

Tips about the Maintenance of Rotary Membership Records at the Club, District and RI

Overview

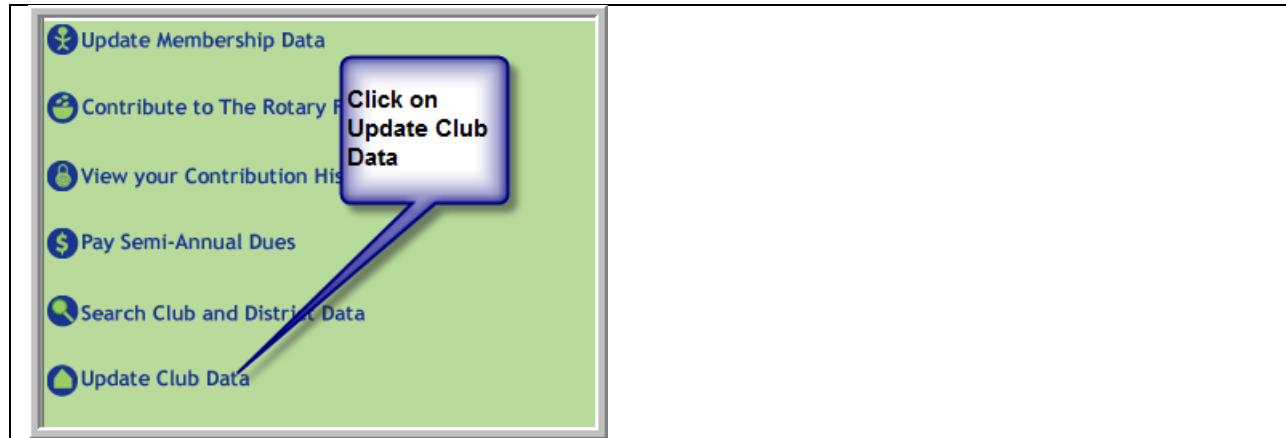
Rotary membership records for District 6440 Rotarians are located in two places:

1. Rotary International Database – Current year club secretaries or presidents are authorized to update member records via the Member Access function at www.rotary.org. Individual Rotarians may not make changes to their own information on the RI database.
2. ClubRunner Database – The District and clubs using ClubRunner for their website and administrative communications share a COMMON database. Club executives (president, secretary or other authorized person) for **ClubRunner clubs** update their membership records from the own club website. Membership record updates for **non-ClubRunner clubs** are done by a club executive (president, secretary or other authorized person) logging in to www.rotary6440.org.


RI Database Updating

The screenshot displays the Rotary International website interface. At the top, the Rotary International logo and name are visible. A navigation bar includes links for 'Member Access', 'Club Locator', and 'Shop'. Below this, a secondary navigation bar lists 'About Us', 'Contribute', 'Service and Fellowship', 'Students and Youth', 'Members', and 'Media and News'. A large banner image shows two people carrying water jugs on their heads. A callout bubble points to the 'Member Access' link, stating 'Click here to log in'. Below the banner, a registration form is shown with fields for 'E-mail Address' (containing 'lucio_bauerlberger@comcast.net') and 'Password'. A 'REGISTER NOW' button is next to the password field. A checkbox for 'Remember My Email Address' is checked. A 'Login' button is at the bottom of the form. A callout bubble points to the password field, stating 'Type password or click register now'.

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**ROTARY INTERNATIONAL®**
THE ROTARY FOUNDATION®

Home > Member Access > Official Club Data Form (Revised as of 1/7/2009)

My Profile | Change Password

Have a question?
Visit our FAQ.

Below is the data for your club as it appears in the RI database. This is the information that will be printed in the 2009-2010 Official Directory. **Any changes that are to appear in the 2009-2010 Official Directory must be made by 10 March, 2009.** To make changes, click the edit button for each of the sections below.

Rotary Club of:	Evanston Lighthouse
Year of Admission:	1985
Number of Members:	72

Meeting Place Details

Meeting Day:

Meeting Time: (Enter as 24-hour time, ie: 1445)

Meeting Place:

Street Address Line 1:

Street Address Line 2:

Street Address Line 3:

City

Postal Code:

Country / Geographical Region

State/Province/Territory

If you have an alternative **meeting date, time or place**, please contact [Data Services](#).

