

# District 9820 <https://district9820.org>

(sometimes referred to as clubrunner)

The following information assumes that you have already accessed district9820.org. If you have not logged in previously, please see appendix B.

What is District9820.org?

District9820.org is a site that showcases what is happening in and around our District. There is a calendar that has important activities, Governors newsletter, District Policies and Procedures and much more

Who should use District9820.org?

Everyone should be looking at the District on a regular basis, this way you can stay informed. District web site showcases activities, you can tell your friends about it and they can see real 'Real People in Action'. Club administration is also done on the District9820.org web site.

If clubs have the clubrunner platform as their club presence, they can login to their website and perform the required club administration as this flows to the District automatically.

The screenshot shows the homepage of the District 9820 website. At the top is a navigation bar with a search box, a 'Member Login' link, and a menu with items: Home, Clubs and Members, Rotary Publications, The Rotary Foundation (TRF), Contact Us, and Policies & Forms. Below the navigation bar is a header section with the Rotary logo, the text 'Welcome to Rotary International District 9820', 'Serving beautiful Gippsland and the Mornington Peninsula', and 'District Governor Janne Speirs'. The main content area is divided into two columns. The left column contains a 'District Information' sidebar with links to 'Organization Chart', 'Organization Chart (Photos)', 'Club Directory & Contacts', and 'Map of Clubs in District'. Below this is a 'FOLLOW US ON facebook' button. The right column features a 'World Water Day March 22nd' announcement. It includes the UN Water logo, a paragraph about World Water Day, a list of 'What must you do?' actions, and a list of activities for 2019. At the bottom of the right column is a 'Rotary Victorian Multi District Conference' banner with the text 'Did YOU miss the Conference? Click on Youtube below'. The footer of the website features the Rotary logo and the text 'Rotary District 9820'.

# Rotary International

## Step 1

Navigate to Rotary.org.

Click on

My Rotary

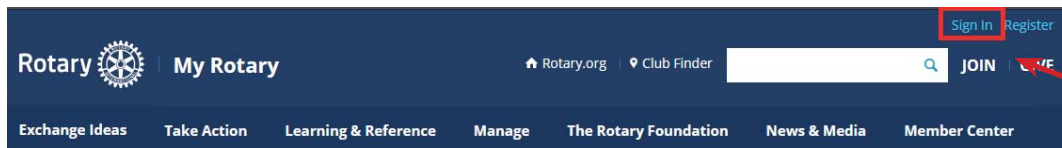


## Step 2

You will be directed to a login page.

Click on

Sign In



## Step 3

The Login Splash box will appear

Enter your email  
(this is the email address you registered with)

Enter your password

Click the Sign In button

### Sign In

Sign-in Email \*

Forgot email? (?)

Password \*

Forgot password?

☒ Remember me (?)

**SIGN IN**

#### Why Create An Account?

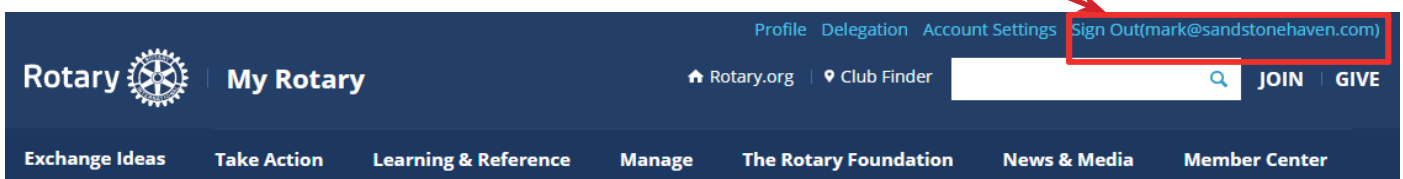
Signing in to My Rotary gives you a customized experience and easier access to tools and information that are relevant to you.

Anyone can create an account and sign in. Existing Member Access users can re-register with their current user ID. For tips on registering and using the site, see our [website resources](#). For assistance, [contact us](#).

**CREATE ACCOUNT**

## Step 4

Successful login will show your email address



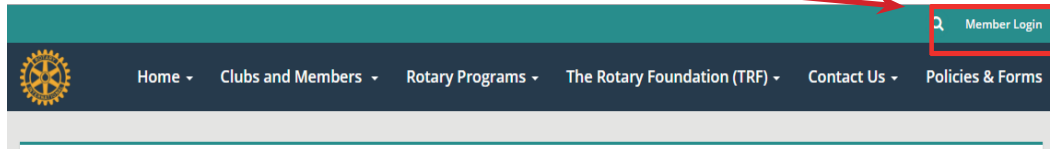
# District 9820

## Step 1

Navigate to District9820.org

Click on

Member Login



## Step 2

The Login Splash box will appear

Enter your user name  
(see note below)

