





Rotary International District 7255

Brooklyn  Queens  Nassau  Suffolk

All of Long Island, NY USA

GWENN RAMAGE-WONS

District Governor 2013-14



Instructions:

District 7255 Web Site Interaction including Attendance Reporting

For Rotary clubs using and not using ClubRunner/Doxess Technologies services for their club's homepage.

Part I: Club's **not** using Club Runner/Doxess Technologies for their club's homepage

Access rights are limited to club presidents, presidents-elect, secretaries, treasurers, attendance chairpersons and so forth.

You are provided with a tremendous resource tool and it does not take a lot of effort to maintain your entire club's vital information and all that in one place. Updated Rotary Information is thus simplified and tasks like preparing directories are enhanced.

Following steps are necessary to login to the system:

- 1). – Start your favorite Internet browser such as Internet Explorer, or other browsers, however Mozilla Firefox is preferred.
- 2). – When your browser is loaded, enter District7255.org as shown below:



With Amazon Prime, you get unlimited instant streaming of 47,800 movies and TV episodes. [Learn More](#)



3). – You will be rewarded with the Home Page of the District 7255 website:



Point on
“Login” and
depress the
left mouse
button

4). – A “Login” pop-up window appears as shown below:

Enter your “Login Name”
Usually your e-mail address

Enter your “Password”

Click here to retrieve or set a
Password - it will be emailed

After you entered you
password depress “**Login**”

Enter your login information below:

Login Name
ccjfrank@optonline.net

Password

[New and existing users: retrieve login and/or reset password](#)

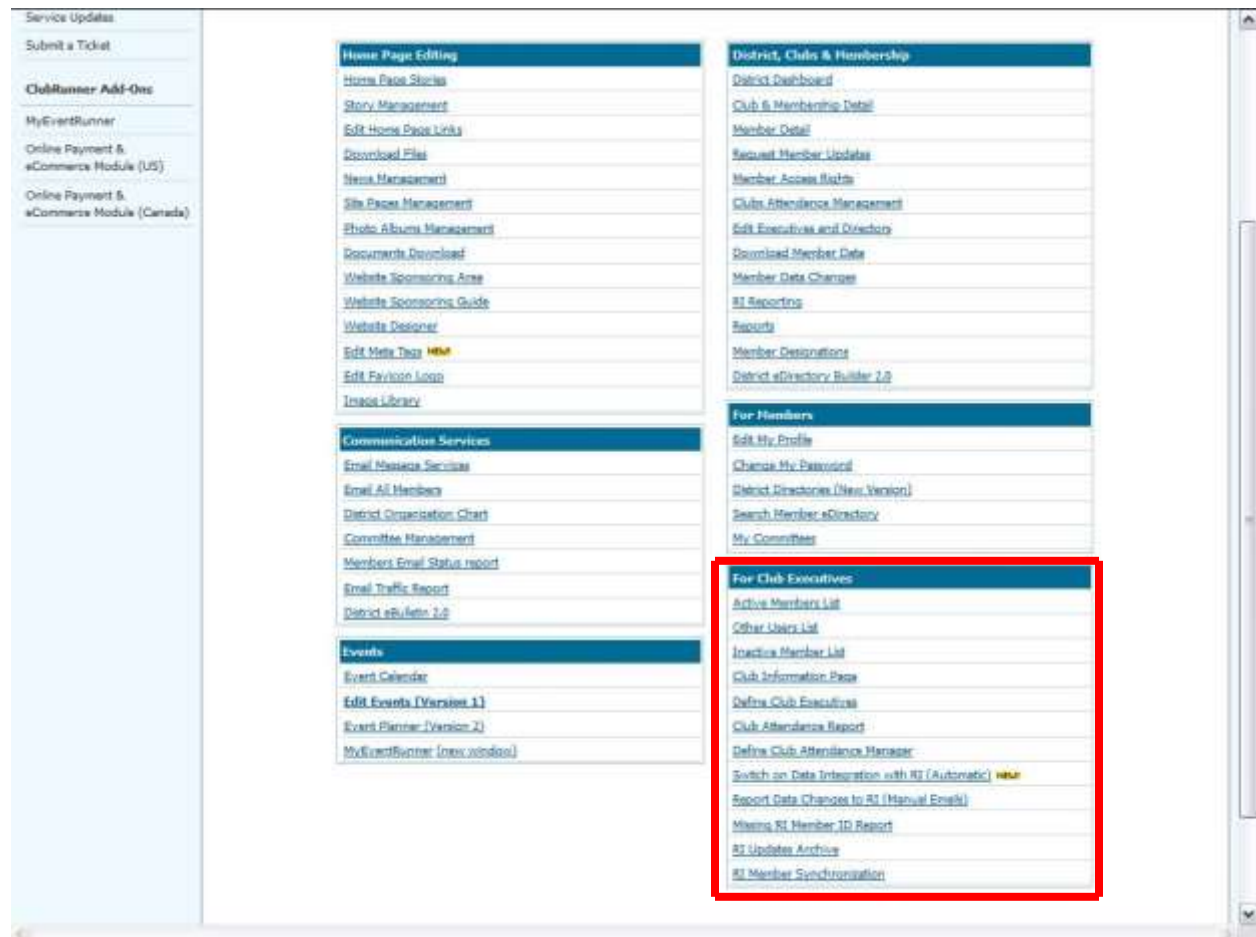
Remember me

Login

5). – The District 7255 Homepage appears as follows:



