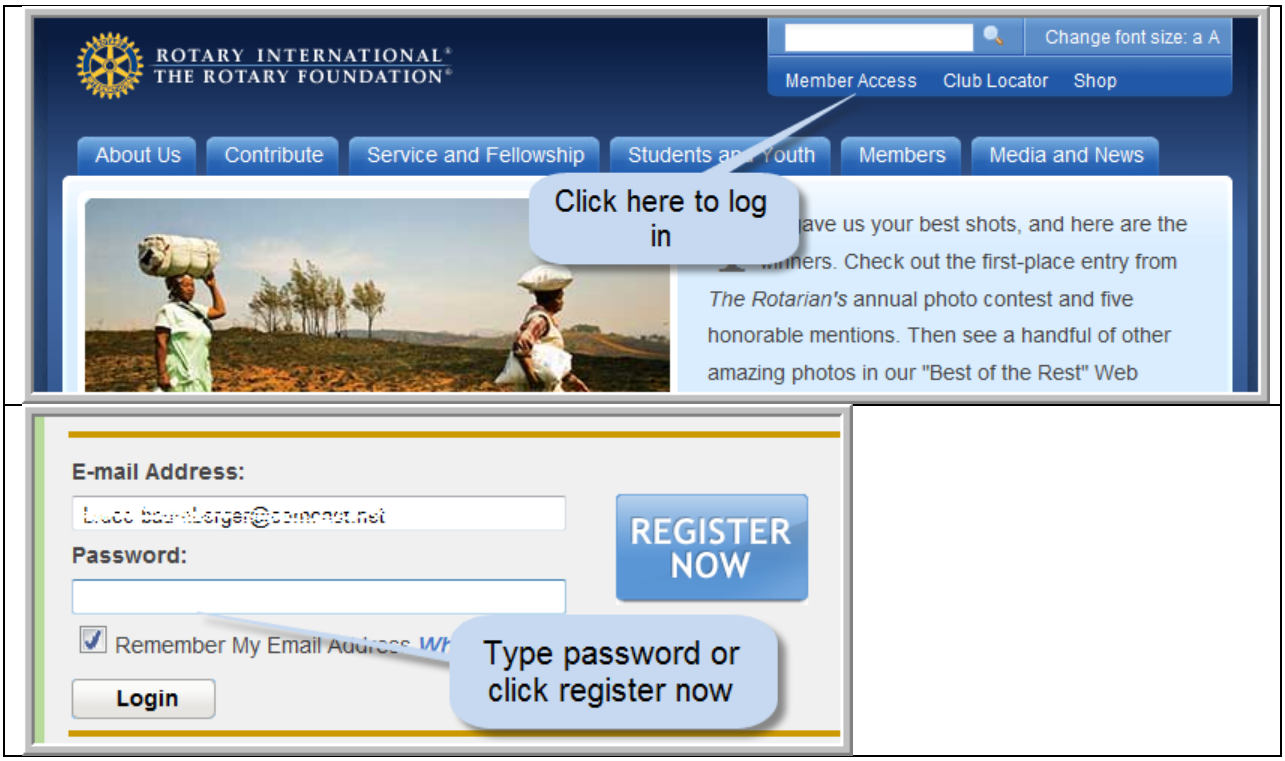
Tips about the Maintenance of Rotary Membership Records at the Club, District and RI

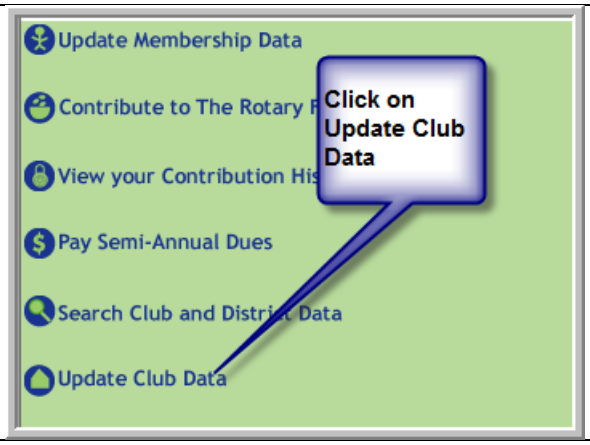
Overview

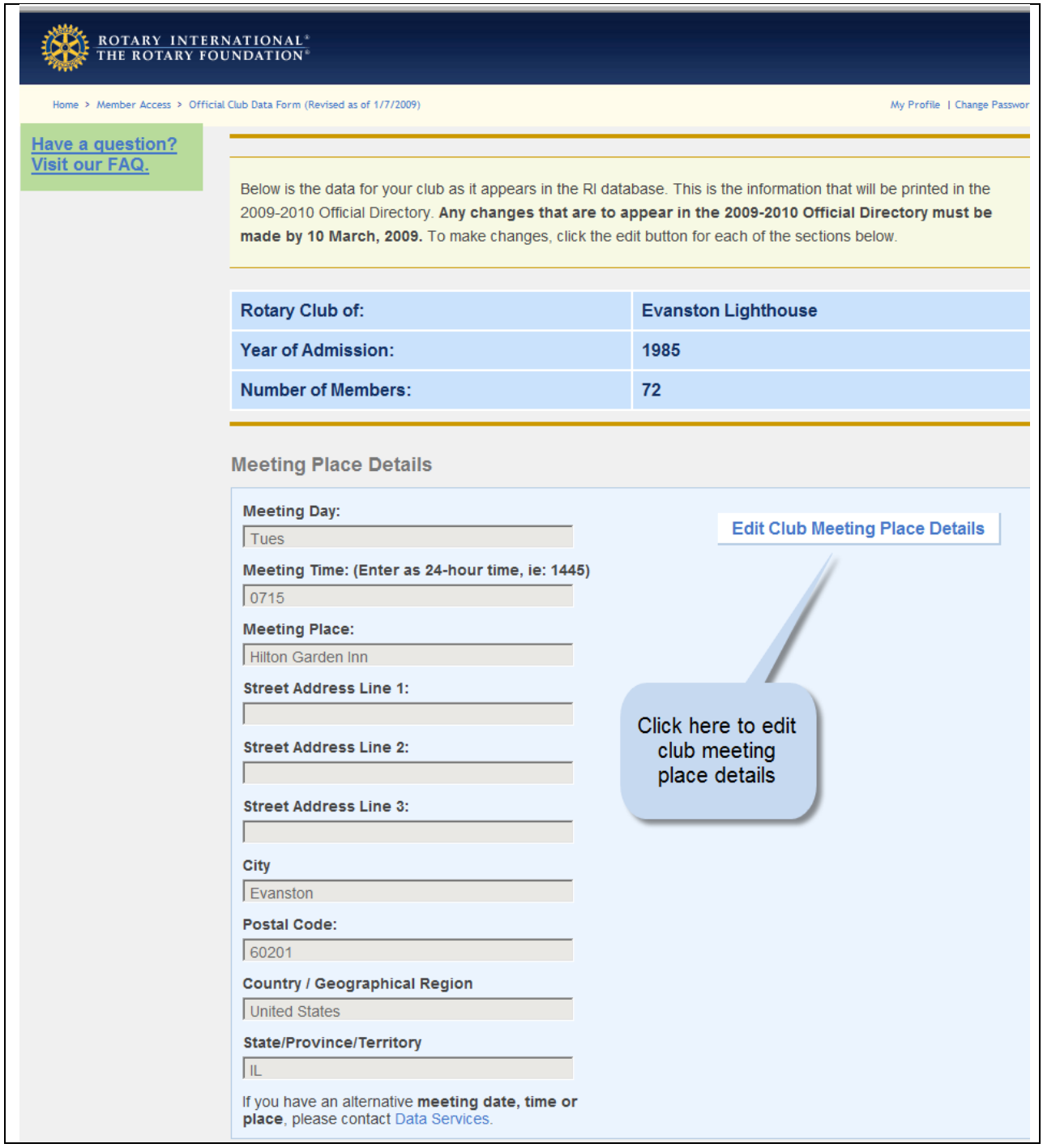
Rotary membership records for District 6440 Rotarians are located in two places:

