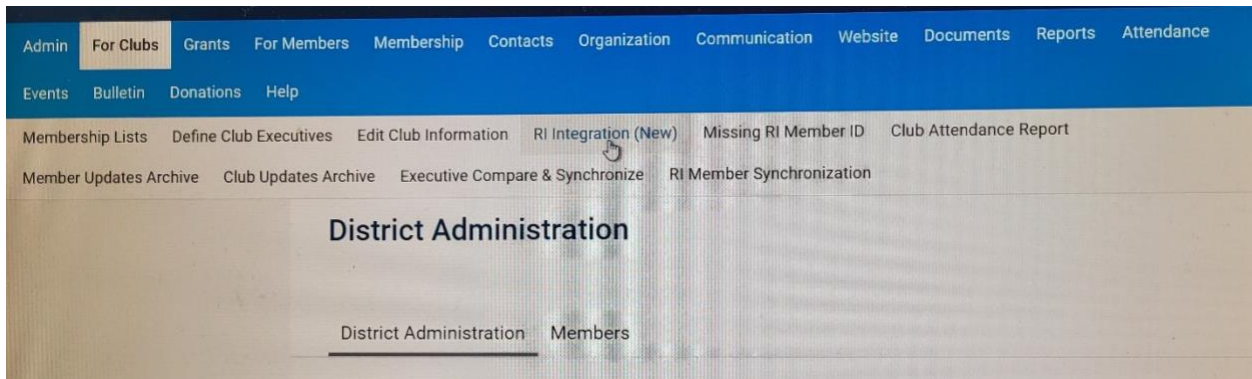


# DISTRICT LEADERSHIP

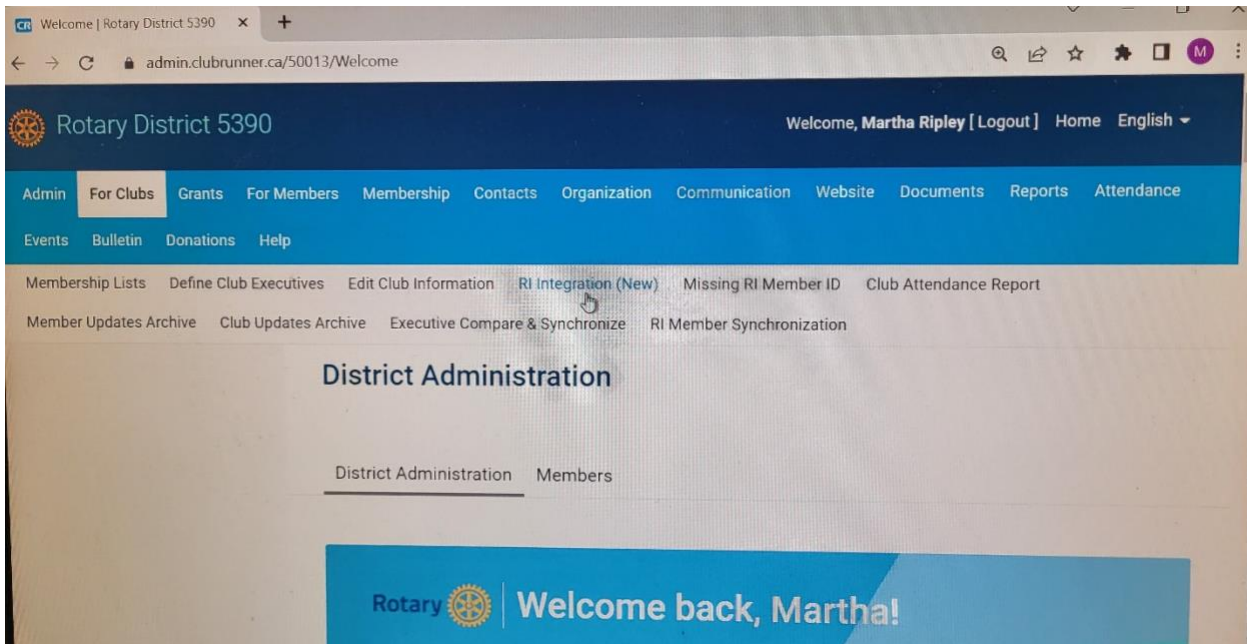
## RI INTEGRATION INTRUCTIONS

SIGN IN – AFTERWARDS CLICK ON MEMBER AREA

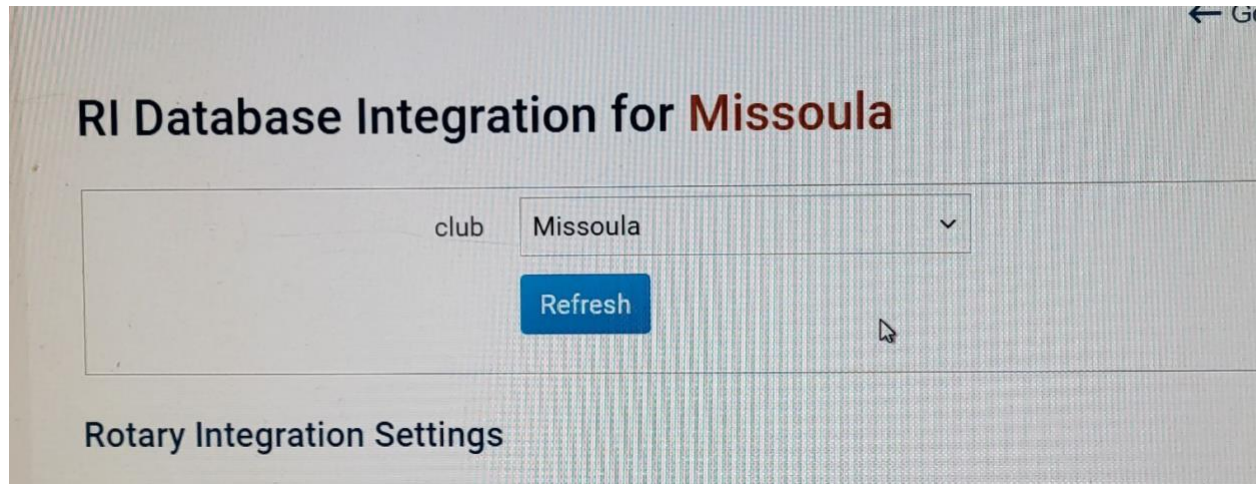
Click on FOR CLUBS on the blue bar



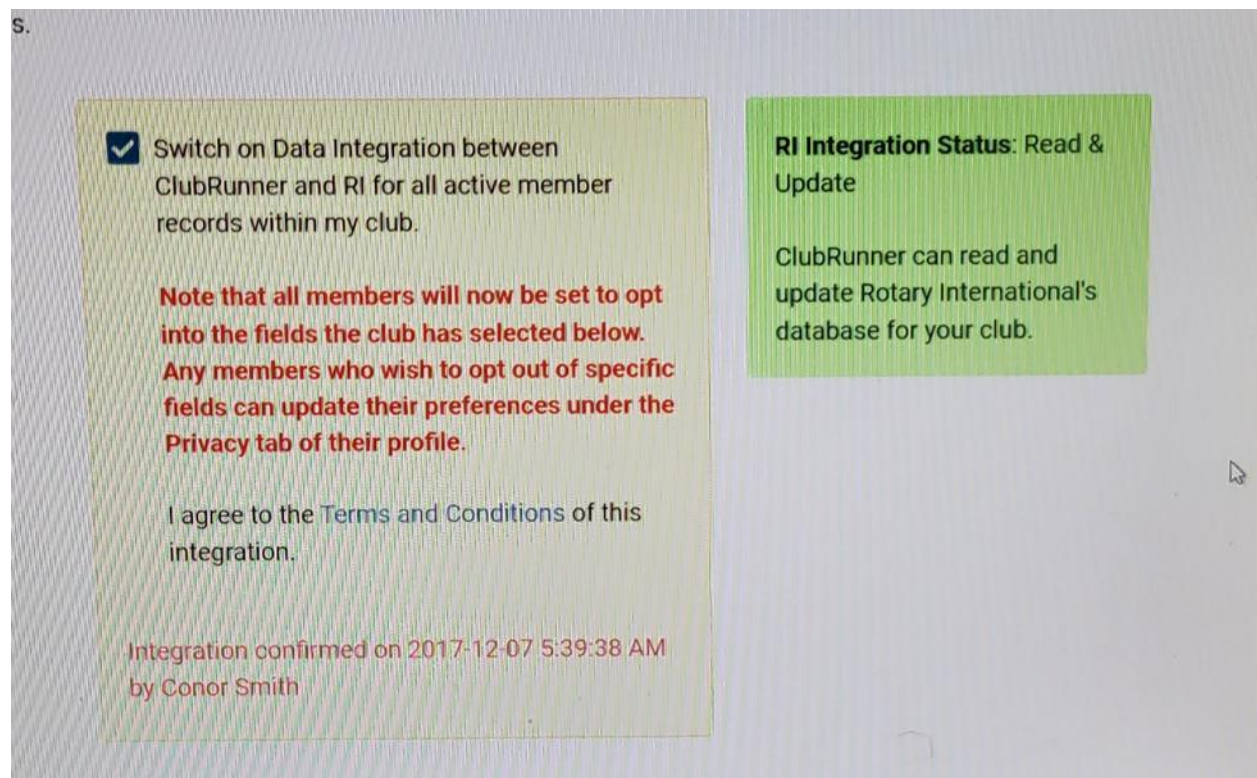
Click on RI INTEGRATION (NEW) tab



Click on Club and Choose your club in drop down menu



Make sure RI integration is checked



Choose Club RI Integration Privacy – Note that this was set up before you so be aware of what you send to RI

### Choose Club RI Integration Privacy

<input checked="" type="checkbox"/> Allow Name	<input checked="" type="checkbox"/> Allow Home Phone	<input checked="" type="checkbox"/> Allow Home Fax
<input checked="" type="checkbox"/> Allow Birthday	<input checked="" type="checkbox"/> Allow Cell Phone	<input checked="" type="checkbox"/> Allow Business Fax
<input checked="" type="checkbox"/> Allow Home Address	<input checked="" type="checkbox"/> Allow Business Phone	<input checked="" type="checkbox"/> Allow Primary Email
<input checked="" type="checkbox"/> Allow Business Address		

[Update Privacy](#)

Notification Contact is usually Club Secretary  
Click SAVE

### Rotary Integration Notification Contact

The notification contact person listed below will be emailed up to two notifications per week, one for each RI Integration archive. This email lists only **RI integration conflicts or issues**. If the member responds to the email, this will get sent to ClubRunner support.

By default if no contact is specified below, our system will email your club's **current year secretary**. If one is not specified the system will then look to the next year club secretary, followed by the previous year secretary, followed by presidents in the same order. If none of those positions are defined, it will use the Club's website contact.

Select RI Notification Contact  [Restore to default contact](#)

[Save](#)

[Go back](#)