

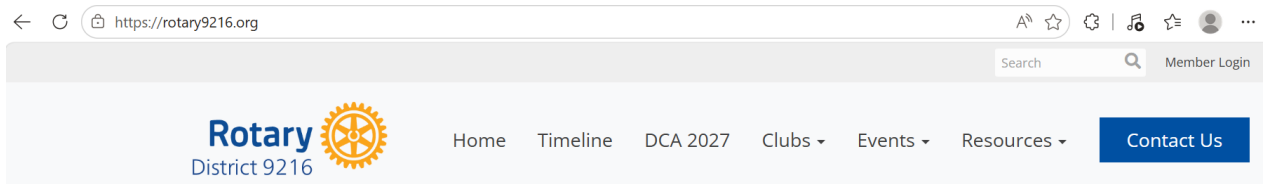
Club Runner

Bulletin Guide

Samuel Mburu Mwangi
innovation@rotary9216.org

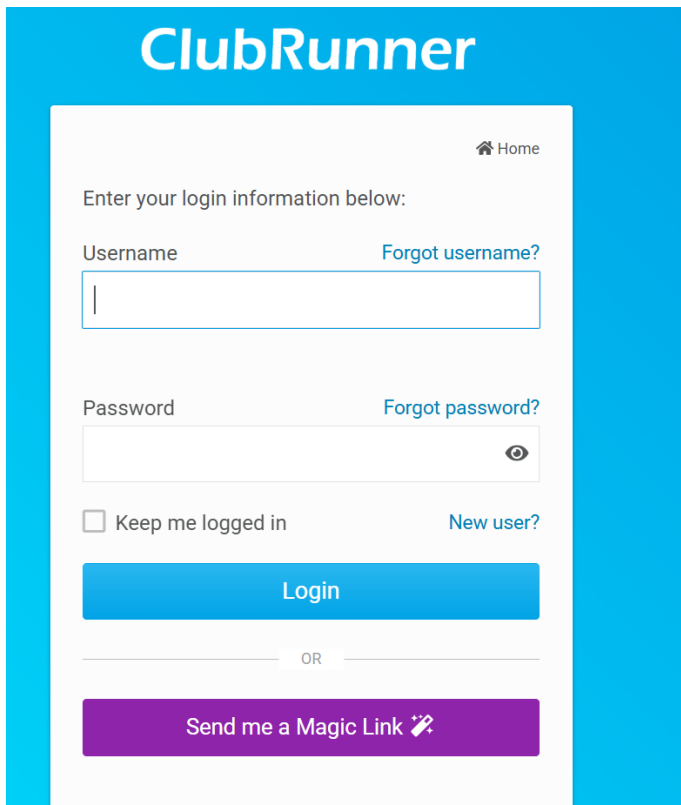
Step 1

Go to rotary9216.org and click on 'Member Login'.



Step 2

Log in using send 'Send me a Magic Link'.



Step 3

Enter your email address to get the login link.

Send me a Magic Link

Provide your email address to receive an email containing a link for a password-free login.

Email address

innovation@rotary9216.org

CANCEL

SEND

Step 4

You will get an email notification with the 'Log In' button.



ClubRunner™

Hi District Innovation,

Here Is Your Magic Link

You requested a magic link to access your ClubRunner account associated with this email address. To log in, use the button below. This link will expire in 30 minutes.

Log In

If the button above does not work you can copy and paste the URL below into your browser:

<https://portal.clubrunner.ca/50422/User/MagicLinkLogin?MagicLinkId=53cf3790-1c8a-4941-a2ce-80401d6aba52&OriginalUrl=TNNTX4AGqLAqkDscdzMJuYsiU%2FC4mF8oPgOngRdVddM%2Fh0Y%2754n7%2F0450i0Y>

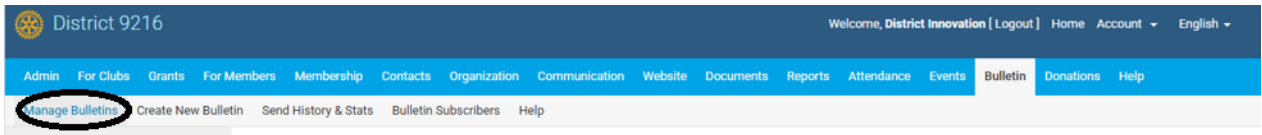
Step 5

Once logged in, click on 'Member Area'.