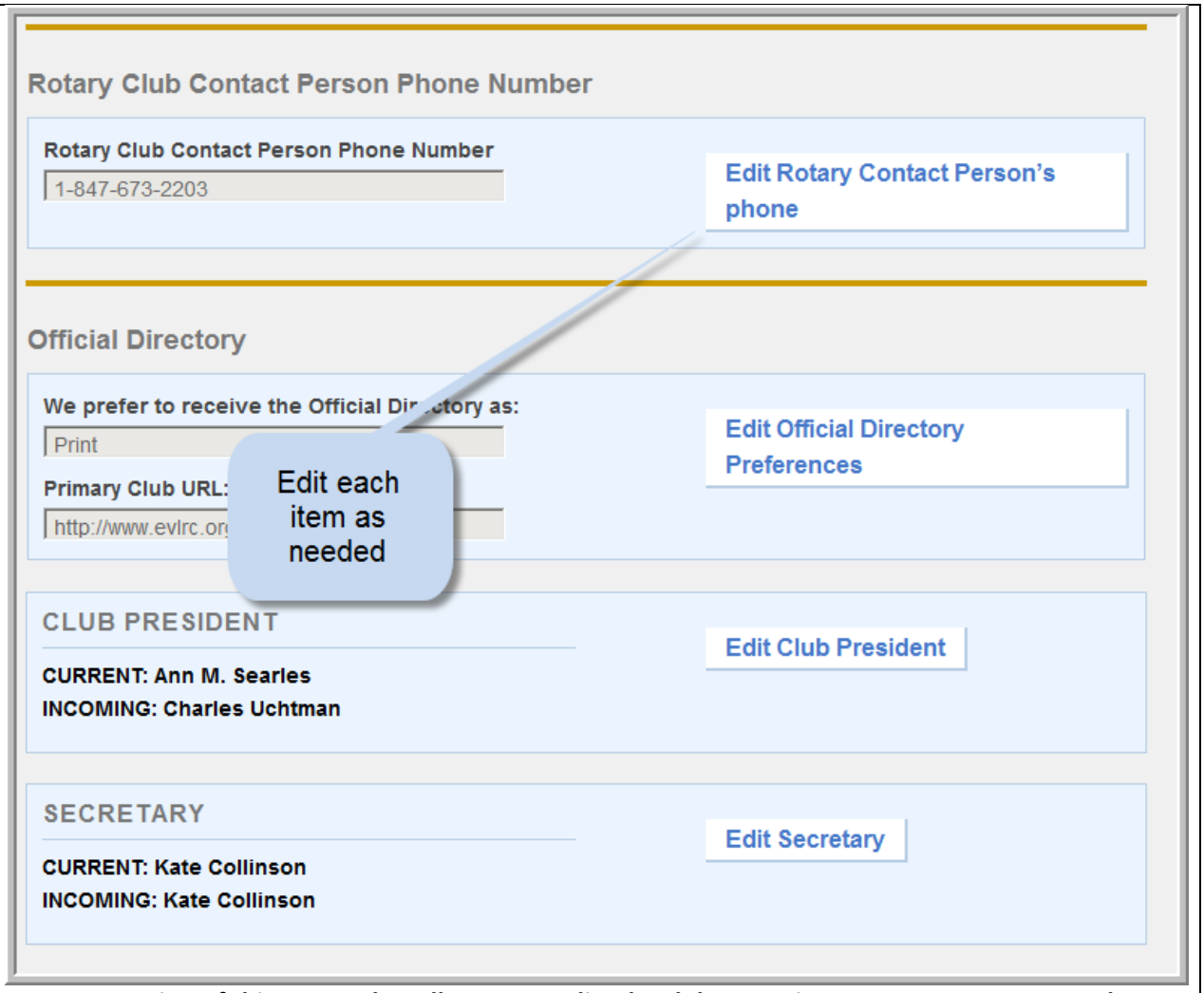
1. Rotary International Database – Current year club secretaries or presidents are authorized to update member records via the Member Access function at www.rotary.org. Individual Rotarians may not make changes to their own information on the RI database.
2. ClubRunner Database – The District and clubs 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