6). – The District 7255 “Admin” screen will appear:



You will work with options listed in the highlighted “For Club Executives” (meaning Rotary Club Officers) section. You can always return here by clicking on “Back To” on the bottom of most screens or by logging in as just delineated. Remember to depress “Save” after updated data.

Add member(s) - it is important to add member(s) as soon a new member is inducted into your Rotary club so that not only you have an accurate record but so that District 7255 has an accurate count in the district:

2). – In the “Active Members List” click on “Add New Member”



The screenshot shows the 'Active Members List' interface. At the top, there is a dropdown menu for 'Select Club:' set to 'E-Club District 7255' and a 'Members per Page:' dropdown set to '25'. Below these are navigation links for each letter of the alphabet from 'A' to 'Z', with 'All' selected. A red arrow points from the text above to the 'Add New Member' link located at the bottom right of the list area.

Email	<input type="checkbox"/> By First Name	Name ▲	Type	Access	Action
		Frank, Cornell	Active	30	Designation Mark Ex Reset Password
		Labiento, Anthony	Active	70	Designation Mark Ex Reset Password
		Niedermeyer, Nancy	Active	70	Designation Mark Ex Reset Password
		Olmstead, Arthur	Active	70	Designation Mark Ex Reset Password

3). – In the “New Member” panel fill in the new member’s information

Including the login name (typically the member’s e-mail address) and a password
If new member transfers from another club it is very important to enter the transferring member’s previous membership number (typically found on the mailing label of the Rotarian Magazine). Thus, all Foundation contributions will be credited to the transferring new member account.

Do not forget to click on “Add Member”



When you are done click on “Go Back”

Delete former member(s) - it is important to delete former member(s) as soon as they are terminated, or leave(s) your club, so that you have an accurate record and District 7255 has an accurate count of members. Please make sure you indicate the reason for termination:

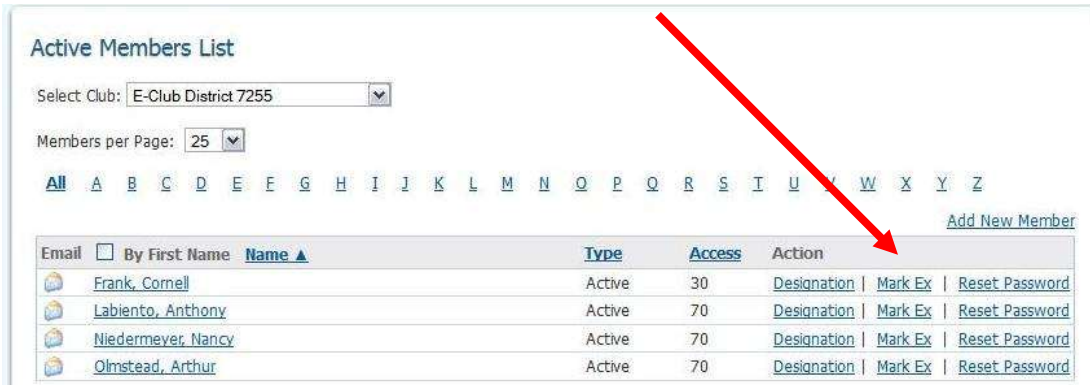
1). - in the “For Club Executives” section



The screenshot shows a menu titled "For Club Executives" with several options. A red arrow points from a callout box to the "Active Members List" link. The callout box contains the text "Click on 'Active Members List'".

For Club Executives
Active Members List
Other Users List
Inactive Member List
Club Information Page
Define Club Executives
Club Attendance Report
Define Club Attendance Manager
Switch on Data Integration with RI (Automatic) NEW!
Report Data Changes to RI (Manual Emails)
Missing RI Member ID Report
RI Updates Archive
RI Member Synchronization

2). – In the “Active Members List” click on “**Mark Ex**” for the desire member line:



The screenshot shows the "Active Members List" page. It includes a dropdown for "Select Club" (E-Club District 7255) and a "Members per Page" dropdown (25). Below these are navigation links for letters A through Z and an "Add New Member" link. A table lists members with columns for Email, Name, Type, Access, and Action. A red arrow points to the "Mark Ex" link in the Action column of the first row.

