

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.

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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.