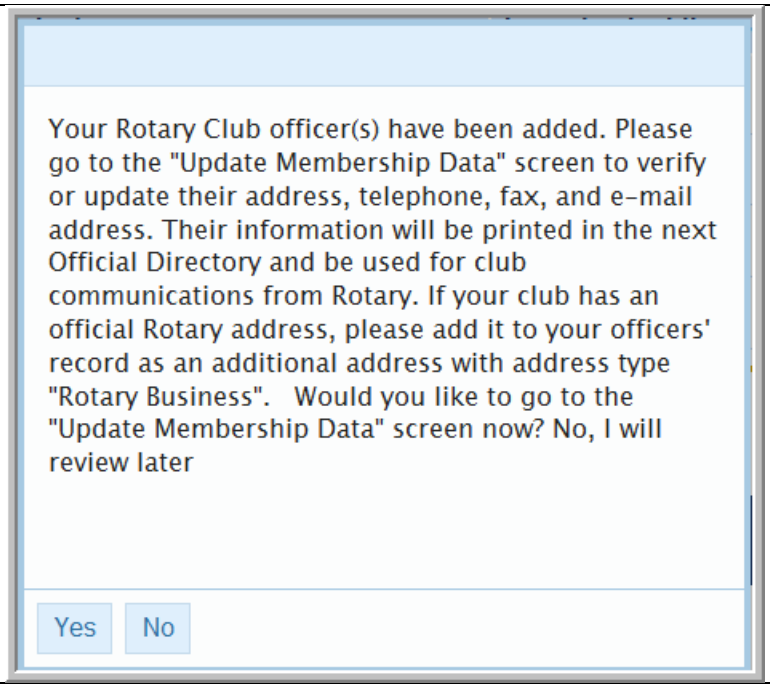


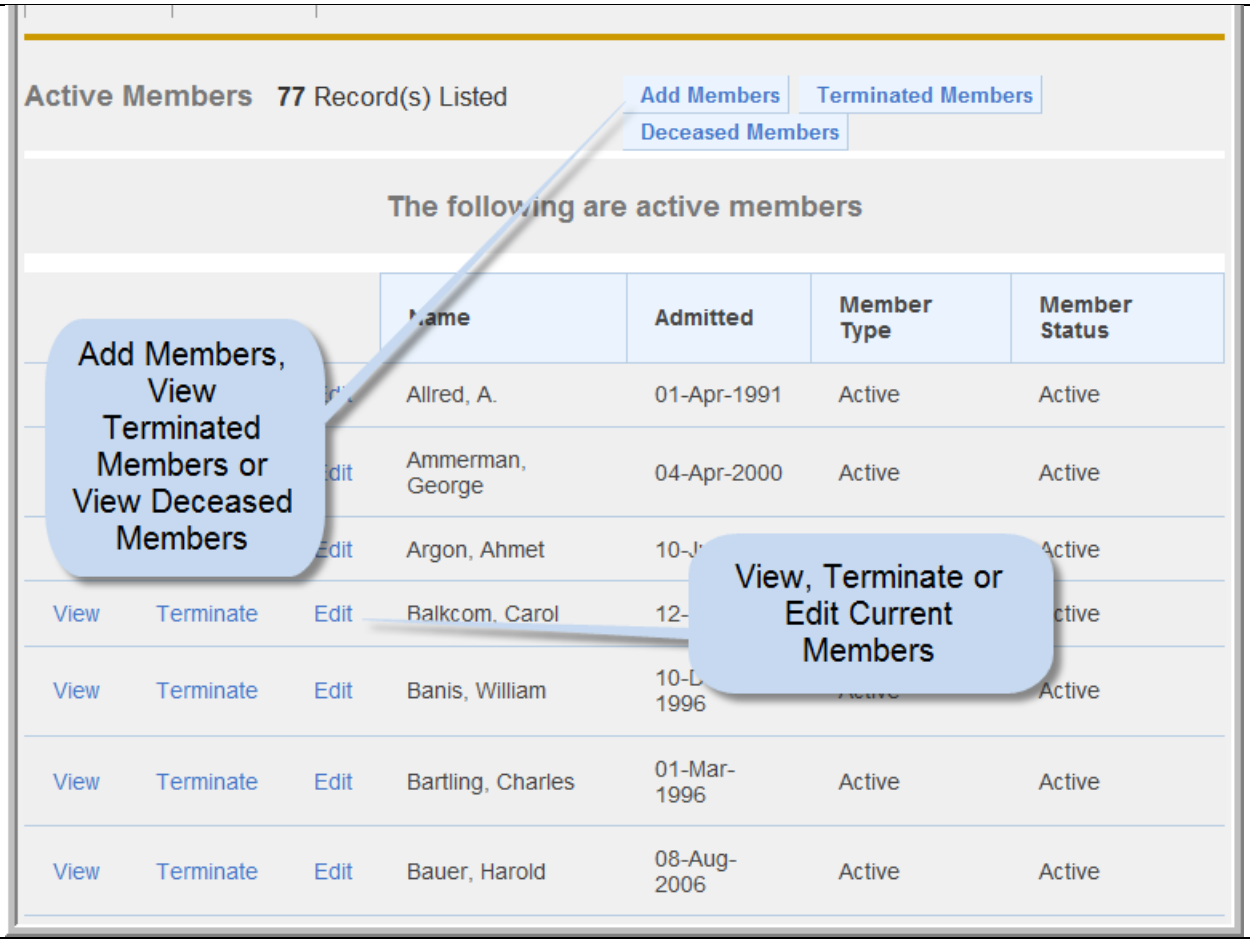

Update Membership Data
Contribute to The Rotary F
View your Contribution His
Pay Semi-Annual Dues
Search Club and District Data
Update Club Data
Click on Update Club Data


ROTARY INTERNATIONAL
THE ROTARY FOUNDATION
Home > Member Access > Official Club Data Form (Revised as of 1/7/2009)
My Profile | Change Passwor
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: Tues
Meeting Time: (Enter as 24-hour time, ie: 1445) 0715
Meeting Place: Hilton Garden Inn
Street Address Line 1:
Street Address Line 2:
Street Address Line 3:
City Evanston
Postal Code: 60201
Country / Geographical Region United States
State/Province/Territory IL
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

