

How do I track my commitments?


Omar S. - 2021-11-29 - My ClubRunner

ClubRunner gives you an easy way to review your commitments to your club, with the **My Commitments** function. This link is connected to a group of features within the ClubRunner site. These features are **EventPlanner**, **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 My Commitments, you must go to your club 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 **My ClubRunner** tab.
3. Next, click on the **My Commitments** link under MyClubRunner.
4. You are now on the **Member Commitments & Plans** 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.

[Personal](#) [Rotary](#) [Biography](#) [Commitments](#) [Settings](#) [Privacy](#)

Club Events

| Date | Event Name | Location | Member/Friend |
|------------------------|---------------------------------|--|----------------|
| Dec 15 2021 at 2:39 PM | Christmas Party |  Mapleview Centre | Aaron Aaronson |

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. | | |

5. To find out more about an item on your **My Commitments** page, click on it. This will bring you to an information screen about that item.