Edit Club Meeting Place Details

Click here to edit club meeting place details

Tips about the Maintenance of Rotary Membership Records at the Club, District and RI

Rotary Club Contact Person Phone Number	
Rotary Club Contact Person Phone Number 1-847-673-2203	Edit Rotary Contact Person's phone

Official Directory	
We prefer to receive the Official Directory as: <div>Print</div>	Edit Official Directory Preferences
Primary Club URL: <div>http://www.evlrc.org</div>	

Edit each item as needed

CLUB PRESIDENT	
CURRENT: Ann M. Searles INCOMING: Charles Uchtman	Edit Club President

SECRETARY	
CURRENT: Kate Collinson INCOMING: Kate Collinson	Edit Secretary

NOTE: A portion of this screen that allows you to list the club executive secretary, treasurer and Foundation chair is not shown. You should define the treasurer and Foundation chair to allow them to access Member Access functions that pertain to their positions. Although the Executive Secretary position is intended for large clubs with a paid staff person, any club may designate someone as the Executive Secretary, perhaps a person who is to be charged with maintaining RI member records in addition to the club secretary.

Tips about the Maintenance of Rotary Membership Records at the Club, District and RI

Your Rotary Club officer(s) have been added. Please go to the "Update Membership Data" screen to verify or update their address, telephone, fax, and e-mail address. Their information will be printed in the next Official Directory and be used for club communications from Rotary. If your club has an official Rotary address, please add it to your officers' record as an additional address with address type "Rotary Business". Would you like to go to the "Update Membership Data" screen now? No, I will review later

Yes No

Active Members 77 Record(s) Listed

[Add Members](#) [Terminated Members](#)
[Deceased Members](#)

The following are active members

**Add Members,
View
Terminated
Members or
View Deceased
Members**

**View, Terminate or
Edit Current
Members**

	Name	Admitted	Member Type	Member Status
View Terminate Edit	Allred, A.	01-Apr-1991	Active	Active
View Terminate Edit	Ammerman, George	04-Apr-2000	Active	Active
View Terminate Edit	Argon, Ahmet	10-J	Active	Active
View Terminate Edit	Balkcom, Carol	12-	Active	Active
View Terminate Edit	Banis, William	10-D-1996	Active	Active
View Terminate Edit	Bartling, Charles	01-Mar-1996	Active	Active
View Terminate Edit	Bauer, Harold	08-Aug-2006	Active	Active

Tips about the Maintenance of Rotary Membership Records at the Club, District and RI

INTERNATIONAL
FOUNDATION

date Membership Data

Club DataMembers

Add Members

Fill in fields for new member

Prefix

First Name: Required

Middle Name

Last Name Required

Suffix

Gender

Not Given

Street Address Line 1: Required

Street Address Line 2:

Street Address Line 3:

City Required

Postal Code:

Country / Geographical Region Required

Afghanistan

State/Province/Territory

If your state/province/territory are not available above, please enter it below.

Rotarian Info

Club Number

22901

Club Name

Evanston Lighthouse

Chartered

13 June 1985

Note: The February 2001 Council on Legislation approved the reduction of member types to active and honorary. Please assign only active or honorary to this member.

Member Type Required

Please Select

Member Admission Date Required The date entered must fall within the last 180 days

-- -- --

Save

Save and Add Another

111

Tips about the Maintenance of Rotary Membership Records at the Club, District and RI

Club Data

Members

Contact Information

Membership

Officer History

Committees

Address

		Address Type	Primary	Street Address Line 1:	Street Address Line 2:	Street Address Line 3:	City	State	Technical
Edit	Delete	Rotary Business	Yes	3513 Central St.			Evanston	IL	ates

When editing member records, be sure to review the Contact Information to update address, phone, fax and email information (last two items not shown on this screen). Mailing address is critical because it is used to send