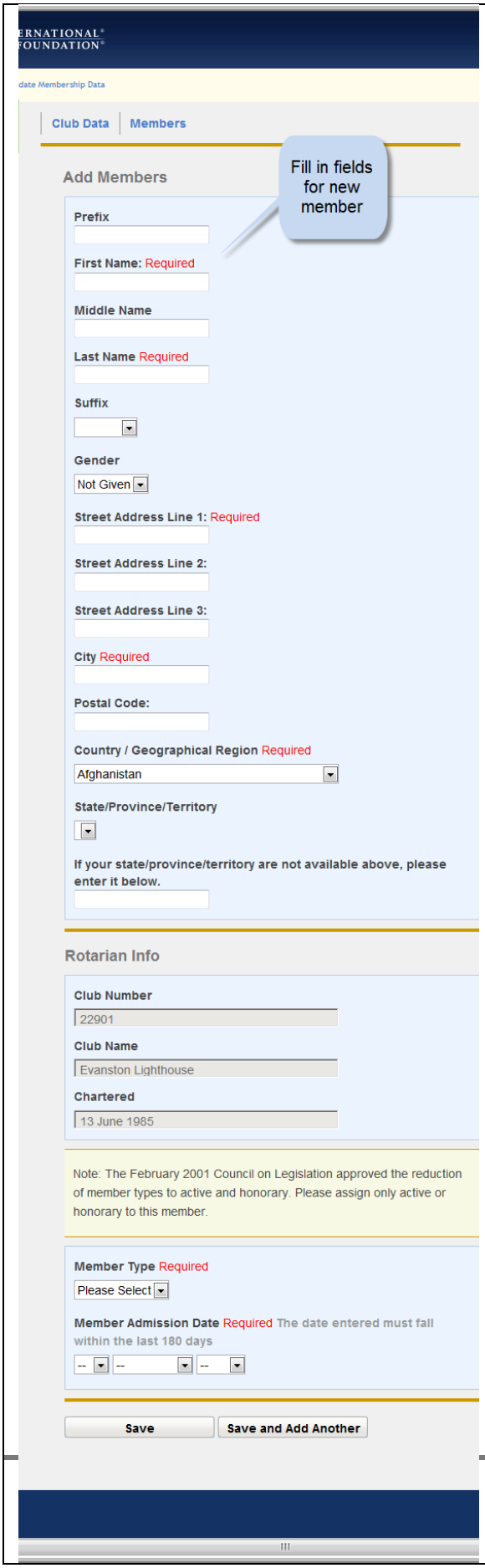


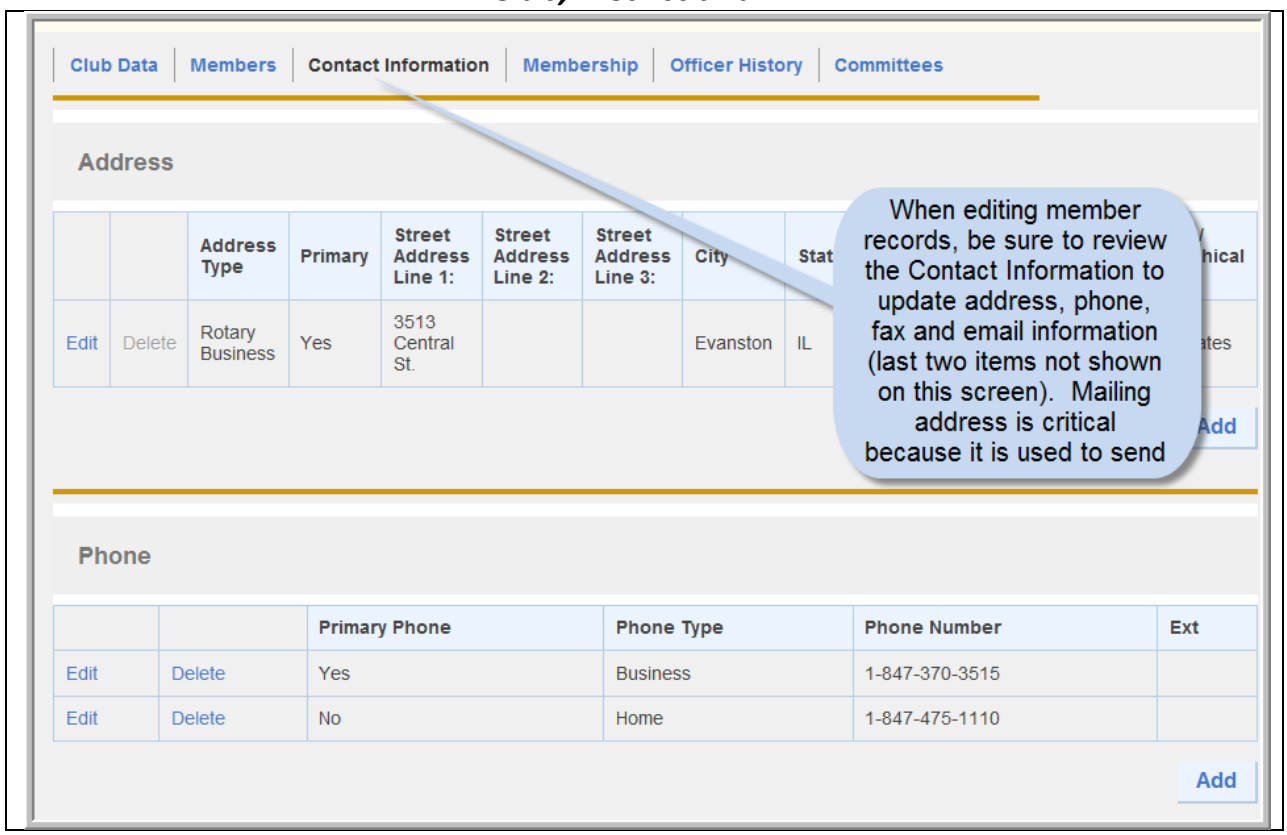
NOTE: A portion of this screen that allows you to list the club executive secretary, treasurer and Foundation chair is not shown. You should define the treasurer and Foundation chair to allow them to access Member Access functions that pertain to their positions. Although the Executive Secretary position 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.


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
Allred, A. 01-Apr-1991 Active Active
Ammerman, George 04-Apr-2000 Active Active
Argon, Ahmet Active
View Terminate Edit Balkcom, Carol
View Terminate Edit Banis, William 1996 Active
View Terminate Edit Bartling, Charles 01-Mar-1996 Active Active
View Terminate Edit Bauer, Harold 08-Aug-2006 Active Active

