July 5, 2017

**Petoskey Rotary Sunrise website domain name registration** (Petoskey, MI, USA)

**Goal**: to make sure our club’s website’s domain name is registered with Club Runner.

**Background:**

1. Back in Dec 2016 we realized our domain name is not registered with Club Runner, but with Internet Crusade
2. Club Runner advised us that Gene Klco must renew the domain name, then transfer the management of the domain to Club Runner.
3. I’m not sure the process was ever completed.

**Email exchange background:**

January 17, 2017

Hello Andy,

Thank you for taking my call this morning.

Here are the general steps for renewing, and then transferring the domain name [PETOSKEYROTARYSUNRISE.ORG](http://petoskeyrotarysunrise.org/):

1. Please contact Gene Klco, he is listed as the current domain owner

2. Gene must renew [PETOSKEYROTARYSUNRISE.ORG](http://petoskeyrotarysunrise.org/) for 1 year with his domain service [www.tucows.com](http://www.tucows.com/). I believe the cost might be around $15 for 1 year? Please ask Gene to check.

3. Once the domain is renewed, we can begin the next steps for domain transfer to ClubRunner. The 1 year renewal is time 'credit', this will be transferred when we transfer the domain. ClubRunner will charge $29.95/year for 3 years minimum--but your domain won't expire for 4 years.

Everything below is the instructions for the domain renewal, After [PETOSKEYROTARYSUNRISE.ORG](http://petoskeyrotarysunrise.org/) is renewed for 1 year from Tucows:
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In order for us to manage the domain name [ [PETOSKEYROTARYSUNRISE.ORG](http://petoskeyrotarysunrise.org/) ], your current domain owner (Gene) must complete the following 3 steps:

1. UNLOCK the domain name

2. CHANGE the Administrative email to domains@clubrunner.ca [ but please do NOT change any other contact information, or the domain becomes 'locked' for 60 days]

3. FORWARD the Authorization Code to us (it will be sent to you in an email). Just respond to this email, or send it to 'domains@clubrunner.ca'.

Once the transfer is initiated, the entire process generally takes 5-7 business days, barring any delays.

When the domain is transferred to us, a charge of $29.95 per year, for a minimum of 3 years, will be added to your Club invoice.

Note that we are unable to initiate a domain name transfer until the 3 steps are completed first, and all the information is received. Any delays in receiving this information will result in delays in redirecting your domain to your new ClubRunner site.

Please let me know if you have any further questions.

Sincerely,
Mickey D.
ClubRunner
Toll Free: 1-877-469-2582

Jan 18, 2017

Andy,

I called Internet Crusade-the company I set the Domain Name with years ago (not TuCows – they must have a setup to capture inquiries for domains not active).  Anyway, I went and renewed it for a year ($14.95) yesterday and they said they would send me confirmation.  I have yet to receive it. I may have to call and see why not – maybe they got my email address wrong.

 Gene Klco

June 28, 2017

Good morning Andy,
The domain name [PETOSKEYROTARYSUNRISE.ORG](http://petoskeyrotarysunrise.org/) is not managed by ClubRunner. It is listed as being owned by Gene Klco, I believe he is a member of one of your Clubs?

I can try to find a contact number or email for him if you need. Please let me know if you have more questions.

Sincerely,
Mickey D.
ClubRunner
Toll Free: 1-877-469-2582

**Contact info:**

Andy Hayes: andy@northernlakes.net 231-582-6482

Gene Klco: gmklco@att.net 517-488-4464

Sara Darooge: sara.darooge@hotmail.com 231-838-5180

Mickey D: domains@clubrunner.ca 877-469-2582

**Next Steps:**

**Gene**… can you contact Mickey at Club Runner and complete the steps he outlined in an earlier email?

**Sara**… once complete, Club Runner will invoice our club for payment