

ENTERING MEMBER INFORMATION AND PHOTOS

ONLINE ENTRY

- Enter Member information through the District Website (www.rotarydistrict5650.org) or your club website if you have a ClubRunner Subscription.
- Information entered through ClubRunner (the websites mentioned above) will automatically transfer to Rotary International* – you only need to enter it once! In most cases the information is integrated within a few hours of entry on ClubRunner.
- Do not enter the information directly on the Rotary International website to avoid issues with data not matching between ClubRunner and Rotary International
- If you need assistance logging in to the District Website, check the “How To Guides” page of the District Website ([click here](#)). For Login assistance, review the document *Using the District Website: Logging in*
- Access to add or update Member, Officer or Club information on ClubRunner is limited to Current Club Officers (and Administrators for clubs with ClubRunner Subscription).

The image shows two screenshots. The top screenshot is the Rotary District 5650 website. It features the Rotary logo, the text "Rotary District 5650", and a "Member Login" link in the top right corner. A red arrow points from the "Member Login" link to a text box that says: "After you log on, your name will appear and this link changes to Member Area. Select the Member Area link to access administrative functions." Below the website screenshot is a screenshot of the ClubRunner administration interface. The browser address bar shows "www.crsadmin.com/Gen/Admin.aspx?aid=50075". The page title is "ClubRunner™ Connect. Collaborate. Communicate." and the user is logged in as "Nicolette". A navigation menu includes "Admin", "For Clubs", "Grants", "For Members", "Membership", "Organization", "Communication", "Website", "Documents", "Reports", "Attendance", "Events", and "Help". A red arrow points from the "Administration" link in the left sidebar to a text box that says: "This is the Administration Page. If another view shows (called Launchpad), click the Administration link." An "Important Notice" box is also visible, stating: "Important Notice: Please note that we will be performing our monthly server maintenance to ClubRunner on Sunday, December 20, 2015 between 12:00 AM and 6:00 AM Eastern Time. The downtime will be about 45 minutes to 1 hour." The bottom screenshot shows the Windows taskbar with the time 12:07 PM.

NEW MEMBERS, Cont.

Rotary Club of Lincoln South
Lincoln, NE, United States

Title
First Name
Middle Name
Last Name
Suffix
Gender Male Female

Membership Type
Sponsor

Date Joined Rotary
Date Joined Club

Member Mailing Address

Home Work

Address Line 1
Address Line 2
City
Country
State
Zip/Postal Code

Enter Member Information – use full names.

Date Joined defaults to today. The date can be changed but no more than 30 days back.

Address Line 2
City
Country
State
Zip/Postal Code

Transferring Member?

No Yes

Rotary Member No.
Former Rotary Club
District

ClubRunner Account

E-mail
Login Name
Temporary Password

Send email notification to this member? System

Check here if you do NOT wish to notify Rotary International of this new member enrollment

Please note that member additions are performed manually by RI Data Services, and could take up to 5 business days to be processed.

For transferring members, enter the information that you have – as accurately as possible - Member ID, former Rotary Club and District.

DO NOT use this section for reinstating members (covered later).