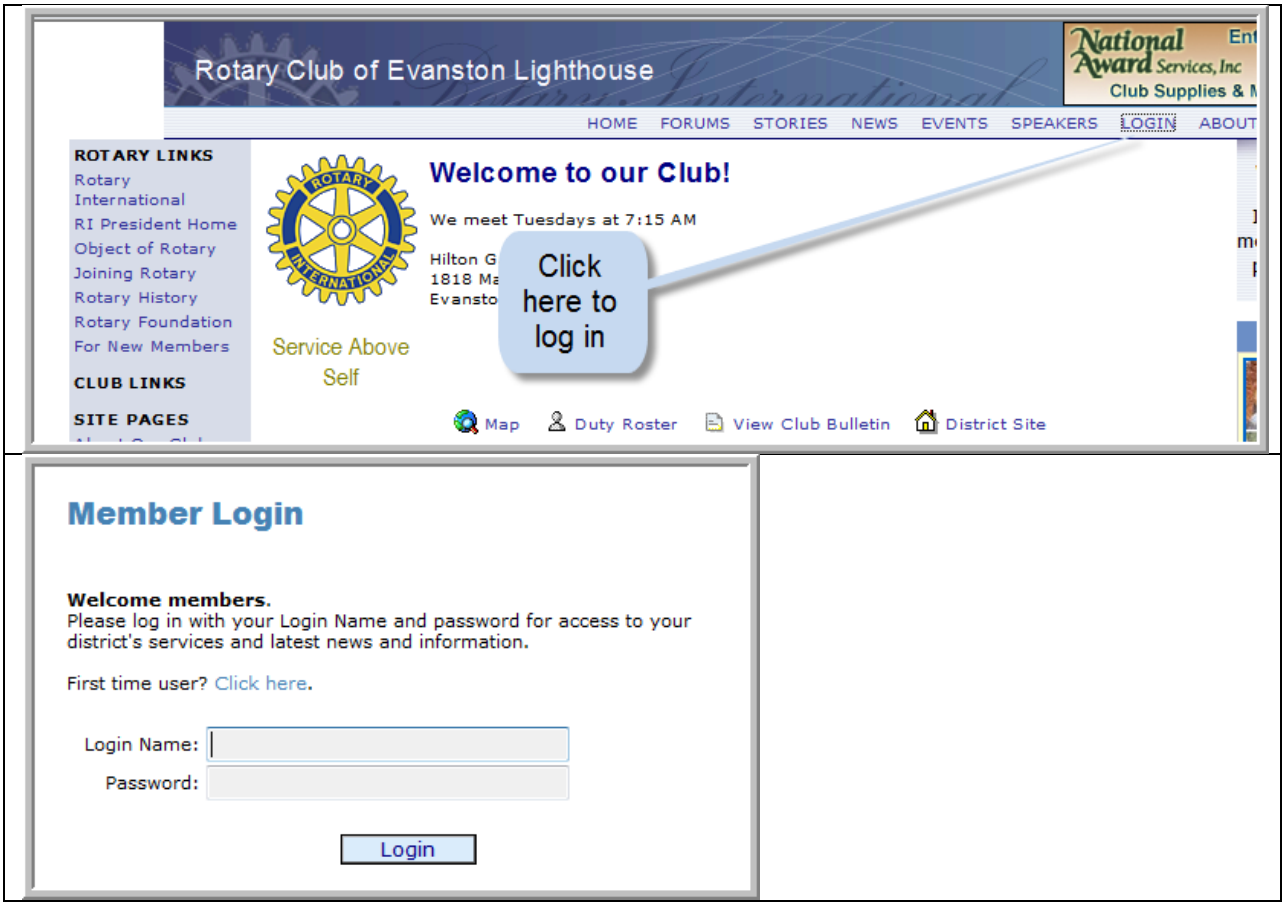
Tips about the Maintenance of Rotary Membership Records at the Club, District and RI

