



## Set Who To Receive RI Integration Email Notices

December 31, 2017

ClubRunner has established a new process for notifying clubs when information entered through the District or Club websites (using ClubRunner) did not properly integrate to / through Rotary International.

*Reminder: All changes in Membership, Officers and Club Details are made through ClubRunner. The information then “rolls up” (integrates / synchronizes) to Rotary International. Enter these items through ClubRunner:*

*Members (add, terminate, transfer, etc.)*

*Club Officers (add, change, etc.)*

*Club Meeting Time / Location Changes*

If anything that you enter does not integrate, you can contact [executive@rotarydistrict5650.org](mailto:executive@rotarydistrict5650.org) for review and assistance.

*NEW: If there are any issues with the integration to Rotary International, ClubRunner sends an email to the Club.*

**These emails are set to go to the Club Secretary by default. You can change that to go to another person in the club such as Club Treasurer or Executive Secretary.**

To set who will receive RI Integration Email Notices:

### Clubs With ClubRunner Subscriptions

Logon to your Club Website

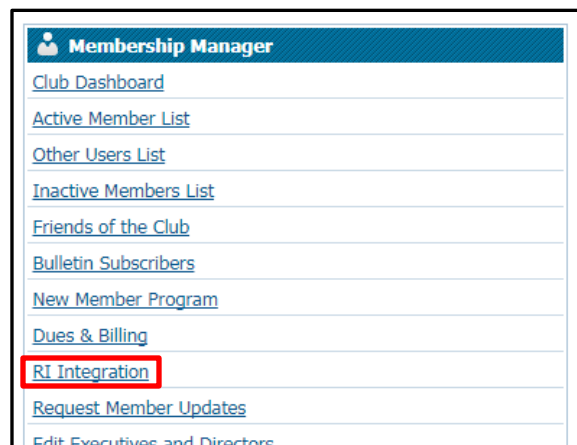
Go to the Member Area / Admin Page

Under Membership Manager, select RI Integration

Scroll to the bottom of the resulting page to the section titled “Rotary Integration Notification Contact”

Use the drop-down menu to select the position / person to receive the notifications

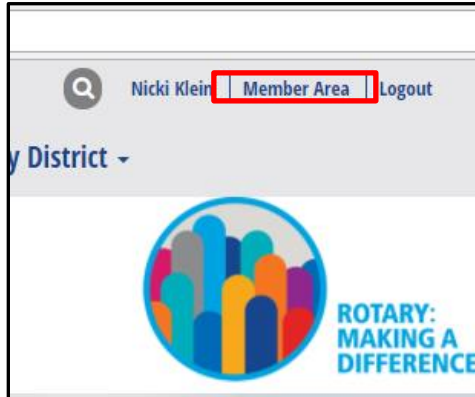
Select the Save button at the bottom of the page



## Clubs Without ClubRunner Subscriptions

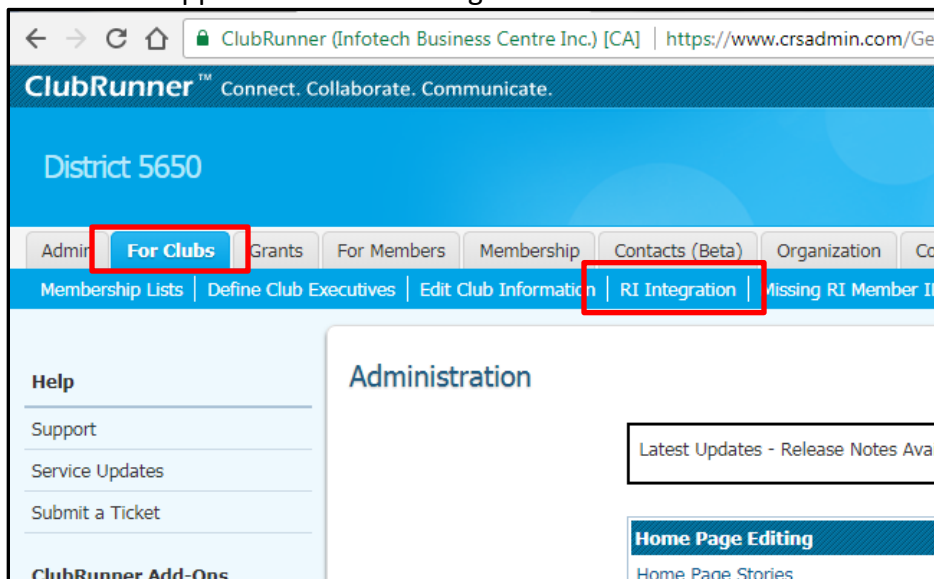
Logon to the District Website ([www.rotarydistrict5650.org](http://www.rotarydistrict5650.org))

Go to the Member Area / Admin Page (select Member Area from the upper right of the Home Page)



The top row of menu items – select For Clubs

The next row of menu items appears – select RI Integration



Scroll to the bottom of the resulting page to the section titled “Rotary Integration Notification Contact”

**Rotary Integration Notification Contact**

The notification contact person listed below will be emailed up to two notifications per week, one for each RI Integration archive. This email lists only **RI integration conflicts or issues**. If the member responds to the email, this will get sent to ClubRunner support.

By default if no contact is specified below, our system will email your club's **current year secretary**. If one is not specified the system will then look to the next year club secretary, followed by the previous year secretary, followed by presidents in the same order. If none of those positions are defined, it will use the Club's website contact.

Select RI Notification Contact  [Restore to default contact](#)

Use the drop-down menu to select the position / person to receive the notifications

Select the Save button at the bottom of the page