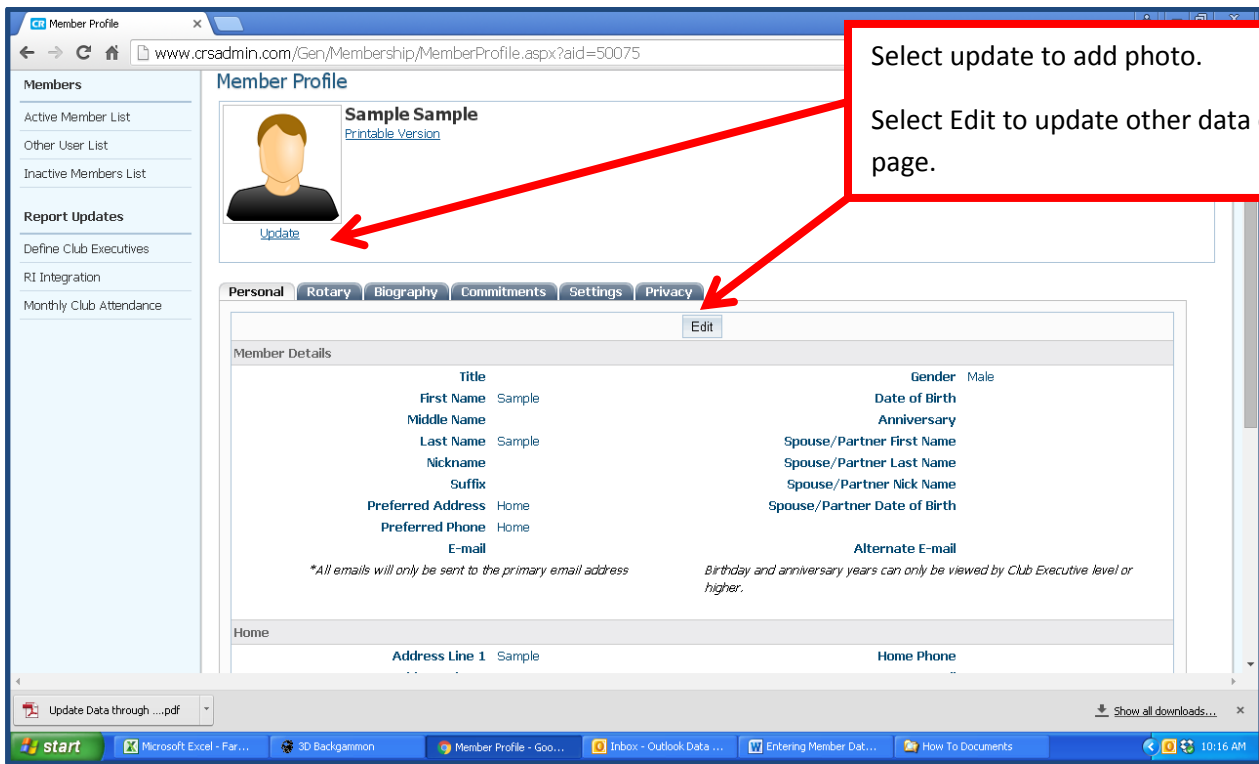
Enter an Email Address.

Default Login Name and Password will be set but you can set specific information (many choose to use Email as Login Name)

Leave this box alone (to ensure that the RI Integration will work properly).

Select the Add Member Button.

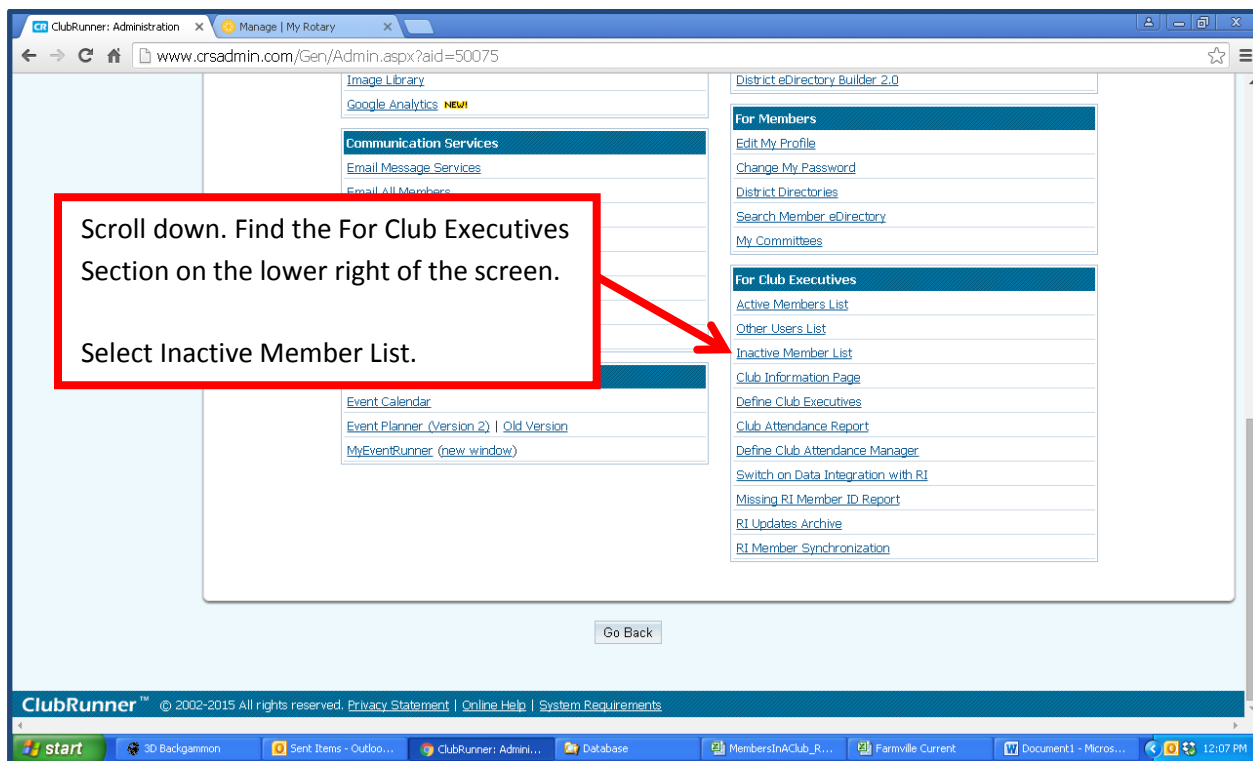
NEW MEMBERS, Cont.



