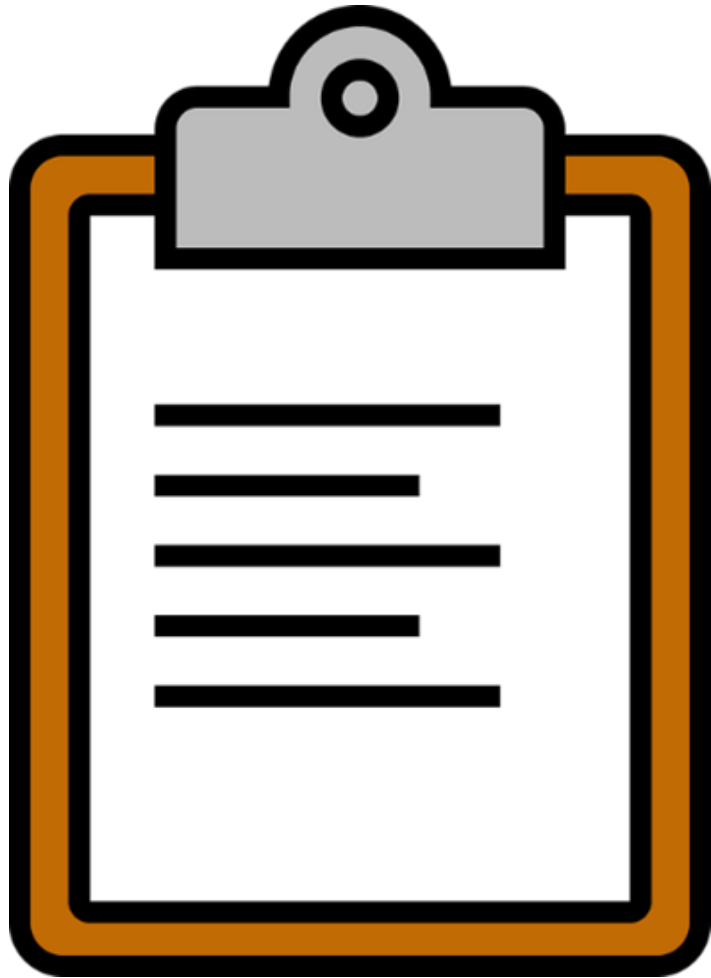


# **Signing Up on the Online Meeting Duty Roster**





In the old days, we signed up for meeting duties on a clipboard.

**But now...**

- We will sign up for meeting duties **online** through the club website
- This PowerPoint will show you **how to sign up** on the online **Meeting Duty Rosters**



However, there ARE a few potential **stumbling blocks**  
that may get in your way...