Add

Phone

		Primary Phone	Phone Type	Phone Number	Ext
Edit	Delete	Yes	Business	1-847-370-3515	
Edit	Delete	No	Home	1-847-475-1110	

Add

***Tips about the Maintenance of Rotary Membership Records at the
Club, District and RI***

District and Club Membership and Leadership Updates

ClubRunner Clubs – go to your club website

The screenshot displays the website for the Rotary Club of Evanston Lighthouse. The header includes the club name and a navigation menu with links: HOME, FORUMS, STORIES, NEWS, EVENTS, SPEAKERS, LOGIN, and ABOUT. A sidebar on the left contains 'ROTARY LINKS' and 'CLUB LINKS'. The main content area features a 'Welcome to our Club!' message, the Rotary International logo, and a call to action 'Click here to log in' pointing to the 'LOGIN' link in the header. Below the welcome message, there is a 'Member Login' section with a welcome message, instructions to log in with a login name and password, a link for first-time users, and a login form with fields for 'Login Name' and 'Password', and a 'Login' button.

Rotary Club of Evanston Lighthouse

HOME FORUMS STORIES NEWS EVENTS SPEAKERS **LOGIN** ABOUT

ROTARY LINKS
Rotary International
RI President Home
Object of Rotary
Joining Rotary
Rotary History
Rotary Foundation
For New Members

CLUB LINKS

SITE PAGES

Welcome to our Club!
We meet Tuesdays at 7:15 AM
Hilton G
1818 Ma
Evansto

Click here to log in

Service Above Self

Map Duty Roster View Club Bulletin District Site

Member Login

Welcome members.
Please log in with your Login Name and password for access to your district's services and latest news and information.

First time user? [Click here.](#)

Login Name:

Password:

Login

Tips about the Maintenance of Rotary Membership Records at the Club, District and RI

Administration

NEW! RECENT UPDATES - Click here

[Apr 02 2009] **New Access Levels:** Restricted Mem

[Mar 23 2009] **Free Training Webinars:** New to Cl

[Mar 09 2009] **Events:** Enhanced to allow negative res

[Mar 05 2009] **Email System:** Clubs are encouraged to use the ne version of the Email message Center.

Please note that when a feature is in BETA, we cannot guaran its functionality. Send your feedback, errors and suggestions to clubrunner@doxess.com. Thank y

Click on Edit Current Executives & Directors or Define Next Year Executives & Directors

My ClubRunner

Edit My Profile

Change My Password

Upload My Photo

My Commitments

My Friends

Club New Member Activities

View My Bulletin

View Club Directory

View Club Photo Directory

View Printable Directory and Mailing Labels

Email Message Center **NEW!** | [Old Version]

View Club Documents

My Attendance **NEW!**

Membership Manager

Active Members List

Other Users List

Inactive Members List

Friends of the Club | Online Newsletter Signups

New Member Orientation

Edit Dues & Money Collection

Dues & Billing **BETA!** [Help Guide]

Report Data Changes to RI **BETA!**

Edit Current Executives & Directors **NEW!**

Edit Next Year Executives & Directors **NEW!**

Birthday & Anniversary Report **NEW!**

Download Member Data

Rotary District 6440
Bruce Baumberger


Next Year's Club Executives

Evanston Lighthouse


Sequence	Title	Position	Name	Action
10	President		Chip Uchtman	Edit Clear
20			... Bierman	Edit Clear
30			... Vaught	Edit Clear
40	Secretary		Kate Collinson	Edit Clear
50	Community Service		John Searles	Edit Clear
60	Vocational Services		Brad Weiss	Edit Clear
70	Club Service		John Wyandt	Edit Clear

Click on edit to define or change a club leader

Tips about the Maintenance of Rotary Membership Records at the Club, District and RI



District 6440
WebCenter

Service Above Self


[Home](#) [Forums](#) [Stories](#) [News](#) [Calendar](#) [Admin](#) [Logout](#) [About](#) [Help](#)

Active Members

[Evanston Lighthouse](#)

