

Rotary District 5650 Online Guidelines

ClubRunner (CR): The Rotary District 5650 website is through the ClubRunner company; if the club also subscribes to ClubRunner (the online management system suggested by the District), then these items are entered through the Club site.

Rotary.org/MyRotary (RI): Once logged on, there are links across the top to help you navigate; most items are found under the Manage Tab; there you will find Rotary Club Central and Club Administration plus much more

Item	Where Enter		Results / Actions <i>Assumes RI Integration Opt In set properly by Club</i>	
	CR	RI		
Active Member	Member Name	X	Also Updates Rotary International	
	Member Gender	X	Also Updates Rotary International	
Includes Reinstating or Transferring Member	Member Sponsor	X	Also Updates Rotary International	
	Date Joined	X	Also Updates Rotary International	
	Member Contact Info	X	Also Updates Rotary International; be sure to include email	
	Member Contact Info	X	Also Updates Rotary International	
	Transfer Member	X	Also Updates Rotary International; enter the member number if known; enter the former club as accurately as possible	
	Member Birthdate	X	X	At this time the birthdate does not transfer from ClubRunner to Rotary.org. Allow the member information to transfer then go in to Rotary.org and update the birthdate. Logon to rotary.org/myrotary; then go to Club Administration, Add/Edit/Remove Members; Edit and add birthdate
	Member ID	N/A	N/A	Assigned by RI
	Member Join Date	X	Also Updates Rotary International	
	Terminating Member?	X	Also Updates Rotary International; Locate Name on ClubRunner Active Member list, select Mark Ex from list; will be asked for date and reason	
	Reinstating Member?	X	Also Updates Rotary International; Select Name from ClubRunner Inactive Member list, go to the Rotary Tab, Edit and change to Active	
Honorary Member	All Information	X	X	At this time, Rotary International does not allow the information on Honorary Members to be transferred from ClubRunner; enter those members both on ClubRunner and at Rotary.org; be sure the Member Type is set to Honorary on both records
Club Officer	Name & Term	X	Also Updates Rotary International	
Club	Meeting Date/Time	X	Also Updates Rotary International	
Club	Meeting Location	X	Also Updates Rotary International	
Club	Goals		X	Affects District Goals; Used By District For Profile Tracking
Club	Service Projects		X	Used By District For Profile Tracking
Club	Presidential Citation		X	Most Information is tracked automatically by RI; some items are entered through Rotary Club Central, Your Club Tab.

For assistance, including telephone help and tutoring, contact nklein2@neb.rr.com.