# What passwords to use where

#### **My Usernames and Passwords**

# Club website - \_\_\_\_\_

Your Club may or may not have a website. It could use the software called ClubRunner.

If your club does not use ClubRunner, some tasks can be completed at the District site or www.Rotary.org (also called My Rotary or Rotary Club Central).

What do I get when I login? (not an inclusive list)

- Update my profile and keep the information current •
- See the Board minutes, financial statements, and other docs, if your club stores them in this location. •
- Ability to email all the club members

Username \_\_\_\_\_ Password \_\_\_\_\_

### District website - www.Rotary5930.org

This site uses the software called ClubRunner.

What do I get when I login? (not an inclusive list)

- Update my profile and keep the information current. For your information and profile -- Blue menu bar > For Members > them make your choice from the white menu bar.
- Search for any member in the district and view their names, address, and phone numbers.
- Submit information for a District Grant Request or complete the information on an awarded grant. If you are • submitting Grant Information -- Blue menu bar > Grants > them make your choice from the white menu bar
- If you are a Club Officer -- Blue menu bar > For Clubs > them make your choice from the white menu bar. •
- Any other item from the menu bars that is NOT grayed out. •

Username and Password - The same as the Club's website (exceptions – when your website is **not** powered by ClubRunner)

Username \_\_\_\_\_ Password \_\_\_\_\_

## Rotary International website - www.Rotary.org

Rotary International does NOT use

ClubRunner.

Signing into My Rotary gives you a

customized experience and easier access to

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					14	

tools and information that are relevant to your role and activities. Annual Goals are entered here.

#### Username \_\_\_\_\_ Password \_\_\_\_\_

Click here - Need to change your Sign in email with Rotary International