# Potential Stumbling Block #1:

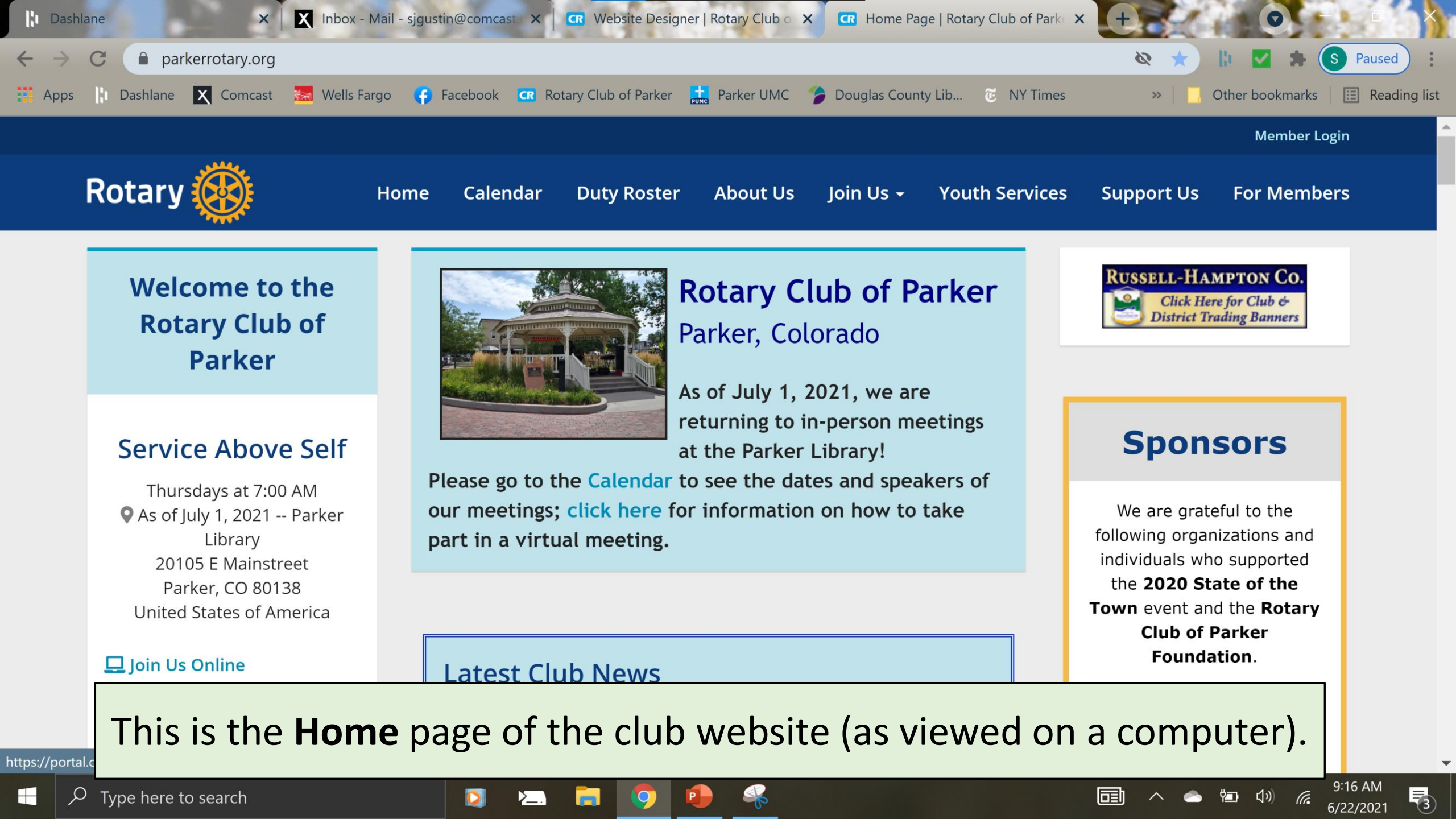
## Using the Right Tool



# Potential Stumbling Block #1:

## Using the Right Tool

- To sign up on the online Meeting Duty Roster, you have to be on the **club website -- [parkerrotary.org](http://parkerrotary.org)**
  - It doesn't matter whether you're on a computer, tablet or phone
- **BUT -- You CANNOT access the Meeting Duty Roster from the ClubRunner app**



Home Calendar Duty Roster About Us Join Us Youth Services Support Us For Members

## Welcome to the Rotary Club of Parker

### Service Above Self

Thursdays at 7:00 AM  
As of July 1, 2021 -- Parker Library  
20105 E Mainstreet  
Parker, CO 80138  
United States of America

[Join Us Online](#)



## Rotary Club of Parker Parker, Colorado

As of July 1, 2021, we are returning to in-person meetings at the Parker Library!

Please go to the [Calendar](#) to see the dates and speakers of our meetings; [click here](#) for information on how to take part in a virtual meeting.

### Latest Club News



## Sponsors

We are grateful to the following organizations and individuals who supported the **2020 State of the Town** event and the **Rotary Club of Parker Foundation**.