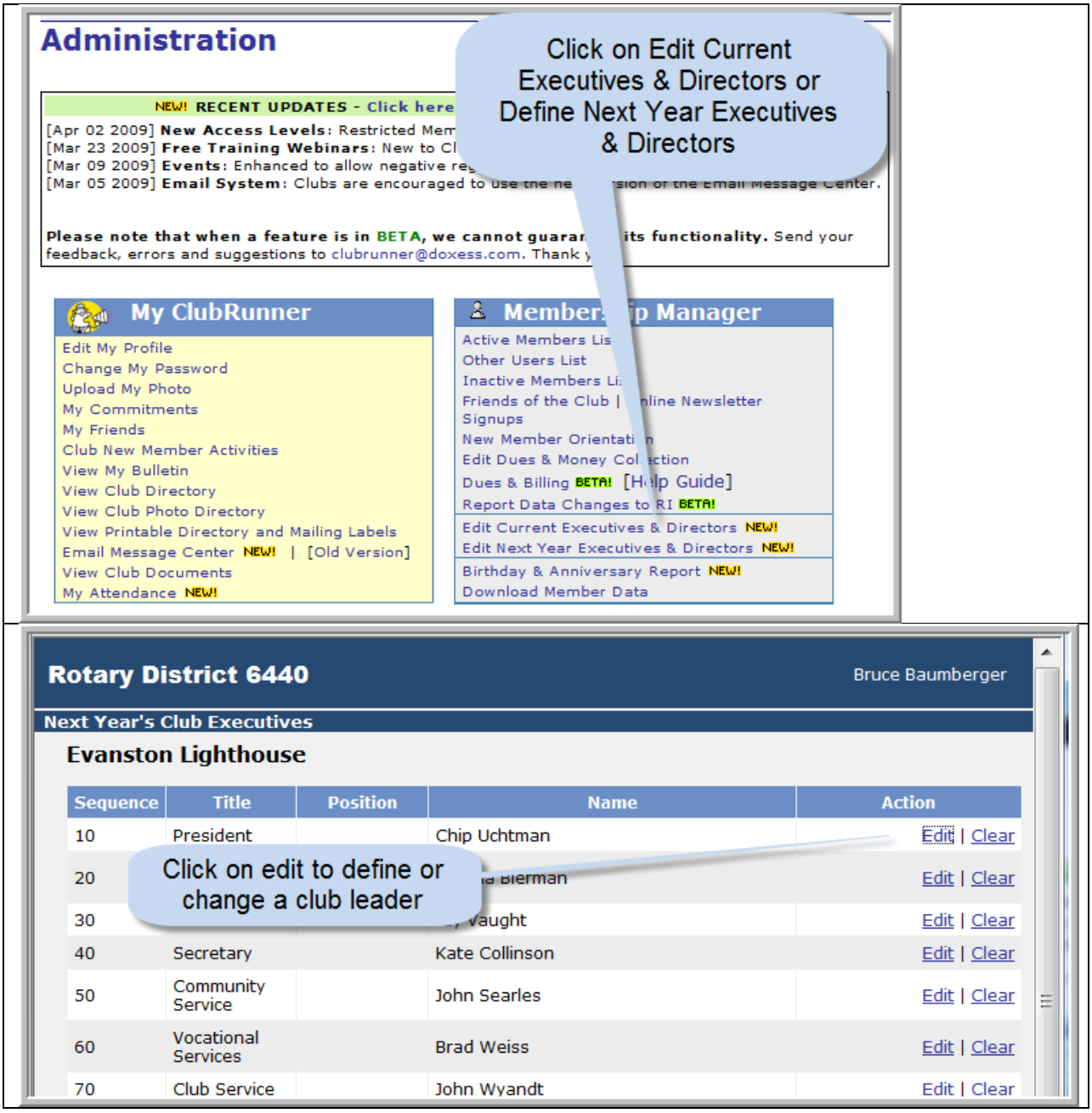


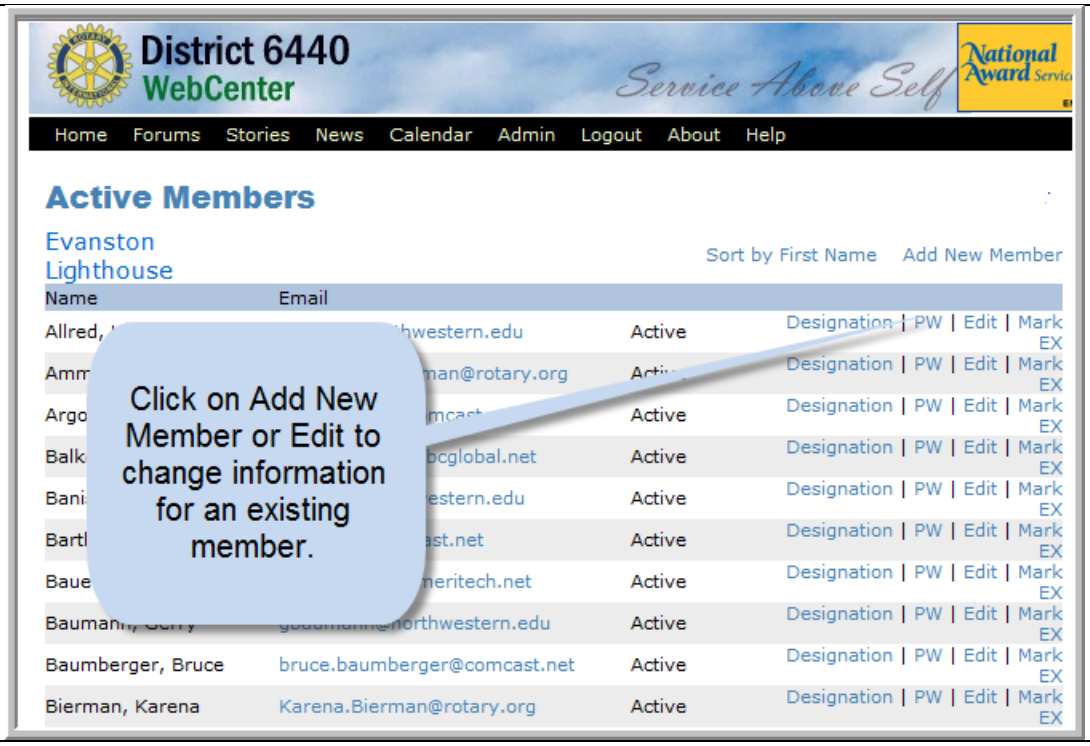

Club Data
Members
Contact Information
Membership
Officer History
Committees
Address
Address Type
Primary
Street Address Line 1:
Street Address Line 2:
Street Address Line 3:
City
Stat
Edit
Delete
Rotary Business
Yes
3513 Central St.
Evanston
IL
Add
When editing member records, be sure to review the Contact 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
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

District and Club Membership and Leadership Updates

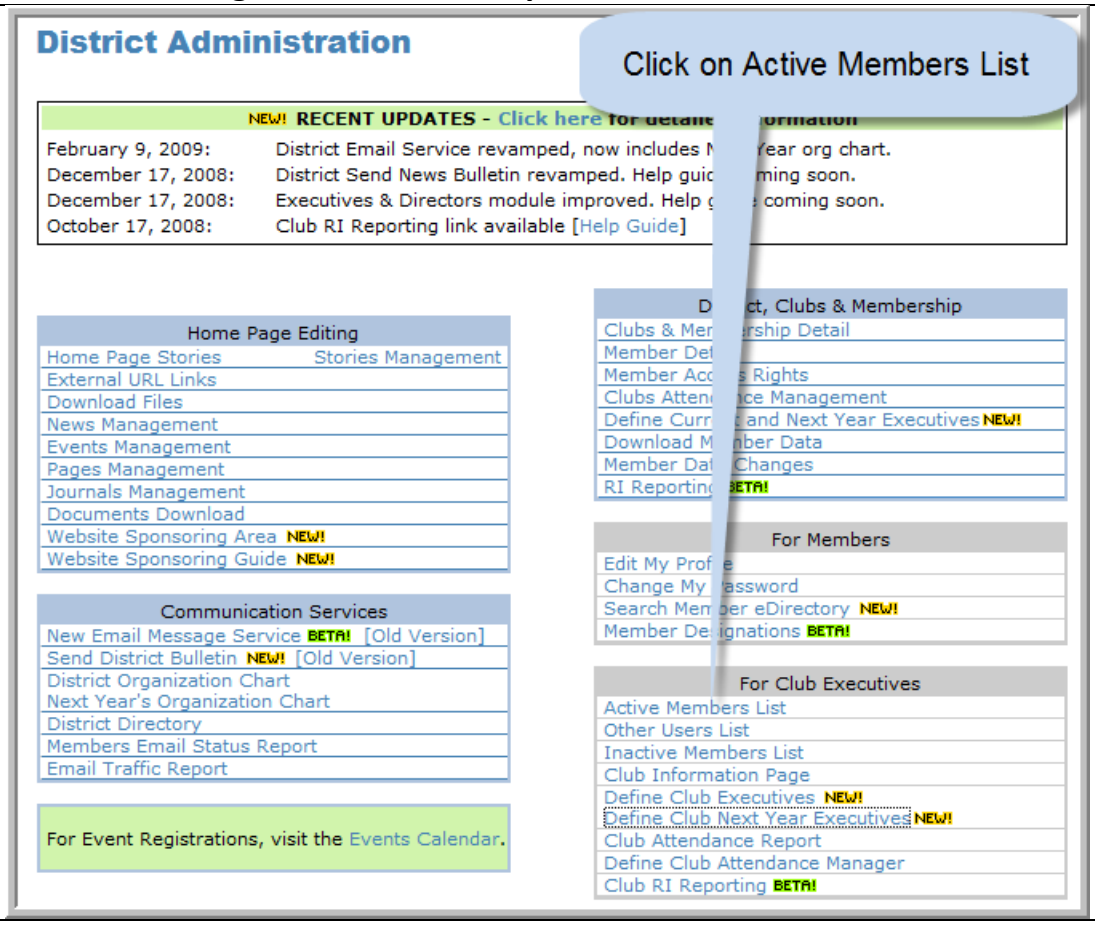
ClubRunner Clubs – go to your club website