Name	Email				
Allred, [redacted]	[redacted]@northwestern.edu	Active	Designation	PW	Edit Mark EX
Amm [redacted]	[redacted]@rotary.org	Active	Designation	PW	Edit Mark EX
Argo [redacted]	[redacted]@comcast	Active	Designation	PW	Edit Mark EX
Balko [redacted]	[redacted]@bcglobal.net	Active	Designation	PW	Edit Mark EX
Bani [redacted]	[redacted]@northwestern.edu	Active	Designation	PW	Edit Mark EX
Bartl [redacted]	[redacted]@ast.net	Active	Designation	PW	Edit Mark EX
Baue [redacted]	[redacted]@neritech.net	Active	Designation	PW	Edit Mark EX
Bauman, Gerry	gbauman@northwestern.edu	Active	Designation	PW	Edit Mark EX
Baumberger, Bruce	bruce.baumberger@comcast.net	Active	Designation	PW	Edit Mark EX
Bierman, Karena	Karena.Bierman@rotary.org	Active	Designation	PW	Edit Mark EX

[Sort by First Name](#) [Add New Member](#)

Click on Add New Member or Edit to change information for an existing member.

To add or change club membership records:

District Administration

NEW! RECENT UPDATES - [Click here for details](#)

February 9, 2009: District Email Service revamped, now includes New Year org chart.

December 17, 2008: District Send News Bulletin revamped. Help guide coming soon.

December 17, 2008: Executives & Directors module improved. Help guide coming soon.

October 17, 2008: Club RI Reporting link available [[Help Guide](#)]

District, Clubs & Membership

Clubs & Membership Detail
Member Detail
Member Access Rights
Clubs Attendance Management
Define Current and Next Year Executives NEW!
Download Member Data
Member Data Changes
RI Reporting BETA!

For Members

Edit My Profile
Change My Password
Search Member eDirectory NEW!
Member Designations BETA!

For Club Executives

Active Members List
Other Users List
Inactive Members List
Club Information Page
Define Club Executives NEW!
Define Club Next Year Executives NEW!
Club Attendance Report
Define Club Attendance Manager
Club RI Reporting BETA!

Home Page Editing

Home Page Stories	Stories Management
External URL Links	
Download Files	
News Management	
Events Management	
Pages Management	
Journals Management	
Documents Download	
Website Sponsoring Area NEW!	
Website Sponsoring Guide NEW!	

Communication Services

New Email Message Service BETA! [Old Version]
Send District Bulletin NEW! [Old Version]
District Organization Chart
Next Year's Organization Chart
District Directory
Members Email Status Report
Email Traffic Report

For Event Registrations, visit the [Events Calendar](#).

Home Page Editing

Home Page Stories	Stories Management
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District 6440 WebCenter *Service Above Self* **National Award Service**

Home Forums Stories News Calendar Admin Logout About Help

Active Members

Evanston Lighthouse Sort by First Name Add New Member

Name	Email	Status	Designation	PW	Edit	Mark
Allred, [redacted]	[redacted]@northwestern.edu	Active	Designation	PW	Edit	Mark EX
Amm [redacted]	[redacted]@rotary.org	Active	Designation	PW	Edit	Mark EX
Argo [redacted]	[redacted]@comcast.net	Active	Designation	PW	Edit	Mark EX
Balko [redacted]	[redacted]@bcglobal.net	Active	Designation	PW	Edit	Mark EX
Bani [redacted]	[redacted]@northwestern.edu	Active	Designation	PW	Edit	Mark EX
Bartl [redacted]	[redacted]@ast.net	Active	Designation	PW	Edit	Mark EX
Baue [redacted]	[redacted]@neritech.net	Active	Designation	PW	Edit	Mark EX
Bauman, Gerry	gbauman@northwestern.edu	Active	Designation	PW	Edit	Mark EX
Baumberger, Bruce	bruce.baumberger@comcast.net	Active	Designation	PW	Edit	Mark EX
Bierman, Karena	Karena.Bierman@rotary.org	Active	Designation	PW	Edit	Mark EX

Click on Add New Member or Edit to change information for an existing member.

Fill in the information on following screens (not shown here) to add or update information. Use the ClubRunner HELP screens as needed.