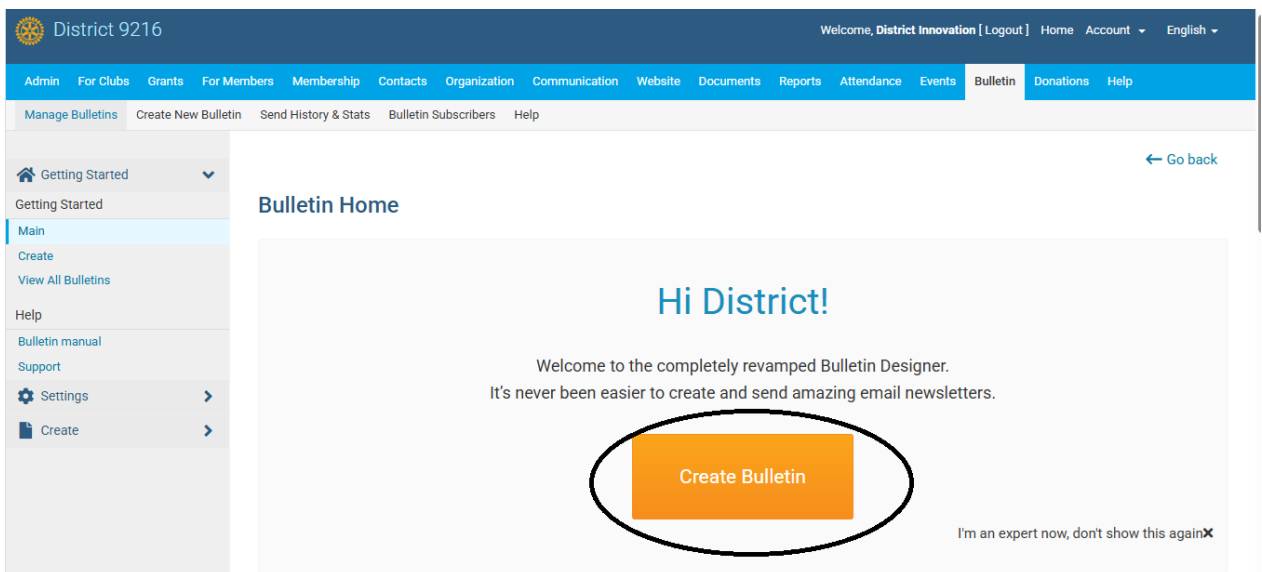
Step 6

You will be redirected to the Club Runner admin page. Click on 'Bulletin' then 'Manage Bulletins'.



Step 7

Click on 'Create Bulletin'.



Click on 'Blank Templates'.

[Create](#)
[Design](#)
[Preview](#)
[Send](#)
[Cancel](#)
[Next](#)

[Templates](#)
[Blank Templates](#)
[My Templates](#)