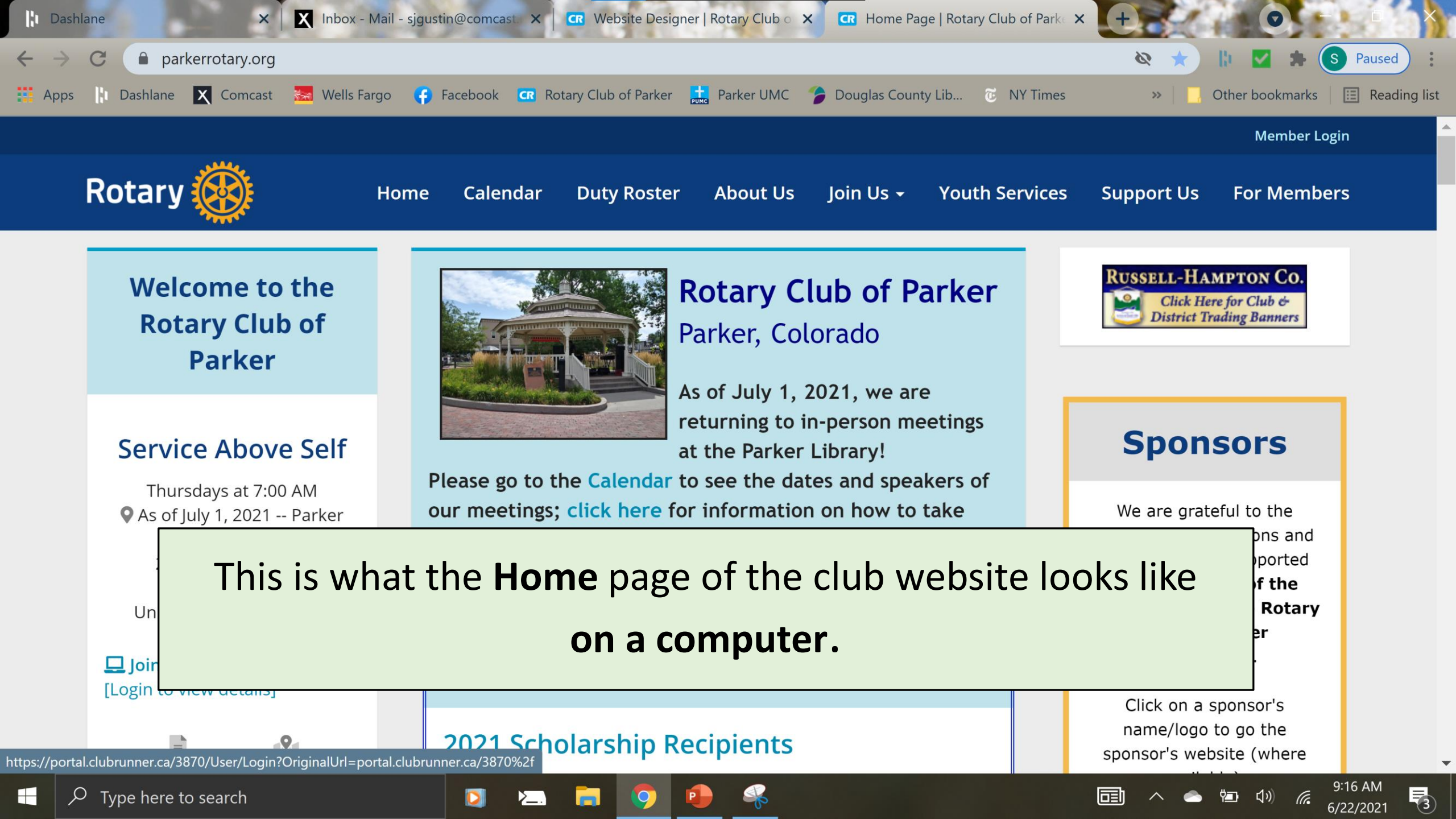
This is the **Home** page of the club website (as viewed on a computer).

Potential Stumbling Block #2:

**Locating the Meeting Duty Roster link**  
on the **Home** page of the club website







Home Calendar Duty Roster About Us Join Us Youth Services Support Us For Members

Welcome to the  
Rotary Club of  
Parker

Service Above Self

Thursdays at 7:00 AM  
As of July 1, 2021 -- Parker



Rotary Club of Parker  
Parker, Colorado

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Sponsors

We are grateful to the  
sponsors and  
supported  
of the  
Rotary  
Club of Parker

Click on a sponsor's  
name/logo to go the  
sponsor's website (where

2021 Scholarship Recipients

This is what the **Home** page of the club website looks like  
on a computer.

https://portal.clubrunner.ca/3870/User/Login?OriginalUrl=portal.clubrunner.ca/3870%2f