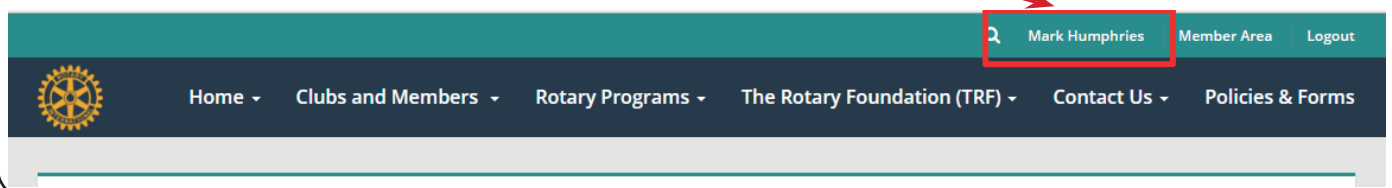
Enter your password

Click the Login button

A screenshot of the login splash box. It has a light blue background. At the top, it says 'Enter your login information below:'. Below this are two input fields: 'Login Name' and 'Password'. The 'Login Name' field contains the text 'email@address.com'. The 'Password' field contains a series of asterisks. Below the password field is a checkbox labeled 'Keep me logged in'. At the bottom of the form is a blue button labeled 'Login »'. A red arrow points from the text 'Enter your user name' to the 'Login Name' field. Another red arrow points from the text 'Enter your password' to the 'Password' field. A third red arrow points from the text 'Click the Login button' to the 'Login »' button.

## Step 3

Successful login will show your email address



## Note

Login name: your login unless you have changed it will be in the format of  
mark.humphries.5342 ie, Firstname.Lastname.clubreference

All clubs have a different reference number. Contact your club secretary to confirm  
your login name and club reference number.

Recommendation: IT strongly suggest that all users once logged in change their login  
name to the same as rotary.org, eg your email address.

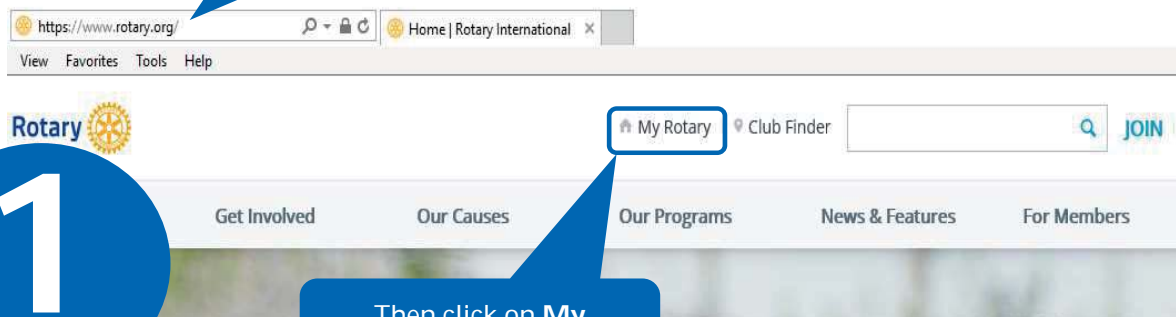
Appendix 3 shows how to change login name

## Appendix 1

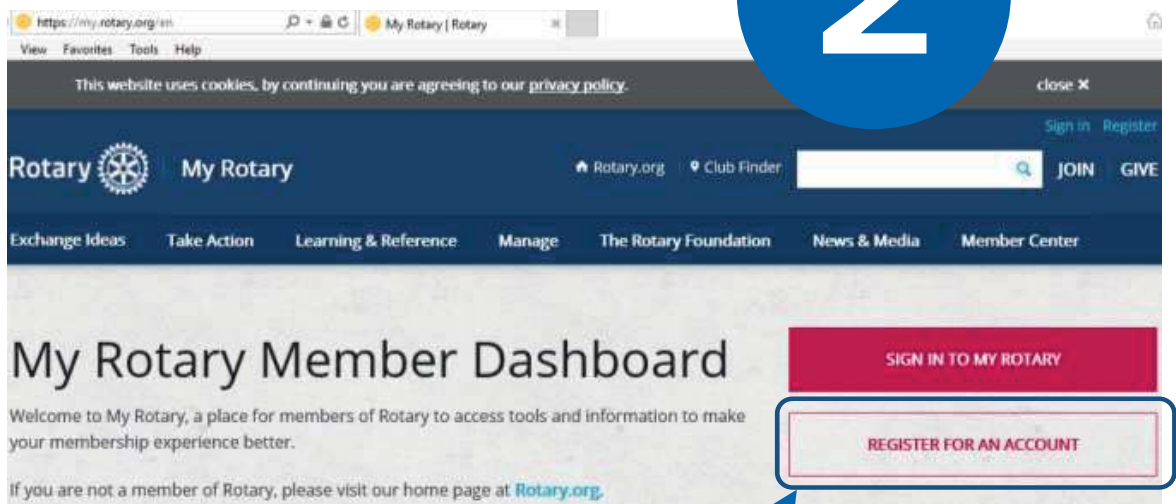
# HOW TO CREATE A MY ROTARY ACCOUNT



First go to [www.rotary.org/](https://www.rotary.org/).