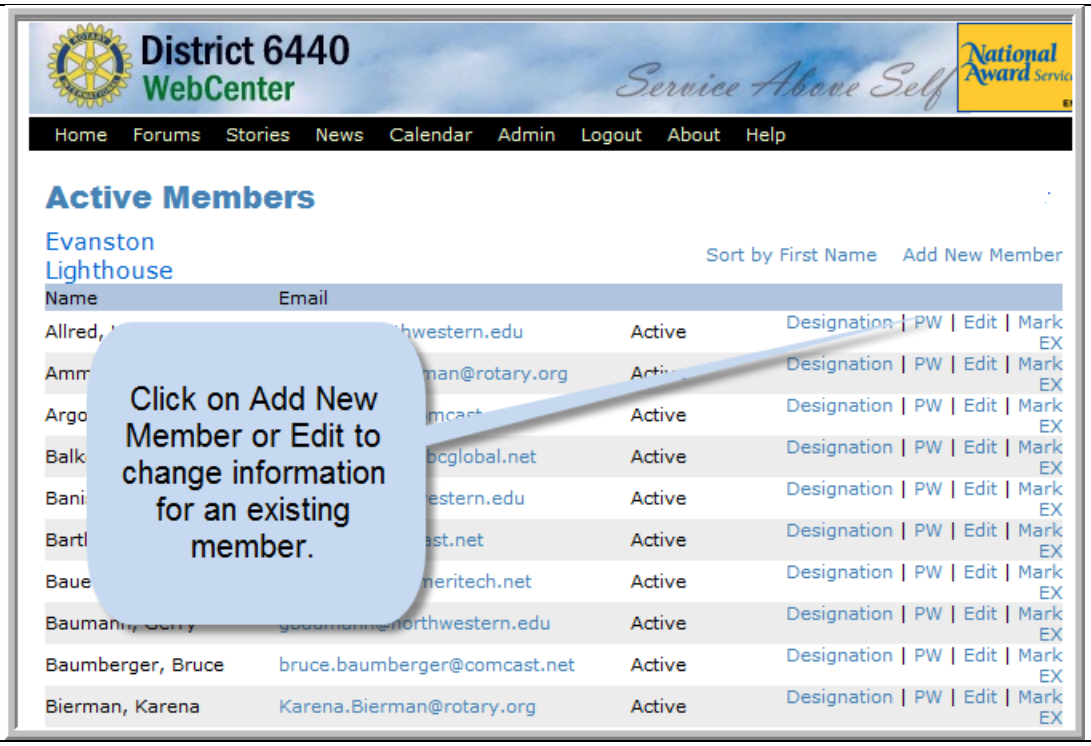



Administration
Click on Edit Current Executives & Directors or Define Next Year Executives & Directors
NEW! RECENT UPDATES - Click here
[Apr 02 2009] New Access Levels: Restricted Mem
[Mar 23 2009] Free Training Webinars: New to Cl
[Mar 09 2009] Events: Enhanced to allow negative re
[Mar 05 2009] Email System: Clubs are encouraged to use the ne sion of the Email Message Center.
Please note that when a feature is in BETA, we cannot guarar its functionality. Send your feedback, errors and suggestions to clubrunner@doxess.com. Thank y
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!
Member p Manager
Active Members Lis
Other Users List
Inactive Members Li
Friends of the Club | nline Newsletter Signups
New Member Orientati n
Edit Dues & Money Col ction
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 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



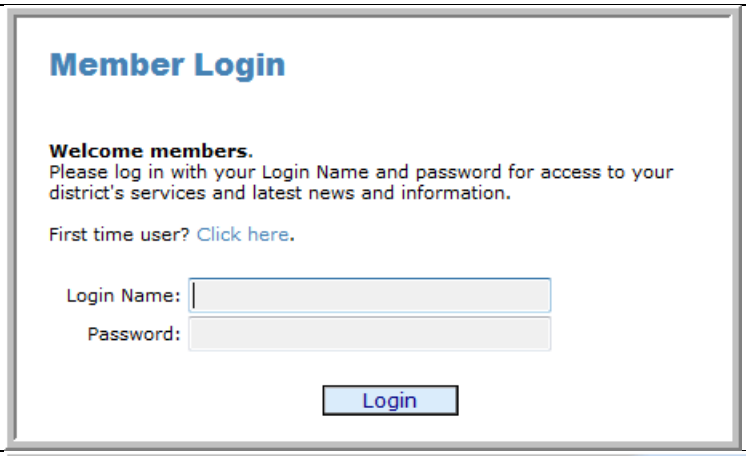
To add or change club membership records:

