Report **UPDATED**
- Download Member Data

4. Click on Edit My profile as seen in the screen shot above. and you will see this screen

Member Profile

Matt Cabot
[Printable Version](#)

[Update](#)

Personal Rotary Biography Commitments Settings

[Edit](#)

Member Details

Title		
First Name	Matt	
Middle Name		
Last Name	Cabot	Spouse/Pa
Nickname		Spouse/Pa
Suffix		Spouse/Pa

5. Click on Edit, and you then can edit your profile:

lub communication made easy more enhancements as ClubRunner gets a makeover. [More Info >](#)

Member Profile



Matt Cabot
[Printable Version](#)

You can also click on these tabs to see various parts of the profile

Make the changes you want and
BE SURE TO SAVE IT
BEFORE EXITING

Personal Rotary Biography Commitments Settings

Save Cancel

Fields marked in red are required.

Member Details

Title	<input type="text"/>	
First Name	<input type="text" value="Matt"/>	
Middle Name	<input type="text"/>	
Last Name	<input type="text" value="Cabot"/>	Spou
Nickname	<input type="text"/>	Spou
Suffix	<input type="text"/>	Spou
Preferred Address	<input checked="" type="radio"/> Home <input type="radio"/> Work	Sp
E-mail	<input type="text" value="matt.cabot@gmail.com"/>	

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

Birthday and anniversa

6. Be sure you save your changes before you exit the website.

Email Matt.cabot@gmail.com if you have a problem.