Then click on **My Rotary**.



Click on **Register** for an account.



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If you are not a first time user, enter your email address and password. Then click on **Sign In**.

If you are a first time user, click on **Create account**.

## SIGN IN

SIGN-IN EMAIL \*

[Forgot email?](#)

PASSWORD \*

[Forgot password?](#)

☒ REMEMBER ME [?](#)

SIGN IN

### WHY CREATE AN ACCOUNT?

Signing in to My Rotary gives you a customized experience and easier access to tools and information that are relevant to you.

Anyone can create an account and sign in. Existing Member Access users can re-register with their current user ID. For tips on registering and using the site, see our [website resources](#). For assistance, [contact us](#).

CREATE ACCOUNT

## ACCOUNT REGISTRATION

\*Required

FIRST NAME \*

LAST NAME \*

SIGN-IN EMAIL \*

ARE YOU 18 YEARS OLD OR OLDER? \*

☐ YES

☐ NO

CONTINUE

Fill in the Account registration information and click on **Continue**.

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ROTARY.ORG > MY ROTARY

Rotary



You will be informed that an e-mail has been sent to you.

## ACCOUNT REGISTRATION

Thank you for registering, you've completed the first step in the process. You will receive an email sent to your sign-in email with a link to activate your account.



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## Complete your Rotary.org registration

Hello

You're just one step away from completing your registration. You can now connect with Rotary leaders, exchange ideas, and take action.

Activate my [account](#)

Check your email for the address you provided in the step above. You will receive this message. Click on the blue link to finalize the process.

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### ACCOUNT SET-UP

Thank you for activating your account. Just a few more steps to complete the process.

\*Required

#### CREATE PASSWORD \*

Your password must be at least eight characters and contain one lowercase letter and one uppercase letter, and any part of your sign-in email address.

#### CONFIRM PASSWORD \*

#### SECURITY QUESTION \*

- select -

#### ANSWER \*

(The answer to your security question must be at least four characters.)

CREATE ACCOUNT

Fill in all the mandatory information and click on **Create account**.

### ACCOUNT SET-UP

Congratulations, your account was successfully created.

Your profile has been created.

As part of becoming a registered user of My Rotary, you've also created a profile. Once you sign in you can complete your profile and review or change your privacy settings to control who sees your information.

You are a member of the community.

You can also participate right away in the Rotary community by joining discussion groups and connecting to other members.

☐ REMEMBER ME

CONTINUE

MY PROFILE

Click on **Continue**.

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ROTARY.ORG > MY ROTARY

Rotary



My Rotary

Congratulations! You have created your **My Rotary** account.

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## MY ROTARY

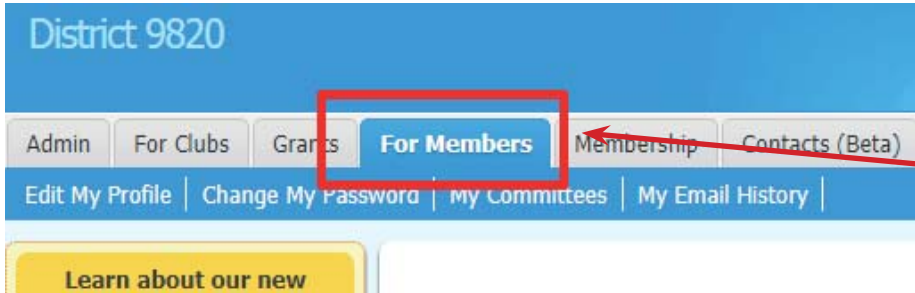


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# Change Username

Make District & Rotary International the same



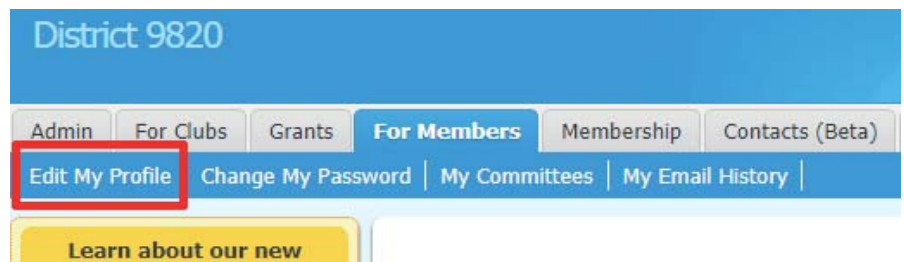
Login to District9820.org

Click on

For Members

Click on

Edit My Profile



## Member Profile



**Mark Humphries**

[Printable Version](#)

[Update](#)

Click on

Settings

Personal Rotary Biography Commitments **Settings** Privacy

Settings Privacy

Edit

Click on Edit

Level 30 - Site Administration

Login Name mark@sandstonehaven.com

Password [Change Password](#)

type in the username you would like

Save Cancel

Login Name mark@sandstonehaven.com

Save Cancel

Click on Save

Login Name mark@sandstonehaven.com

That's it. If you enter the same username as you use for Rotary.org then you only have to remember one username