- Home
- Calendar
- Duty Roster
- About Us
- Join Us
- Youth Services
- Support Us
- For Members

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Parker, Colorado

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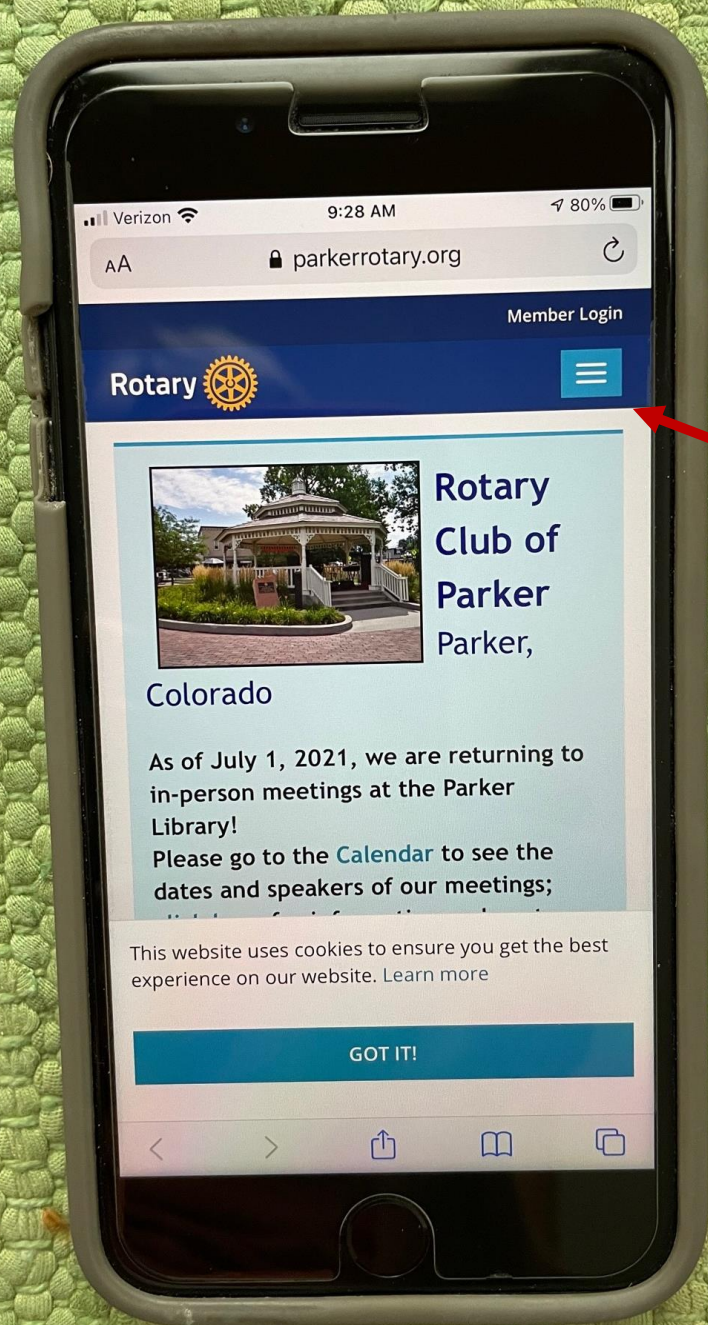
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Sponsors

We are grateful to the  
following organizations and  
individuals who supported

The link to the **Duty Roster** is in the menu bar at the top of  
the screen.



