

ClubRunner

FOR CLUBS THAT ALSO HAVE A CLUBRUNNER ACCOUNT FOR THEIR CLUB

Clubs who use ClubRunner: <https://www.clubrunnersupport.com/article/438-set-up-automatic-integration-with-rotary-international>

Set up Automatic Integration with Rotary International. You can set your club to automatically integrate the member list with Rotary International, by opting in at their webpage. Follow the directions below to turn on the RI Integration Feature.

At Rotary.org:

1. To turn on the RI Integration feature login to the Rotary Member Access webpage by [clicking here](#). The link will open in a new window. Sign in to your existing account using the fields provided, or click the **Create Account** button.

Note: Only the Club's **President, Secretary, or Executive Secretary / Director** may access this page.

Sign In

Sign-in Email *

Forgot email? [?](#)

Password *

[Forgot password?](#)

Remember me [?](#)

SIGN IN

Why Create An Account?

Signing in to My Rotary gives you a customized experience and easier access to tools and information that are relevant to you.

Anyone can create an account and sign in. Existing Member Access users can re-register with their current user ID. For tips on registering and using the site, see our [website resources](#). For assistance, [contact us](#).

CREATE ACCOUNT

2. Hover over top of **Manage** from the menu, then select **Club Administration**.

The image shows a dark blue navigation bar with five items: **Exchange Ideas**, **Take Action**, **Learning & Reference**, **Manage**, and **The Rotary Foundation**. The **Manage** item is highlighted with a red box and a white mouse cursor arrow pointing to it. Below the navigation bar, the **Manage** dropdown menu is displayed, divided into three columns. The first column is titled **Club & District Administration** and contains the following items: **Club Administration** (highlighted with a red box and a blue arrow), District Administration, Contributions, Reports, and Rotary Club Central. The second column is titled **Community Marketplace** and contains: Official Rotary Apps, Club Management Systems & Website Providers, and Marketplace Resources. The third column is titled **Brand Center** and contains: Our Story, Guidelines, Logos, Materials, Ads, and Images & Video.

Exchange Ideas **Take Action** **Learning & Reference** **Manage** **The Rotary Foundation**

Club & District Administration

- ▶ **Club Administration**
- District Administration
- Contributions
- Reports
- Rotary Club Central

Community Marketplace

- Official Rotary Apps
- Club Management Systems & Website Providers
- Marketplace Resources

Brand Center

- Our Story
- Guidelines
- Logos
- Materials
- Ads
- Images & Video

3. Scroll down and click **Designate a club management vendor**.

Club & Member Data

☆ **Update Member Data**

Report membership changes within 30 days, no later than 1 January or 1 July, to ensure your club invoice reflects the latest information. Record new member sponsors.

[Add, edit, or remove members](#) | [Add, edit, remove club officers](#) | [Record a new member sponsor](#)

☆ **Update Club Data**

Provide club contact information and choose club management providers.

[Update meeting details](#) | [Update mailing address and contact information](#) |

[Designate a club management vendor](#)

4. On the next screen click **Tell us which vendor you're allowing to update club data**:

Club Management Systems

A Rotary or Rotaract club can simplify its recordkeeping by using one or more club management vendors to link its own membership records to Rotary International's database. A district or zone may also use a vendor to view club data if the club allows that vendor access to club information. (Note that, though more than one vendor may be authorized to view a club's data, only one may update the data.) First, your club must be a customer of a club management vendor. Find a list of the vendors that provide database services on the [Club Management Systems & Website Providers](#) page of My Rotary. Then, your club can allow the vendor access to club data by choosing the appropriate link below.

[Tell us which vendor you're allowing to view club data](#)
[Tell us which vendor you're allowing to update club data](#)

5. Click on the drop down box and select **ClubRunner**:

Identify and authorize a Club Management Vendor

Please review the Agreement below and click on "I Agree" to authorize Rotary International to complete the data integration process and submit your authorization.

Rotary Club and Rotaract Club Authorization to Initiate Data Integration Agreement

Identify the club management vendor you are authorizing from the dropdown menu below.

Club management vendor

ClubRunner ▼

Start Date

11/22/2017 00:00:00

6. Scroll all the way down and click the **I Agree** button.

I agree to the terms and conditions set forth in this Rotary Club and Rotaract Club Authorization to Initiate Data Integration Agreement.



I Agree

I Disagree

7. The steps for RI are complete!

Note: There may be a 24-hour delay from the time a club opts in (authorizes the vendor) to the time the authorization takes effect. Authorizations are processed by a database procedure that is scheduled to run once a day.

In ClubRunner:

1. Now, log into your ClubRunner home page as usual. Click on the **RI Integration** tab.



2. Next, click on the **RI Integration Settings** link.



3. You are now on the **RI Database Integration** page. Click the box labelled **Switch On Data Integration**.

Note: If the box to check mark is not there, please verify that the **Club ID** Number is populated correctly under the **Club & Info Settings** page.

Switch on Data Integration between ClubRunner and RI for all active member records within my club.

Note that all members will now be set to opt into the fields the club has selected below. Any members who wish to opt out of specific fields can update their preferences under the Privacy tab of their profile.

I agree to the [Terms and Conditions](#) of this integration.

Once you click on the check box to enable the RI database integration it performs a check. If the connection fails, a message will appear stating "The RI integration service is currently experiencing technical difficulties connecting to Rotary's servers. Please try again later." If you receive this message please try again after an hour or more.

For further information [click here to go to the Club RI Integration section](#) of our Knowledgebase.

integration

A teal square containing the white letters 'DH' in a bold, sans-serif font.

DH

1. **David H.**
2. Posted 8 years ago
3. Updated 6 months ago