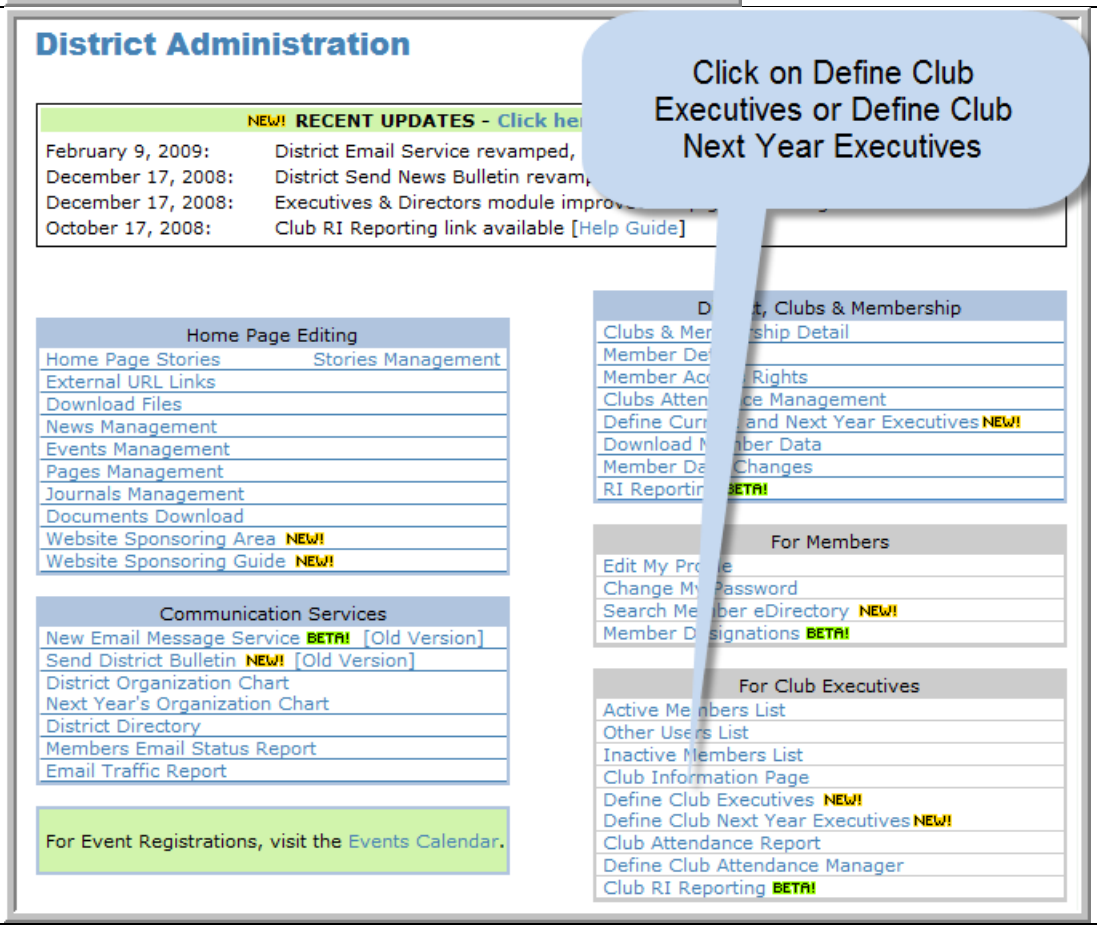




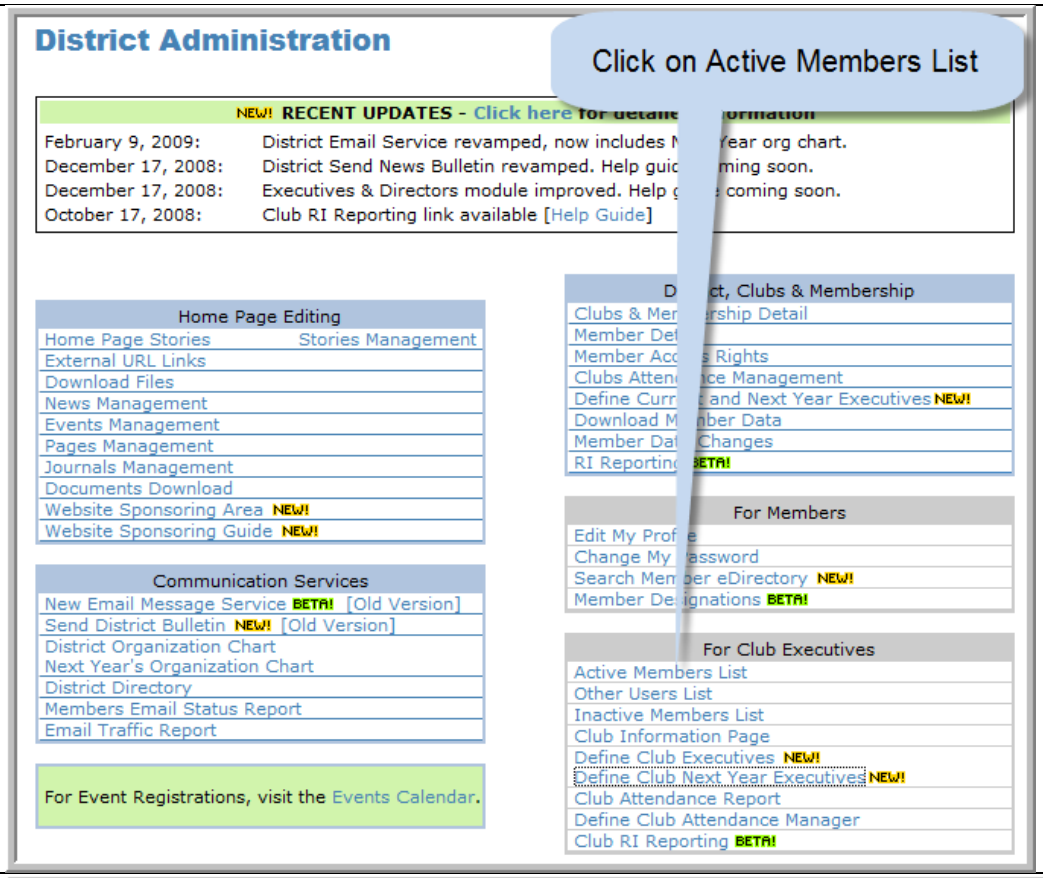
Fill in the information on following screens (not shown here) to add or update information. Use the ClubRunner HELP screens as needed.

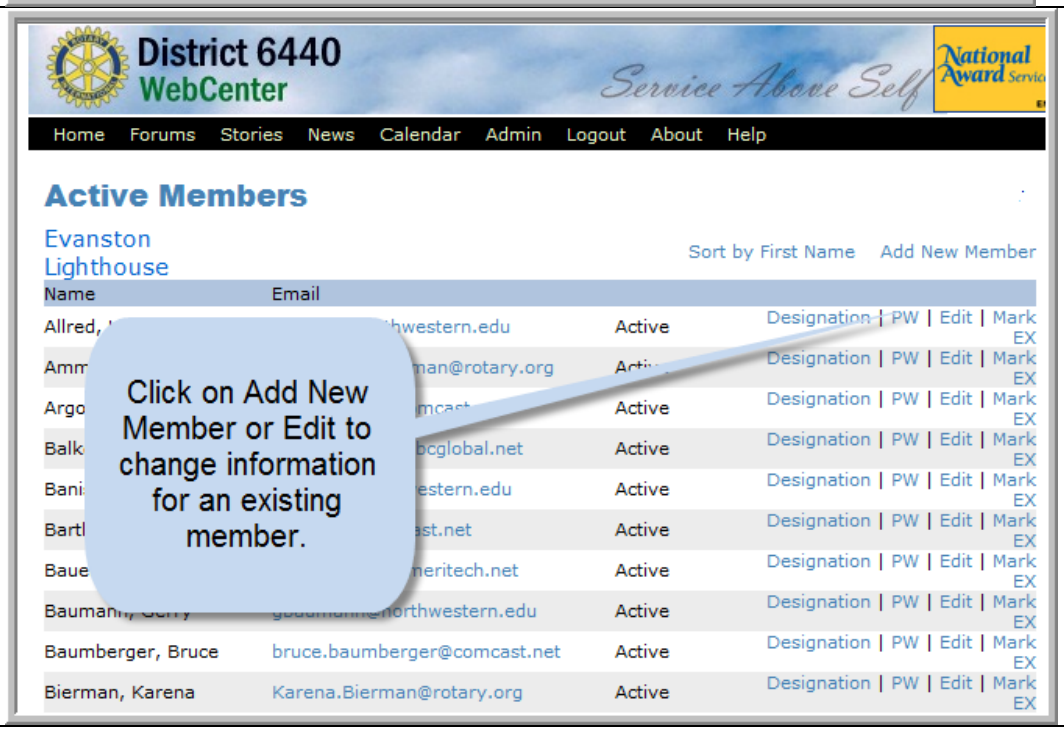
Non-ClubRunner Clubs – go to www.rotary6440.org





To add or change club membership records:





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