# ClubRunner Club Presentation
## Recommended Agenda

To introduce ClubRunner to your membership, we recommend a few options:

1) Show the general PowerPoint presentation, or a subset of it, at:

http://www.clubrunner.ca/crweb/includes/welcometoclubrunner.ppt

2) If you have Internet at your club venue, an online demo would be great. Here are some tips for a successful club website presentation:

- Keep it short and cover just the basics - people tend to get saturated after 20 minutes of "tech talk". Some good points to cover :

  - ✓ Address of the website
  - ✓ Show how to add to their Favourites
  - ✓ Point out different areas of the public site such as bulletin, venue map, duty roster, downloads, photos, district site (to look up clubs for make-ups), upcoming speakers, events, site pages
  - ✓ How to retrieve your password
  - ✓ How to login
  - ✓ How to update your profile (including login name)
  - ✓ How to change your password
  - ✓ How to upload your photo
  - ✓ How to check the member directory (and click through to each profile)
  - ✓ How to download the printable directory
  - ✓ How to send out a broadcast email message using the Message Centre
  - ✓ How to register for an event
  - ✓ How to volunteer for an event
  - ✓ How to view your commitments (at bottom of bulletin or through My Commitments)
  - ✓ How to add friends
  - ✓ How to access Club Documents

- Distribute the 1-page Member Cheat Sheet, and include the website address.
- Point out the Online Help link at the top right of every page. "The Basics for Club Members" section covers the basic features.
- You may want to have someone navigate the site on the computer as you present at the front. This will allow you to point out areas of the site directly, and keep people focused on you rather than just a screen.
- Try asking everyone to fill in a certain field in their profile by the next meeting to gauge how many members were successful in logging in. It may help to send out a broadcast message immediately following the presentation including a direct link to the website to jumpstart members into accessing the site.

We hope these suggestions help. If you have any further questions, please feel free to contact our support team.