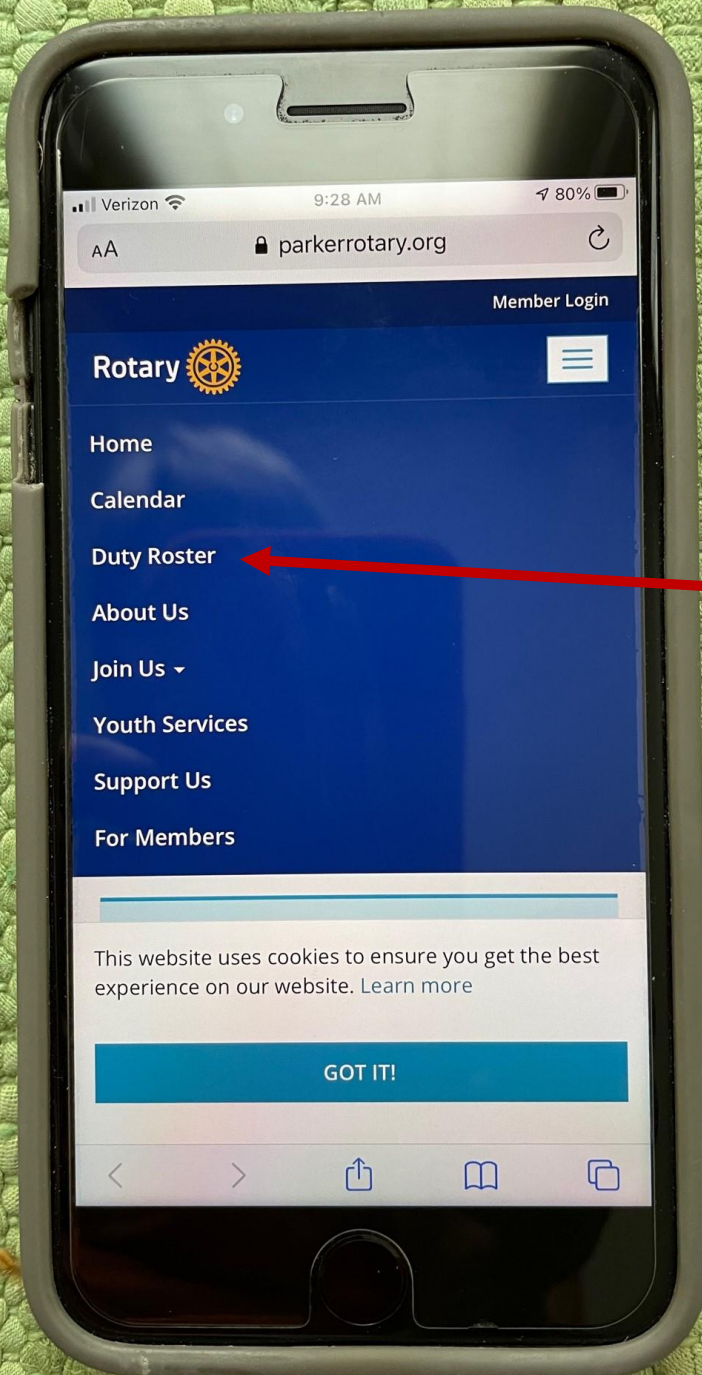
This is what the **Home** page of the club website looks like on a **phone**.

- Click on the **Menu** icon to see the list of Menu items



This is what the **Home** page of the club website looks like on a **phone**.

- Once you see the list of Menu items, click on **Duty Roster**



Potential Stumbling Block #3:

