

How do I track my Commitments? (District)

Michael C. - 2021-04-09 - My ClubRunner

ClubRunner gives you an easy way to review your commitments to your District, with the **Commitments** function. You will see related information to the: **Event Planner**, **Duty Roster**, **New Member Orientation**, and **Committees Management**. Every time your profile is added to one of these features (such as "Register for an event"), it will automatically display within this page.

1. To access your Commitments, you must go to your district homepage and log in. Then, click on **Member Area** on the top right, under your club banner.
2. Along the top of the screen you will see several tabs. Click on the **For Members** tab.
3. Next, click on the **Edit My Profile** link under For Members tab.
4. Now that you are on your Profile Page, click on the **Commitments** tab.

The screenshot shows the 'Member Profile' page for Kevin Cruz. At the top, there is a profile picture of Kevin Cruz, his name, and a 'Printable Version' link. Below the photo is an 'Update' button. A horizontal tab bar contains 'Personal', 'Rotary', 'Biography', 'Commitments' (highlighted with a red box), 'Settings', and 'Privacy'. To the right of the tabs is an 'Edit' button. Below the tabs is the 'Member Details' section, which displays the following information:

Title		Gender	Male
First Name	Kevin	Date of Birth	Dec 08 1986
Middle Name	M	Anniversary	

5. You are now on the **Commitments** profile page. Here, you can view any committees, volunteer work, club duties or events for which you have registered. In this example, the member is the chair of a food drive committee and is registered to attend a Christmas party.

Club Events

Date	Event Name	Location	Member/Friend
Apr 30 2021	Canada Day BBQ		Kevin Cruz

Volunteer Tasks

Date	Schedule	Name	Task
No volunteer task registrations.			

Meeting Responsibilities

Group	Position
No meeting responsibilities assigned.	

New Member Program

New Member	Action	Date Completed
No new member orientation tasks.		

Current Committees

Committee	Role	Action
Club		
Website Committee	Chair	View Committee

- To find out more about your **Commitments**, click on it. This will bring you to an information screen about that commitment.