<https://content.clubrunner.ca/50422/Bulletin/.tab-Templates>

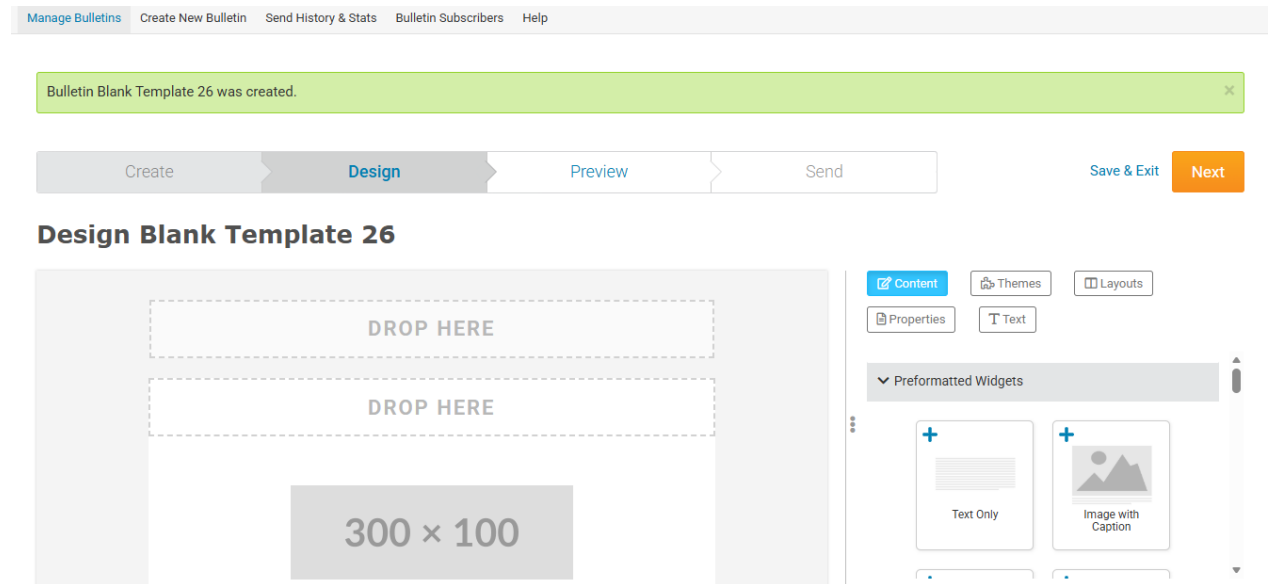
Select the preferred the template.

[Create](#)
[Design](#)
[Preview](#)
[Send](#)
[Cancel](#)
[Next](#)

[Templates](#)
[Blank Templates](#)
[My Templates](#)

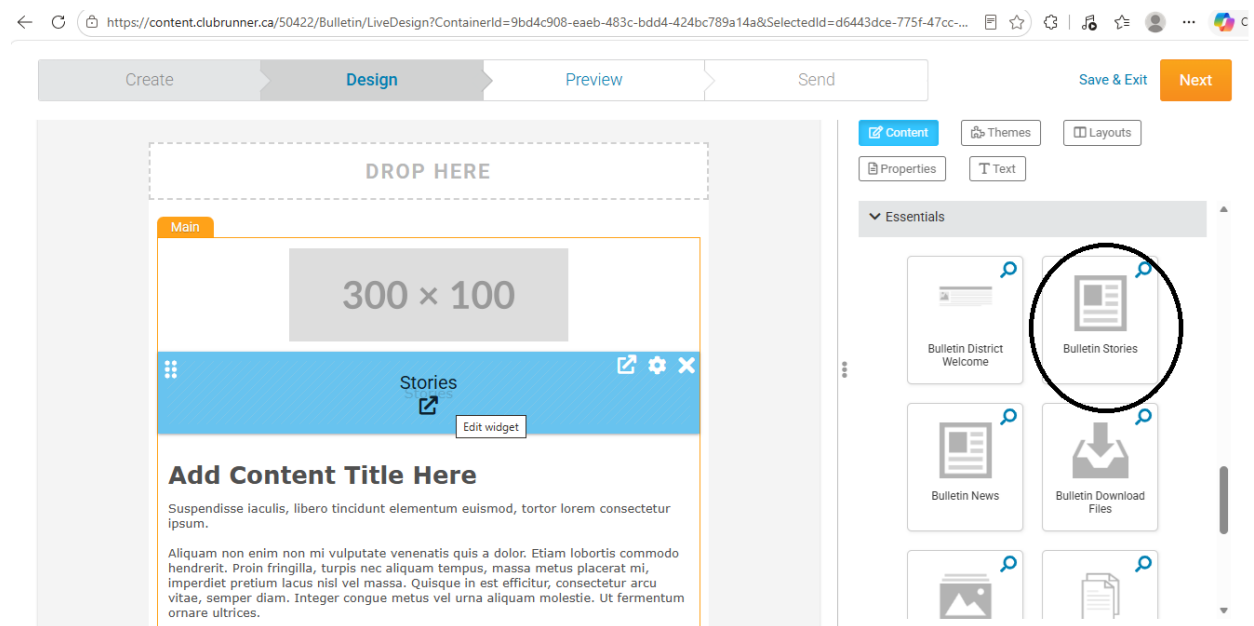
Step 10

Design the bulletin by dragging and dropping the widgets on the right.