Email	By First Name	Name ▲	Type	Access	Action
	Frank, Cornell		Active	30	Designation Mark Ex Reset Password
	Labiento, Anthony		Active	70	Designation Mark Ex Reset Password
	Niedermeyer, Nancy		Active	70	Designation Mark Ex Reset Password
	Ohmstead, Arthur		Active	70	Designation Mark Ex Reset Password

3). – In the “Termination” page:

The screenshot shows a web form for terminating a member. At the top, there is a field labeled 'Ex-Member as of:' with the date 'Sep 01 2013' and a calendar icon. Below this is a section for 'Please indicate reason for termination:' with a list of radio button options: Classification, Business Transfer, Moved, Attendance, Business Pressure, Disinterest, Health, Deceased, None Given, Joined Other Club, Family Obligations, Duplicate record on ClubRunner, and Other. To the right of these options is an 'Ex-Member Confirmation' section with a warning: 'Please note that once you confirm this member to be marked as an ex-member, the following actions will take place. These cannot be undone if the member is reinstated.' Below the warning, it states: 'The member's access rights will be downgraded and this member will no longer be able to login.' and 'This member's name will be cleared from the following position(s) in the Executives/Directors list: Sergeant at Arms (2013)'. It also says: 'This member will be removed from the following distribution list(s): All E-Club members'. At the bottom left, there is a checkbox labeled 'Check here if you do NOT wish to notify Rotary International of this member termination' which is currently unchecked. Below the checkbox is a 'Terminate Member' button and a 'Go Back' button. Red arrows point from callout boxes to these elements: 'Enter the Termination Date' points to the date field; 'Use the calendar box' points to the calendar icon; 'Select a termination reason' points to the radio button options; 'If other is selected, please specify' points to the 'Other' option and the text input field below it; 'Leave unchecked' points to the checkbox; and 'Press "Terminate"' points to the 'Terminate Member' button.

4). – Press “Go Back”

To **totally remove a terminated member(s)** from the District 7255 web site
However, do not be too hasty to do this in case a member might return!

1). - in the “For Club Executives” section

The screenshot shows a menu titled 'For Club Executives' with several links: Active Members List, Other Users List, Inactive Member List, Club Information Page, Define Club Executives, Club Attendance Report, Define Club Attendance Manager, Switch on Data Integration with RI (Automatic) NEW!, Report Data Changes to RI (Manual Emails), Missing RI Member ID Report, RI Updates Archive, and RI Member Synchronization. A red arrow points from a callout box labeled 'Click on "Inactive Members List"' to the 'Inactive Member List' link.

2). - In the “Inactive Members List”:

Inactive Members List

Select Club:

Members per Page:

[All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Add New Member](#)

Email	<input type="checkbox"/> By First Name	Name	Type	Access	Action
		Canning, Ceylon	Ex Member	70	Designation Delete Reset Password
		Casper, Kathleen	Ex Member	70	Designation Delete Reset Password

Editing Member(s) Information is of paramount importance by the Rotarian who is responsible (usually the Club Secretary) in order to keep the club’s member information up-to-date on the District 7255 web site. If a club has its own web site, with ClubRunner, then the club web page shall be kept up-to-date. The ClubRunner “club web page” is then automatically synchronized with the “District 7255 web site.” Thus, as soon member information changes it is easier to change the one member’s data right away as opposed to having to do massive updates by a later deadline. Such an example is when District 7255 is in the process of producing a District 7255 Directory. Being diligent about all this data entry/correction/update not only assures respective clubs that their records are accurate but insures that District 7255 has accurate and up-to-date district records. These are a tremendously valuable resource and please take advantage of it.

1). - in the “For Club Executives” section

For Club Executives

- [Active Members List](#)
- [Other Users List](#)
- [Inactive Member List](#)
- [Club Information Page](#)
- [Define Club Executives](#)
- [Club Attendance Report](#)
- [Define Club Attendance Manager](#)
- [Switch on Data Integration with RI \(Automatic\) **NEW!**](#)
- [Report Data Changes to RI \(Manual Emails\)](#)
- [Missing RI Member ID Report](#)
- [RI Updates Archive](#)
- [RI Member Synchronization](#)

2). – In the “Active Members List” click on the following:

Active Members List

Select Club:

Members per Page:

[All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Add New Member](#)

Email	<input type="checkbox"/> By First Name	Name ▲	Type	Access	Action
		Frank, Cornell	Active	30	Designation Mark Ex Reset Password
		Labiento, Anthony	Active	70	Designation Mark Ex Reset Password
		Niedermeyer, Nancy	Active	70	Designation Mark Ex Reset Password
		Olmstead, Arthur	Active	70	Designation Mark Ex Reset Password

3). – The “Member Profile” Page appears

Member Profile

Cornell Frank
[Printable Version](#)

[Update](#)

Personal **Rotary** **Biography** **Commitments** **Settings** **Privacy**

[Edit](#)