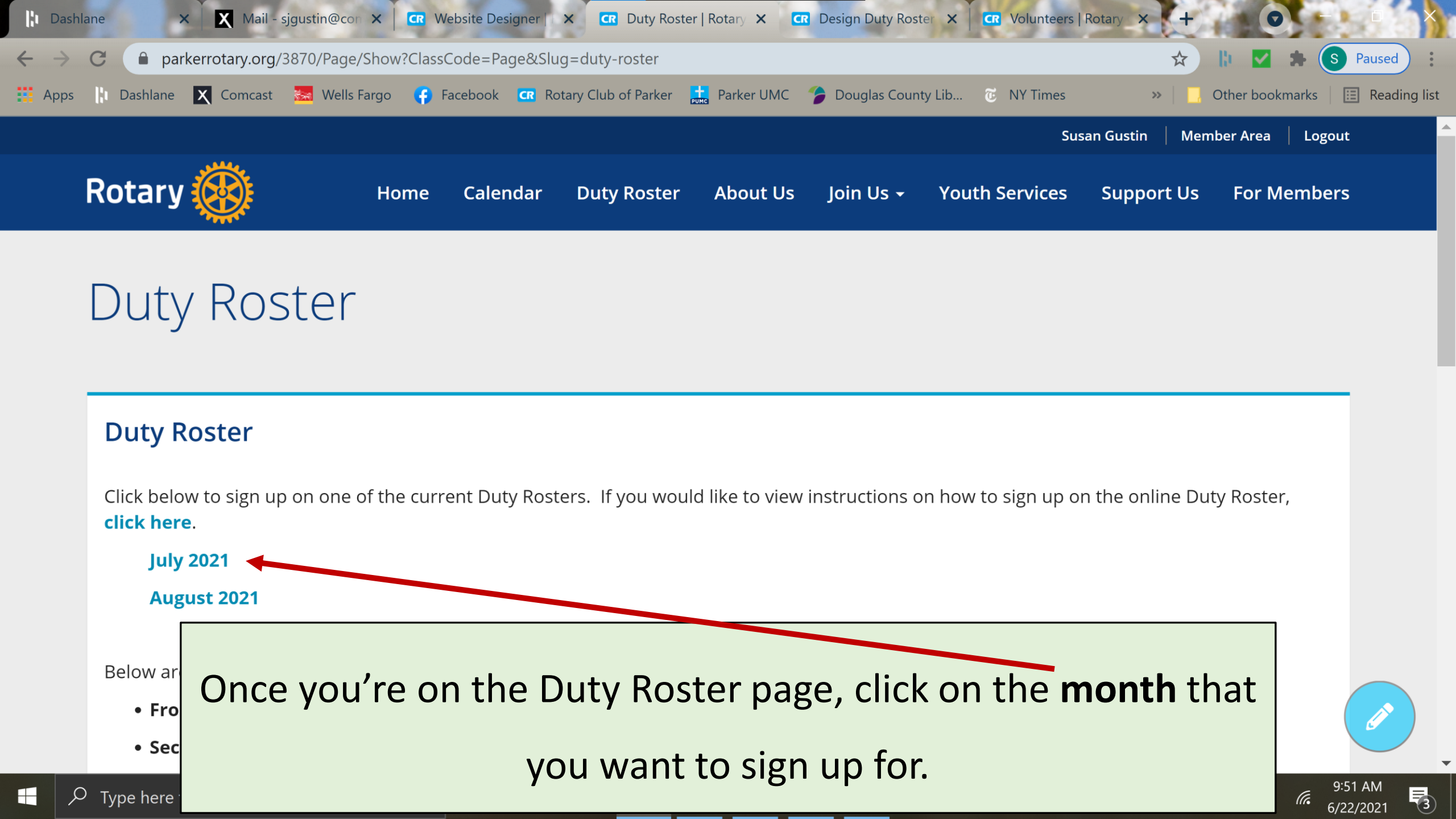
## Logging into ClubRunner



# Potential Stumbling Block #3:

## Logging into ClubRunner

- The club website has two spaces:
  - **Public space** – anyone in the world can view the material
  - **Private space** – only club members can view or take actions like signing up on Duty Rosters
- To access the **private space**, we have to **log in** to ClubRunner



Home Calendar Duty Roster About Us Join Us Youth Services Support Us For Members

# Duty Roster

## Duty Roster

Click below to sign up on one of the current Duty Rosters. If you would like to view instructions on how to sign up on the online Duty Roster, [click here](#).

[July 2021](#)

[August 2021](#)