Step 11

Click on 'Bulletin Stories' to add the desired stories.



Step 12

Click ‘Add Stories from the Story Library’.

District 9216

Welcome, District Innovation [Logout] Home Account English

AdminFor ClubsGrantsFor MembersMembershipContactsOrganizationCommunicationWebsiteDocumentsReportsAttendanceEventsBulletinDonationsHelp

Manage BulletinsCreate New BulletinSend History & StatsBulletin SubscribersHelp

Bulletin Blank Template 26 was created.

CreateDesignPreviewSend

Save & ExitNext

Stories for Blank Template 26

Drag and drop story titles to change their sequence.

Add Stories from the Story LibraryCreate New Story

Check AllRemove Selected

CancelDone

Step 13

Select the relevant stories by clicking the checkbox.

CreateDesignPreviewSend

Save & ExitNext

Add Stories to Blank Template 26 Bulletin

Search

Select from the list of stories below then click on "Done"

Title	Author	Date	Published On	Status
☒ Tell Our Story. Grow Our Impact: District 9216 Launches Storytelling Awards	Eric Ombok	Aug 29, 2026	Sep 01, 2026	
☒ Allidina Visram High School Revives Mombasa's Oldest Interact Club	Neera O. Rattan	Aug 29, 2026	Sep 01, 2026	
☒ The PhD Nobody Warned Me About: Reflections on a Year as Rotary Club President	Paul Kathambana	Aug 29, 2026	Sep 01, 2026	
☐ SWEET 16 – I AM A HUMMINGBIRDThe D9216 TRF Giving Pledge	Patrick Muchemi, DRFC, D9216	Aug 28, 2026	Aug 28, 2026	
☐ From the Operating Room to Rotary's Highest Office	Susan Aquila Mburu	Aug 04, 2026	Aug 09, 2026	
☐ A Decade of Love Behind the Walls: The Shimo la Tewa Story	Rotary Club of Mtwapa	Aug 04, 2026	Aug 09, 2026	
☐ Second African to Lead Rotary International Takes Office	Ruth Munyi	Jul 02, 2026	Aug 06, 2026	
☐ PAST PRESIDENT'S REFLECTIONS. Lesson 1: If Nobody Applauded	Caroline Njiru	Jul 01, 2026	Aug 06, 2026	

Step 14
Click on the ‘Done’ button.

CreateDesignPreviewSend

Save & Exit

Next

☐	From the Operating Room to Rotary's Highest Office	Susan Aquila Mburu	Aug 04, 2026	Aug 09, 2026
☐	A Decade of Love Behind the Walls: The Shimo la Tewa Story	Rotary Club of Mtwapa	Aug 04, 2026	Aug 09, 2026
☐	Second African to Lead Rotary International Takes Office	Ruth Munyi	Jul 02, 2026	Aug 06, 2026
☐	PAST PRESIDENT'S REFLECTIONS. Lesson 1: If Nobody Applauded	Caroline Njiru	Jul 01, 2026	Aug 06, 2026
☐	Reaching a Polio Free World		Jan 29, 2026	Jan 29, 2026
☐	Lorem ipsum		Jan 12, 2026	Jan 29, 2026

Showing all 10 records

Cancel

Done

Step 15
Click on the ‘Done’ button again.

CreateDesignPreviewSend

Save & Exit

Next

Stories for Blank Template 26

Drag and drop story titles to change their sequence.

Add Stories from the Story Library

Create New Story

Title	Author	Date	Status	Actions
The PhD Nobody Warned Me About: Reflections on a Year as Rotary Club President	Paul Kathambana	Aug 29, 2026		
Allidina Visram High School Revives Mombasa's Oldest Interact Club	Neera O. Rattan	Aug 29, 2026		
Tell Our Story. Grow Our Impact: District 9216 Launches Storytelling Awards	Eric Ombok	Aug 29, 2026		

Check All

Remove Selected

Cancel

Done

Step 16

Click on the 'Next' button.