Member Details

Title	Dr.	Spouse/Partner First Name	
First Name	Cornell	Spouse/Partner Last Name	
Middle Name	C.	Spouse/Partner Nick Name	
Last Name	Frank	Spouse/Partner Birthday	
Nickname			
Suffix			
Preferred Address	Home		
Preferred Phone	Cell		
E-mail	ccjfrank@optonline.net	Alternate E-mail	

**All emails will only be sent to the primary email address* *Birthdays and anniversary years can only be viewed by Club Executive level or higher.*

Home

Address Line 1	P.O. Box 8086	Home Phone	
Address Line 2		Cell	1 516-356-5610
City	Hicksville	Home Fax	
Country	United States		
State/Province	NY		
Zip/Postal Code	11802-8086		


More “Member Profile” data entry/update fields:

Work	
Company Name	Position/Title
Address Line 1	Business Phone
Address Line 2	Business Fax
City	Website URL
Country	
State/Province	
Zip/Postal Code	

Custom Fields	
Past President	1984-1985 & Nov. 2011-2014
Club Vice-President	<input checked="" type="checkbox"/>
Club Treasurer	<input checked="" type="checkbox"/>
Paul Harris Fellow	plus 5
Assistant Governor	District 7230 1989-1990; District 7250 2006-2007, District 7230 1985-1986 & 1989-1990,
Dist. Newsletter Ed.	<input checked="" type="checkbox"/>
Dist. Directory Ed.	<input checked="" type="checkbox"/>
Dist Chair/Club Serv	District 7255 2013-2014, District 7250 2005-2006
D7230 Sectrary	District 7230 1983-1984, 1982-1983, 1981-1982
Awards	RI Presidential Award 2013, 1985 D7250 Crystal Award 2006, D7230 Dedicated Rotary Service
Membership Dev.	District 7230 Highest Percentage Membership Increase Award
Other	Director and chair of every Rotary club Area of Service and chair/member of all sub-committees
Skype Name	dr.cornell.c.frank

← Press “Edit” to add/change data

Member Profile



Cornell Frank
[Printable Version](#)

Notice the six tabs – press one at a time for more data entry/update possibilities

Personal
Rotary
Biography
Commitments
Settings
Privacy

Fields marked in red are required.

Member Details

Title	<input type="text" value="Dr."/>	Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
First Name	<input type="text" value="Cornell"/>	Notice each data element appears in a box to be updated	
Middle Name	<input type="text" value="C."/>		
Last Name	<input type="text" value="Frank"/>		
Nickname	<input type="text"/>	Date fields have pull-down calendars	
Suffix	<input type="text"/>	Choices are handled by radio-buttons	
Preferred Address	<input checked="" type="radio"/> Home <input type="radio"/> Work		
Preferred Phone	<input type="radio"/> Business <input type="radio"/> Home <input checked="" type="radio"/> Cell	Spouse/Partner Birthday <input type="text"/>	
E-mail	<input type="text" value="ccjfrank@optonline.n"/>		

*All emails will only be sent to the primary email address

The “Rotary” Tab:

Member Profile

Cornell Frank
[Printable Version](#)

Please assure that all data elements are up-to date

Personal **Rotary** Biography Commitments Settings Privacy

Rotary Membership Details

Club	E-Club District 7255 (ID# 84139)	Membership Type	Active
Rotary Member No.	0647532	Classification	Higher Ed-Business Mgt
Membership		Original Date Joined	Jun 01 1979
Office	Charter President		
Sponsor	Dean James LG FitzPatrick		

Rotary Member Designations Edit Member Designations

- Past President**: D7230 RCSI Club President 1984-85 & Club Director of every Service Committee and Sub-Committees
- Paul Harris Fellow**: Plus 5

Club Attendance

Current YTD Attendance	100.00 %
Last Year's YTD Attendance	100.00 %
YTD Attendance Report	

The “Biography” Tabs – please enter your story so we can get to know each other better

Personal **Rotary** **Biography** Commitments Settings Privacy

Public
 This biography can be viewed by anyone in the district.

Cornell has been active in Rotary for over thirty years and thus is familiar with every aspect of Rotary. Professionally he was a college Dean of Business Affairs and Vice Presidents of Financial Services. He has been club president three times in two different Rotary clubs. His Rotary experience is all encompassing. In District 7230, he was district secretary (multiple years), DG's Representative (now AG), twice World Community Service-Disaster Relief chair, Paul Harris Recognition Events co-chair, Task Force on Extension member, District Public Relations committee co-chair, district trainer of club secretaries and treasurers, International Youth Exchange Programs (IYEP) member. In District 7250 he participated in the Group Study Exchange (GSE) with Germany's D0950 in 2001 & Russia's D4100 in 2005; the Youth Exchange Program (YEP) with Switzerland's D1860 in 2002, led the chartering of two Interact Clubs, attended & led sessions of Presidents-Elect Seminars (PRETS), attended District Assemblies and Conferences, was declared to have been a valuable member of the Governors team, having none and as such received a district award, prepared detailed district & RI reports on membership trends, produced and edited the mail received D7230 e-Newsletter, wrote and published an article on the occasion of RI 100th Anniversary which appeared in a number of local papers on Long Island, served as AG for multiple years, a Paul Harris Fellow (PHF), plus 5, as a his wife. Cornell has taught computer science & business courses on the University level, is a published author, holds a BS and MBA in business with specialization in executive management and a PhD in philosophy.