Non-ClubRunner Clubs – go to www.rotary6440.org

District 6440 WebCenter *Service Above Self* **National Award Services, Inc.** **ClubRunner**

Home Forums Stories News Calendar Login About Help

Welcome, Guest.
If you are a member,
please login.

[Login](#)

New User? [Click Here.](#)

What is ClubRunner?

Technical support:
support@clubrunner.ca

Welcome to the District 6440 Website

Click here

District Governor
Kerr
District Governor's Club Home
Page.

Why You Should Eat M&Ms...for Rotary

Make Dreams Real

District Events
Jun 02, 2009

Tips about the Maintenance of Rotary Membership Records at the Club, District and RI

Member Login

Welcome members.

Please log in with your Login Name and password for access to your district's services and latest news and information.

First time user? [Click here.](#)

Login Name:

Password:

Login

District Administration

NEW! RECENT UPDATES - Click here

February 9, 2009: District Email Service revamped,
December 17, 2008: District Send News Bulletin revamped,
December 17, 2008: Executives & Directors module improved,
October 17, 2008: Club RI Reporting link available [[Help Guide](#)]

Home Page Editing

[Home Page Stories](#) [Stories Management](#)
[External URL Links](#)
[Download Files](#)
[News Management](#)
[Events Management](#)
[Pages Management](#)
[Journals Management](#)
[Documents Download](#)
[Website Sponsoring Area](#) **NEW!**
[Website Sponsoring Guide](#) **NEW!**

Communication Services

[New Email Message Service](#) **BETA!** [[Old Version](#)]
[Send District Bulletin](#) **NEW!** [[Old Version](#)]
[District Organization Chart](#)
[Next Year's Organization Chart](#)
[District Directory](#)
[Members Email Status Report](#)
[Email Traffic Report](#)

For Event Registrations, visit the [Events Calendar](#).

Click on Define Club
Executives or Define Club
Next Year Executives

District, Clubs & Membership

[Clubs & Membership Detail](#)
[Member Detail](#)
[Member Access Rights](#)
[Clubs Attendance Management](#)
[Define Current and Next Year Executives](#) **NEW!**
[Download Member Data](#)
[Member Data Changes](#)
[RI Reporting](#) **BETA!**

For Members

[Edit My Profile](#)
[Change My Password](#)
[Search Member eDirectory](#) **NEW!**
[Member Designations](#) **BETA!**

For Club Executives

[Active Members List](#)
[Other Users List](#)
[Inactive Members List](#)
[Club Information Page](#)
[Define Club Executives](#) **NEW!**
[Define Club Next Year Executives](#) **NEW!**
[Club Attendance Report](#)
[Define Club Attendance Manager](#)
[Club RI Reporting](#) **BETA!**

To add or change club membership records:

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- Website Sponsoring Guide **NEW!**

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Click on Active Members List

District 6440
WebCenter

Service Above Self

[Home](#) [Forums](#) [Stories](#) [News](#) [Calendar](#) [Admin](#) [Logout](#) [About](#) [Help](#)

Active Members

Evanston Lighthouse

[Sort by First Name](#) [Add New Member](#)

Name	Email		Active	Designation	PW	Edit	Mark
Allred, M	hwestern.edu		Active	Designation	PW	Edit	Mark EX
Amm	man@rotary.org		Active	Designation	PW	Edit	Mark EX
Argo	comcast		Active	Designation	PW	Edit	Mark EX
Balk	bcglobal.net		Active	Designation	PW	Edit	Mark EX
Bani	western.edu		Active	Designation	PW	Edit	Mark EX
Bartl	ast.net		Active	Designation	PW	Edit	Mark EX
Baue	meritech.net		Active	Designation	PW	Edit	Mark EX
Baumann, Jerry	baumann@northwestern.edu		Active	Designation	PW	Edit	Mark EX
Baumberger, Bruce	bruce.baumberger@comcast.net		Active	Designation	PW	Edit	Mark EX
Bierman, Karena	Karena.Bierman@rotary.org		Active	Designation	PW	Edit	Mark EX

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