← ↻ https://content.clubrunner.ca/50422/Bulletin/LiveDesign?ContainerId=9bd4c908-eaeb-483c-bdd4-424bc789a14a&SelectedId=d6443dce-775f-47cc-... 📄 ☆ 🔄 🔊 ⚙️ 👤 ⋮ 🌐

Create Design Preview Send Save & Exit **Next**

The PhD Nobody Warned Me About: Reflections on a Year as Rotary Club President

Posted by Paul Kathambana



Think about it: from the moment you join as a member, the learning begins, the Rotary 101, the Four-Way Test, the Objects of Rotary, the fellowship, the ethos of the motto: Service Above Self, not to mention all the courses on the Rotary Learning Centre. That's your undergraduate degree.

When you step up as a committee chair or director, the curriculum deepens you're managing programmes, driving projects, reporting upwards. That's your master's level.

Then there is the presidency. If the club membership is your undergraduate and the board role is your Master's, then the presidency is your PhD, and nobody gives you a syllabus.

[Read more...](#)

Allidina Visram High School Revives Mombasa's Oldest Interact Club

Posted by Neera O. Rattan



The re-launch comes at a critical time. With challenges like mental health, drug abuse, environmental pollution along the Mombasa coastline, and the need for mentorship among youth, the club aims to position students as solution-makers. The revival of Allidina Visram's Interact Club is more than nostalgia. It's a statement: that Mombasa's youth are ready to lead, serve, and shape the future of their city.

Content Themes Layouts

Properties T Text

Bulletin Photo Albums Bulletin Pages

Bulletin Site Pages

> Links

> Events

> Bulletin & PR

> Custom Widgets (Global)

> Custom Widgets (Bulletin Specific)

Step 17

Click on the 'Next' button again.

Create Design Preview Send Save & Exit Next

Stories

The PhD Nobody Warned Me About: Reflections on a Year as Rotary Club President

Posted by Paul Kathambana



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[Read more...](#)

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Step 18

Select the preferred recipients and change the email subject. Select 'Send now' or 'Schedule for later' and click 'Send'.

CreateDesignPreviewSend

Save & ExitSend

Select your recipients

District Executives (Current Year) (0/22)

District Executives (Next Year) (0/0)

Club Executives & Directors (Current Year) (0/538)

Club Executives & Directors (Next Year) (0/0)

Custom Distribution Lists (0/0)

Active Members (1996/2036)

Active (Custom) (0/0)

Honorary Members (0/64)

Inactive Members (0/1346)

Contact Groups (0/1)

Options

Email Subject *

Test Bulletin

Archive bulletin after sending

YesNo

Copy me on this bulletin

YesNo

Reply To

MeCustom

District Innovation - innovation@rotary9216.org

When would you like to send your bulletin?

Send nowSchedule for later

Step 19

Click on 'See delivery stats' to monitoring the utilization of the bulletin.

Manage BulletinsCreate New BulletinSend History & StatsBulletin SubscribersHelp

Getting Started

Getting Started

Main

Create

View All Bulletins

Help

Bulletin manual

Support

Settings

Create

Go back

You're Done!

Go back to Bulletin home

Create another bulletin

See delivery stats

Step 20

Observe the utilization of the bulletin.

District 9216

Welcome, District Innovation [Logout] Home Account English

AdminFor ClubsGrantsFor MembersMembershipContactsOrganizationCommunicationWebsiteDocumentsReportsAttendanceEventsBulletinDonationsHelp

Manage BulletinsCreate New BulletinSend History & StatsBulletin SubscribersHelp

Getting Started

Getting Started

Main

Create

View All Bulletins

Help

Bulletin manual

Support

Settings

Create

Go back

Email Statistics

Subject: "Test Bulletin"

Opened100%2 / 2 recipients

Successfully Delivered100%2 / 2 recipients

Undelivered & Errors0%0 / 2 recipients

Opened	Delivered	Queued	Bounced	Dropped	Total Recipients
2	2	0	0	0	2