Vocational Descriptions
 This vocational description is intended for public display in a future release of a Rotarian business directory.

[Press Edit to Enter Your Biography](#)

Private Biography
 Private biographies are only viewable by your club members and are not available to district members.

Cornell has been active in Rotary for over thirty years and thus is familiar with every aspect of Rotary. Professionally he was a college Dean of Business Affairs and Vice Presidents of Financial Services. He has been club president three times in two different Rotary clubs. His Rotary experience is all encompassing. In District 7230, he was district secretary (multiple years), DG's Representative (now AG), twice World Community Service-Disaster Relief chair, Paul Harris Recognition Events co-chair, Task Force on Extension member, District Public Relations committee co-chair, district trainer of club secretaries and treasurers, International Youth Exchange Programs (IYEP) member. In District 7250 he participated in the Group Study Exchange (GSE) with Germany's D0950 in 2001 & Russia's D4100 in 2005; the Youth Exchange Program (YEP) with Switzerland's D1860 in 2002, led the chartering of two Interact Clubs, attended & led sessions of Presidents-Elect Seminars (PRETS), attended District Assemblies and Conferences, was declared to have been a valuable member of the Governors team, having none and as such received a district award, prepared detailed district & RI reports on membership trends, produced and edited the mail received D7230 e-Newsletter, wrote and published an article on the occasion of RI 100th Anniversary which appeared in a number of local papers on Long Island, served as AG for multiple years, a Paul Harris Fellow (PHF), plus 5, as a his wife. Cornell has taught computer science & business courses on the University level, is a published author, holds a BS and MBA in business with specialization in executive management and a PhD in philosophy.

Changing your Club's Meeting Information:

1). - in the "For Club Executives" section



Click on
"Club Information Page"

2). _ The "Club Information" page will appear:

A screenshot of the "E-Club District 7255" page. The page includes a "Meeting Information" section with details like "Sunday at 8:45 AM" and "http://www.RotaryEClubLongIslandOne.org". There are also sections for "Upcoming Speaker Program" and "Upcoming Club Events". Two callout boxes with red arrows point to specific links: one points to "Edit Club Info (Online)" and another points to "Edit Executives & Directors".

Click here to enter/edit your Club

Click here to enter edit your Club Officers and Directors

Update Club Information page:

The screenshot shows the 'Update Club Information' page, divided into two main sections: 'Club Information' and 'Meeting Information'. The 'Club Information' section includes fields for Club Name, Short Name, Club Type, Club Motto, Club Greeting, Club Id, Charter Date, and Website. The 'Meeting Information' section includes fields for Club Meeting (frequency and time), Meeting Schedule, Meeting Place, Meeting Address, Unit/Suite, City, Country, State, Zip Code, Latitude, and Longitude. There are also checkboxes for 'Hide member photos for public' and a note at the bottom.

Annotations on the form:

- A red arrow points from the text box 'Specify your club web site' to the Website field.
- A red arrow points from the text box 'The link will not work w/o http://' to the Website field.
- A red arrow points from the text box 'Verify the meeting day and time; if not correct then kindly make changes' to the Club Meeting field.
- A red arrow points from the text box 'Make sure your meeting address is an actual street address, not just a location. This data will be used to display your meeting place on a map' to the Meeting Address field.

Text boxes:

- Specify your club web site
- The link will not work w/o http://
- Verify the meeting day and time; if not correct then kindly make changes
- Make sure your meeting address is an actual street address, not just a location. This data will be used to display your meeting place on a map

Form fields and values:

- Club Name: Rotary E-Club of District 7255
- Short Name: E-Club District 7255
- Club Type: Rotary
- Club Motto: Service Above Self
- Club Greeting: Welcome to our Club!
- Club Id: 84199
- Charter Date: 1/18/2011
- Website: http://www.RotaryEClubLongIsland URL must starts with http://
- Club Meeting: Every Sunday at 8:45 AM
- Meeting Schedule: Meeting Schedule
- Meeting Place: http://www.RotaryEClubLongIsland
- Meeting Address: World Wide Online
- Unit/Suite:
- City: New York
- Country: United States
- State: New York
- Zip Code: 00000
- Latitude:
- Longitude:

Hide member photos for public: Yes No

Note: If you change your meeting address and do not update the latitude/longitude it will be left blank.

