

Program for ClubRunner Training

Module	Scope	What you learn	Important for	Duration
General	General overview of CR (self-study by webinar)	Self-Study of all general aspects of CR	All	27'
Organization	Executives& Committees	adding and editing members Adding and editing documents Using the communication within a committee	All	30'
	Dues & Billing	General Info	Pres PE Treasurer Exec-Sec	7'
	Documents	How to upload and find docs	All	10'
	Q&A			10'
Membership	Member list	General Info	All	5'
	Dashboard	General Info	All	5'
	Member Designation	Info	All	5'
	New Member Program	Info and how it works	All	12'
	Download Member Date	Info and Training	All	15'
	Q&A			10'
Contacts	General Info	What are Contacts all about	All	15'
	Contact Groups	What are contact groups What Contact Groups do we maintain?	All	20'

		Maintenance of Contact Groups RcoPB regulation for contact groups		
	Q&A			10'
Reports	General	What reports can we produce	All	5'
		Show eDirectory Reports available	All	5'
		Show all other standard reports available	All	7'
	Q&A			10'
eBulletin	General	What is an eBulletin	All	3'
		What does an eBulletin offer	All	10'
		Discussion of using an eBulletin in the future	All	15'
Support	General	Where do you get support from Helpful documents Webinars	All	5'
		Submit a ticket	How to get support directly from a CR-Specialist	All
	Q&A			20'

Total time calculated: 3,5-4 hours

Equipment necessary: Everyone brings along her/his laptop or mobile device

Recommendation: Training starts at 09:00 and end at 14:00 with a lunch break and a session break of 5-10 minutes after each

module

Location:

Millennium hotel because of the good audio visual equipment

Date:

To be decided, preferably a Saturday?