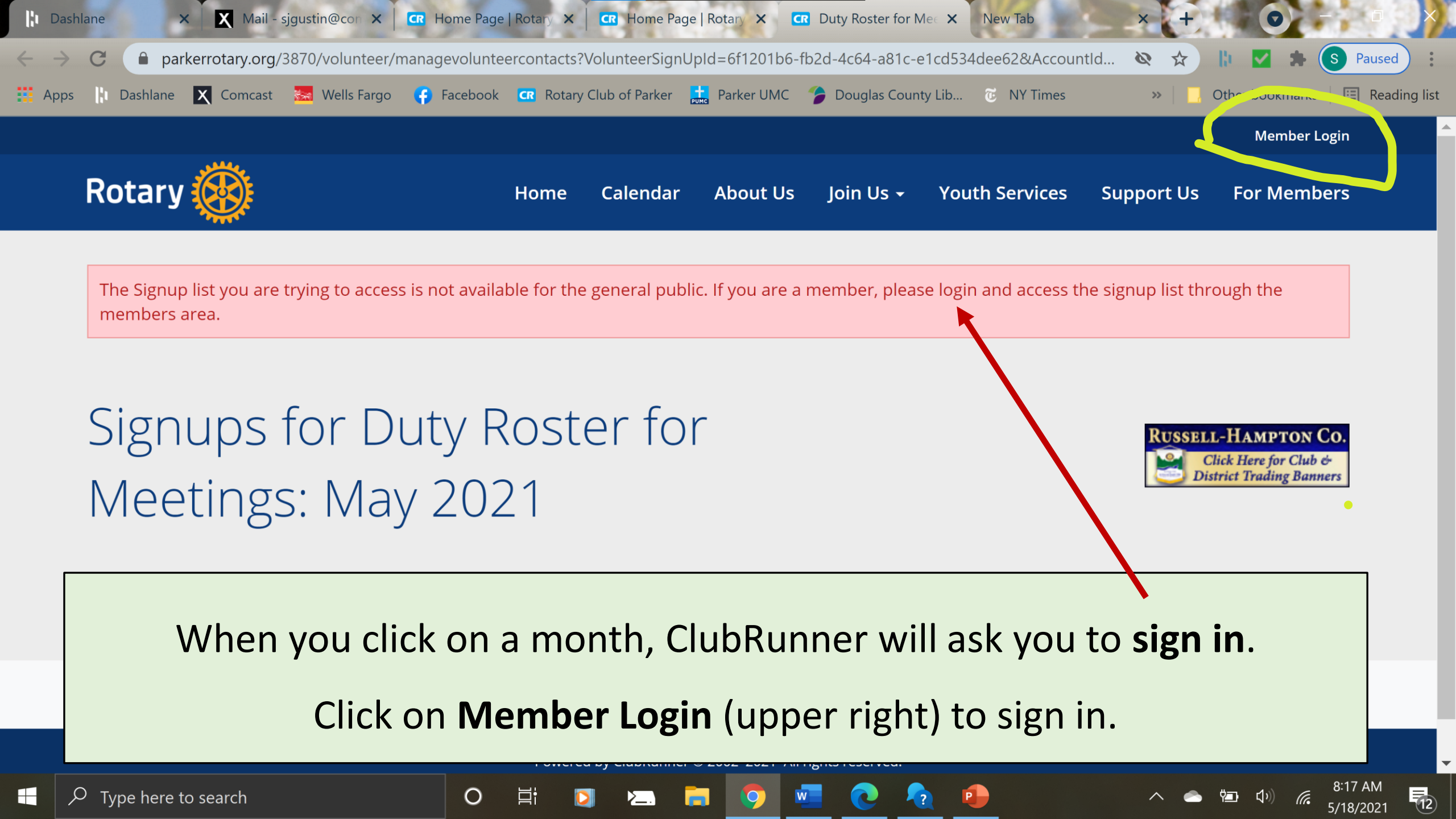
Below are

- From
- Sec

Once you're on the Duty Roster page, click on the **month** that you want to sign up for.







Member Login



Home Calendar About Us Join Us Youth Services Support Us For Members

The Signup list you are trying to access is not available for the general public. If you are a member, please login and access the signup list through the members area.

## Signups for Duty Roster for Meetings: May 2021



When you click on a month, ClubRunner will ask you to **sign in**.

Click on **Member Login** (upper right) to sign in.

On the Login screen, type in your **Login Name** and **Password**.

Rotary Club of Parker

# ClubRunner

 Home

Enter your login information below:

Login Name

[Forgot login name?](#)

susan.gustin.3870



Password

[Forgot password?](#)

.....



☐ Keep me logged in

[New user?](#)

Login

Waiting for parkerrotary.org...

# Potential Stumbling Block #3:

## **Logging into ClubRunner**

- If you need help logging in, contact either
  - Club webmaster – Susan Gustin
  - Club secretary – Wendell Geary
- We can reset your password and walk you through the steps

Once you log in, you did it! You're on the **Duty Roster** sign-up page!