This club is a current ClubRunner subscriber, therefore District may not edit the information on this page. Changes can only be made through the club site.

When finished making all the correct data entries, click on the **Save Changes** button

Define Club Officers i.e., Club President, Secretary, etc (ClubRunner calls them Executives)

Your club's listing of officers and directors appear in several places:

- The District 7255 Organization Chart
- The District 7255's auto-generated group mailing lists
- Your club's website (if you are a ClubRunner club web site user)

Note: Although your club officers' names appear on a web site, their e-mail addresses do not.

It is of paramount importance to state who your current club officer's are in order that any one of them will be granted access when they try to login to the District 7255 web site.

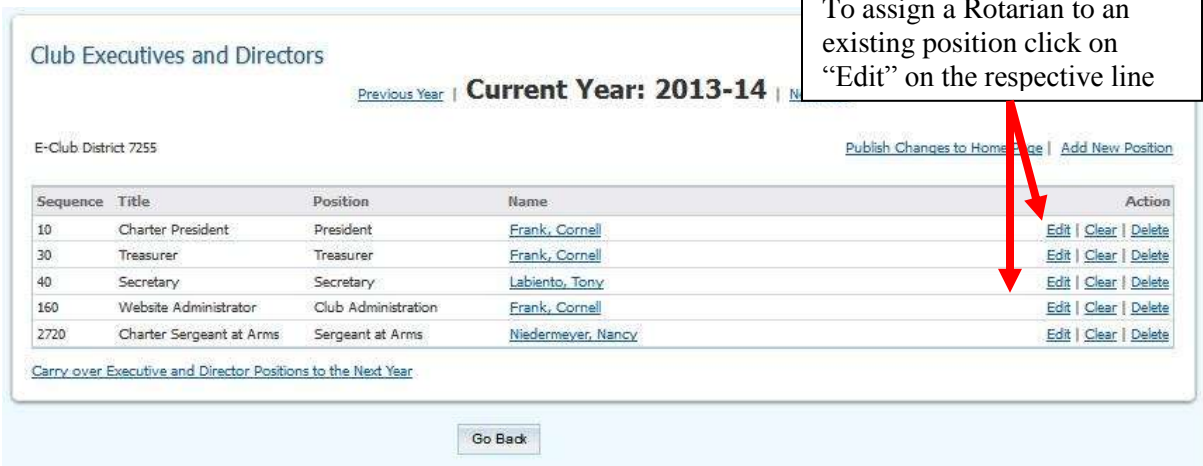
To specify your club officers and directors (called Executives by ClubRunner):

1). - in the "For Club Executives" section



Click on "Define Club Executives"

The presented page has many different positions listed. You do not need to fill in each one! Whatever is not specified will simply not be listed on the web site. Presidents and Secretaries are required to be included



To assign a Rotarian to an existing position click on "Edit" on the respective line

The following page appears:

Club Executives and Directors

[Previous Year](#) | **Current Year: 2013-14** | [Next Year](#)

E-Club District 7255 [Publish Changes to Home Page](#) | [Add New Position](#)

Sequence	Title	Position	Name	Action
10	Charter President	President	Select Member Frank, Cornell	Save Cancel
30	Treasurer	Treasurer	Frank, Cornell	Edit Clear Delete
40	Secretary	Secretary	Labiento, Tony	
160	Website Administrator	Club Administration	Frank, Cornell	
2720	Charter Sergeant at Arms	Sergeant at Arms	Niedermeyer, Nancy	

[Carry over Executive and Director Positions to the Next Year](#)

[Go Back](#)

Then choose the name from the drop down list and press “**Save**”

Repeat the process of clicking on “**Edit**” for other officers and directors lines and selecting the respective Rotarian from the drop down list until all desired officers are recorded.

It is of paramount importance to indicate at least the Club President and the Club Secretary.

To define a **New Position**:

Click on the “**Add New Position**” in the top right corner above and the following appears”

Club Executives and Directors

[Previous Year](#) | **Current Year: 2013-14** | [Next Year](#)

E-Club District 7255 [Publish Changes to Home Page](#) | [Add New Position](#)

Sequence	Title	Position	Name	Action
		-- Select Position Title --	Select Member -- Select Member --	Save Cancel
10	Charter President	President	Frank, Cornell	Edit Clear Delete
30	Treasurer	Treasurer	Frank, Cornell	Edit Clear Delete
40	Secretary	Secretary	Labiento, Tony	Edit Clear Delete
160	Website Administrator	Club Administration	Frank, Cornell	Edit Clear Delete
2720	Charter Sergeant at Arms	Sergeant at Arms	Niedermeyer, Nancy	Edit Clear Delete

[Carry over Executive and Director Positions to the Next Year](#)

[Go Back](#)

*For example if position “Other” was selected you could enter Web Administrator as the Title. The title will be displayed on the web site.

Then select a Position from the dropdown list. Only a District Administrator can create new positions to be added to the list.

Select an active member from the “**Select Member**” list, then click “**Save**”

Note: If a member’s name is not listed, then that member needs to be added to the club directory.

Assign a Club's Attendance Recorder/Manager/Chair

Each club needs an Attendance Recorder (in ClubRunner called the Attendance Manager) who is the person that will be reached for information regarding the club's attendance.

By default this is the Club Secretary - you can change this to be any Rotarians in your club.

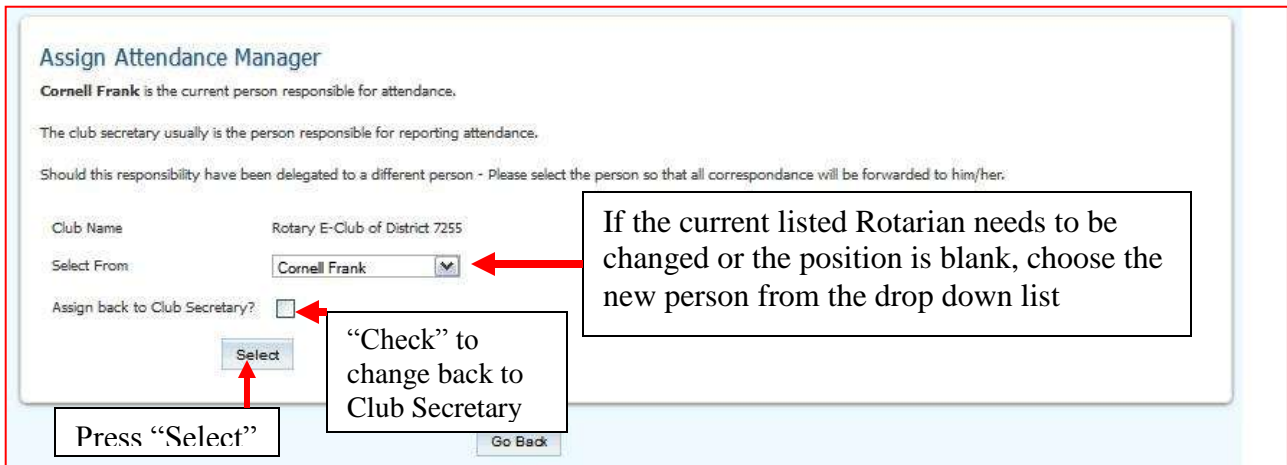
To change the Attendance Recorder for your club:

1). - in the "For Club Executives" section



Click on "**Define Club Attendance Manager**"

2). - In the "Assign Attendance Manager" page:



Assign Attendance Manager

Cornell Frank is the current person responsible for attendance.

The club secretary usually is the person responsible for reporting attendance.

Should this responsibility have been delegated to a different person - Please select the person so that all correspondence will be forwarded to him/her.

Club Name: Rotary E-Club of District 7255

Select From: Cornell Frank

Assign back to Club Secretary?

Select

Go Back

If the current listed Rotarian needs to be changed or the position is blank, choose the new person from the drop down list

"Check" to change back to Club Secretary

Press "Select"

Reporting Attendance for your Club

Note: You must be a club “Club Officer” (Executive) to be able to report attendance for your club.

Clubs that use ClubRunner’s Club Web Site and report their attendance through their club web site can skip this section!

1). - in the “For Club Executives” section



Click on “**Club Attendance Report**”

2). – In the Monthly Attendance Page:

A screenshot of the "Monthly Attendance of E-Club District 7255" page. The page features a table with columns for "Number of Members", "New Members", "Terminated Members", "Number of Meetings", and "Attendance Percentage". The table has two rows for "July 2013" and "August 2013". Annotations include: "Enter the membership data" pointing to the first three columns; "Enter the # of mtgs/mo" pointing to the "Number of Meetings" column; "Enter your club's monthly attendance" pointing to the "Attendance Percentage" column; "Repeat the process for every open month" in a red box; and "Press 'Save'" pointing to a "Save" button below the table. A "Go Back" button is at the bottom.

	Number of Members	New Members	Terminated Members	Number of Meetings	Attendance Percentage
July 2013	4	0	0	4	81.25 %
August 2013	4	0	0	4	81.25 %

Switch on (Automatic) Data Integration with RI:

1).- Before a club can turn on the RI integration for your Club from the District 7255 web site, the Club President, Club Secretary or Club Executive to log onto “MY PRIVATE ROTARY INTERNATIONAL” web site at <http://rotary.org/myrotary/en/home> to link and specify ClubRunner as the vendor of choice.