Home Calendar About Us Join Us Youth Services Support Us For Members

# Signups for Duty Roster for Meetings: May 2021



Welcome, **Susan Gustin** (Not you? [Click here](#) to sign in).

## May 6 Meeting (8 Tasks)

Greeter 1 May 06, 2021

0 of 1 booked

[Sign Up](#)

# Name

No Signups



Phone website.jpg

Show all



Type here to search



9:24 AM  
5/18/2021



## May 27 Meeting (8 Tasks)

Greeter 1 May 27, 2021

0 of 1 booked

[Sign Up](#)

# Name

No Signups

Greeter 2 May 27, 2021

0 of 1 booked

[Sign Up](#)

# Name

No Signups

Pledge May 27, 2021

0 of 1 booked

[Sign Up](#)

Scroll down to the **date/task** you want to sign up for, such as **Greeter 1 on May 27**. Click the **Sign Up** button.

ClubRunner fills in your info. Click **Save** to confirm that the info is correct.

## Book Volunteer

### May 27 Meeting

☒ Greeter 1 (May 27, 2021)

#### New Volunteer Information

Member Type ☐ My Guest \*  
☒ Myself \*

First Name  \*

Last Name  \*

Email

Phone  (303) 324-1226

\* indicates a required field.

Cancel

Save



Phone website.jpg

Show all



Type here to search



9:28 AM  
5/18/2021







Volunteer signed up for the task successfully.

# Signups for Duty Roster for Meetings: May 2021



Welcome, **Susan Gustin** (Not you? [Click here](#) to sign in).

You will get this **message** saying that you were successful in signing up.  
You will also get an **email** confirming your sign-up: **date** and **task**.

If you run into any difficulties at all using the  
**online Meeting Duty Roster,**  
contact **Susan Gustin**, the club webmaster,  
and I will be glad to walk you through the steps.  
I even make house calls!

[sjgustin@comcast.net](mailto:sjgustin@comcast.net)

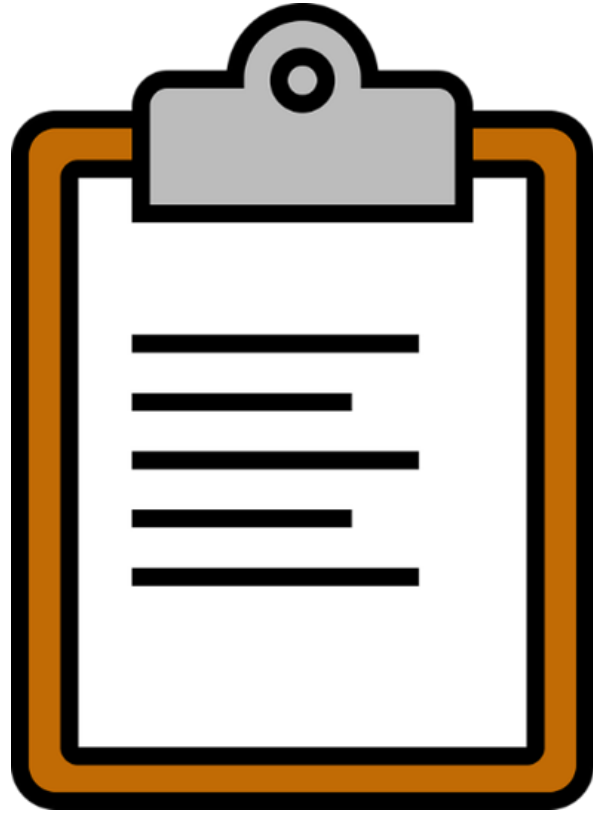
303-324-1226

# The REAL Potential Stumbling Block?





The REAL Potential Stumbling Block:  
**Remembering to Sign Up!**



In the old days, the **clipboard** was our **reminder** to sign up for meeting tasks.

**Now...?**

We each have to **remind ourselves** to go online periodically and sign up.



We all have systems for reminding ourselves to do things.

(Me, I still use a paper-based planner.)

**Whatever system you use, put in a periodic reminder to support the club by signing up for meeting tasks on the online Duty Rosters.**



**Susan Gustin, club webmaster**

[sjgustin@comcast.net](mailto:sjgustin@comcast.net)

303-324-1226