2). - in the “For Club Executives” section



Click on “Switch On’ Data Integration with RI”

3). – On the RI Database Integration page:

The "RI Database Integration" page contains the following text:
We are pleased to announce that RI Database Integration is now available on ClubRunner! This new feature will automatically update member records at Rotary International Headquarters within 2 hours of being updated on ClubRunner using API integration. For help information [click here](#).
In order to begin using this feature, there are two steps that need to be completed by your club:
1. Opt in at Rotary International's Member Portal. Login as a club officer and look for the Partner Organization link. Select ClubRunner as your authorized partner and follow the steps outlined within that page to agree to the terms and conditions. Here is a direct link to that page:
<http://www.rotary.org/en/rotaryinternational/Pages/444/PartnerOrganization.aspx>
2. Opt in by selecting the checkbox below. Note that once you do this, ClubRunner will begin to transmit your member information updates to Rotary International as soon as any changes are made to your active members' profiles, whether the change was made by the member or a club executive.
I agree to the [Terms and Conditions](#) of this integration.
Integration confirmed on 24/06/2012 12:35:03 PM EST by Corral Frank

Choose Club RI Integration Privacy:

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

Update Privacy

Do Back

If integration was not previously done
Read everything and if your club agrees
check the box

Choose Club RI Integration Privacy if
not previously completed or changes
are necessary

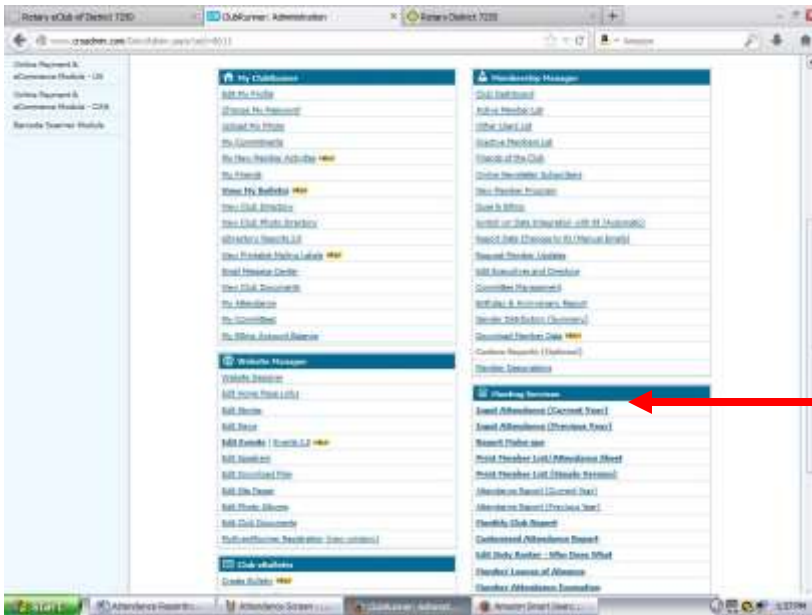
If RI Integration Privacy
need to updated click here

For Club Rotarians who prefer not to send data updates to RI: Go to their ClubRunner member profile referred to earlier and change the “Privacy” settings.

Part II: **Attendance Reporting** Club’s using Club Runner/Doxess for their club’s homepage

Follow the steps 1 through 4; however, in step 2 sign on to your Club website address. Naturally your Club Website will appear instead of the District 7255 website.

5). – The Club website Admin Page will appear:



Point and click on “Input Attendance (Current Year)”

6) – On the Club Attendance Input screen do the following:

ClubRunner™ - Connect. Collaborate. Communicate.
Rotary E-Club of District 7250

Meetings **Cornell Frank**
Add New Meeting

Showing Current Year (7/2013 to 6/2014)

Meeting Date	Make-ups	Attended	Members	Attendance	Action
Jul 7 2013	0	4 / 4		100.00%	Show
Jul 14 2013	0	3 / 4		75.00%	Show
Jul 21 2013	0	3 / 4		75.00%	Show
Jul 28 2013	1	3 / 4		100.00%	Show
Aug 4 2013	0	3 / 4		75.00%	Edit Delete Attendance
Aug 11 2013	0	3 / 4		75.00%	Edit Delete Attendance
Aug 18 2013	0	1 / 4		25.00%	Edit Delete Attendance

Notes: Closed meetings are highlighted in green and yellow.
Effective November 2010 you can now only have 2 months worth of meetings open at a time (example: May and June can be open, however, in order to add July, you must first close out the month of May). Note that this won't affect your ability to add meetings for previous months. If you have not closed meetings in the past, you may have to close your previous year's meetings to find the Report Month Attendance link.
Attendance rules are computed according to the latest Council of Legislation changes as of July 2010.

Go Back

7). – Then depress “Go Back” on as many screens as necessary to get back to the home page, then point and click on “Logout.”

P.S. You may need to contact your Club Web Administrator or Club Secretary to obtain “Attendance Update” privileges.

Questions and comments can be addressed to:

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District 7255 Director of Club Service
ccjfrank@optonline.net