The screenshot displays a web browser window with the URL www.crsadmin.com/Gen/Membership/MemberProfile.aspx?aid=50075. The page title is "Member Profile". On the left, there is a sidebar with navigation options: "Members" (Active Member List, Other User List, Inactive Members List), "Report Updates" (Define Club Executives, RI Integration, Monthly Club Attendance), and "Update" link under the member's photo. The main content area shows the member's name "Sample Sample" and a "Printable Version" link. Below the name are tabs for "Personal", "Rotary", "Biography", "Commitments", "Settings", and "Privacy". The "Personal" tab is active, showing a form with fields for "Member Details" (Title, First Name, Middle Name, Last Name, Nickname, Suffix, Preferred Address, Preferred Phone, E-mail) and "Home" (Address Line 1, Home Phone). A red box highlights the "Update" button under the photo and the "Edit" button in the "Personal" tab. The box contains the text: "Select update to add photo." and "Select Edit to update other data on this page."

REINSTATING A MEMBER

- Once you have selected the Inactive Member List from the Administration Page, select the Inactive Member Name from the list.



- Locate the name and select the Change Status link

The screenshot shows the membership activation form. A red box highlights the 'Activate Membership' button with the text: 'Select Activate Membership to change the member from Inactive to Active.' Below this, the form offers three options: 'Activate Membership' (Change this person to an Active or Honorary member), 'Change Status to Other User' (Change this Inactive member to an Other user), and 'Edit Inactive Member Type'.

Below the options, a text box states: 'Completing this form allows you to move this person to your Active Members list.' The form includes the following fields:

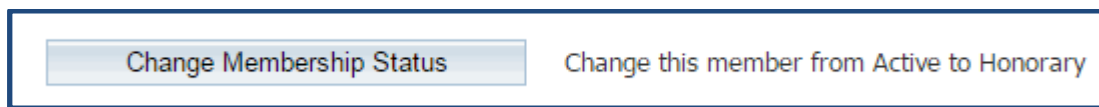
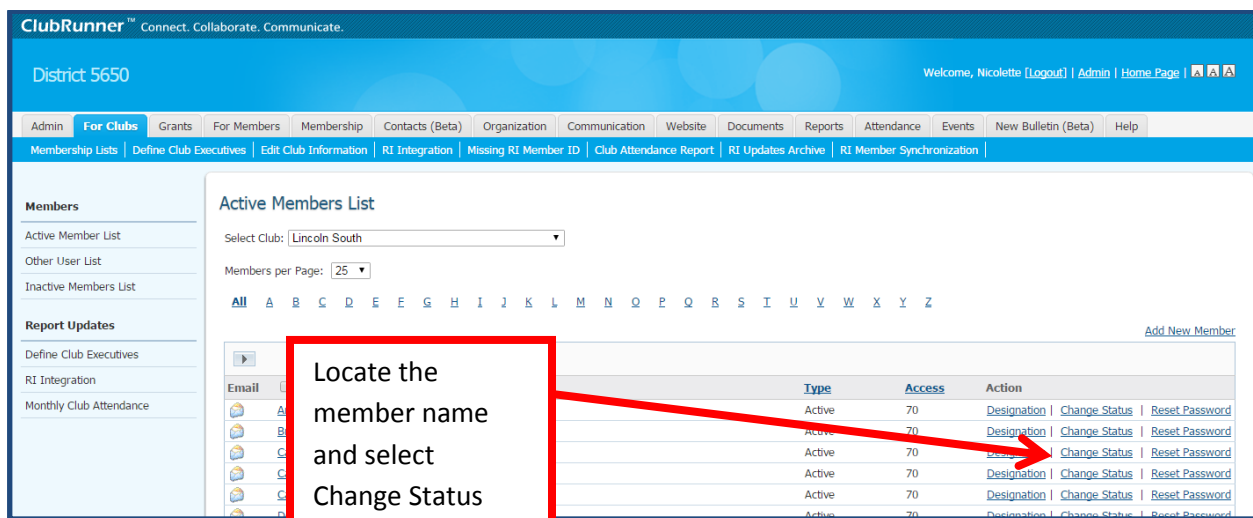
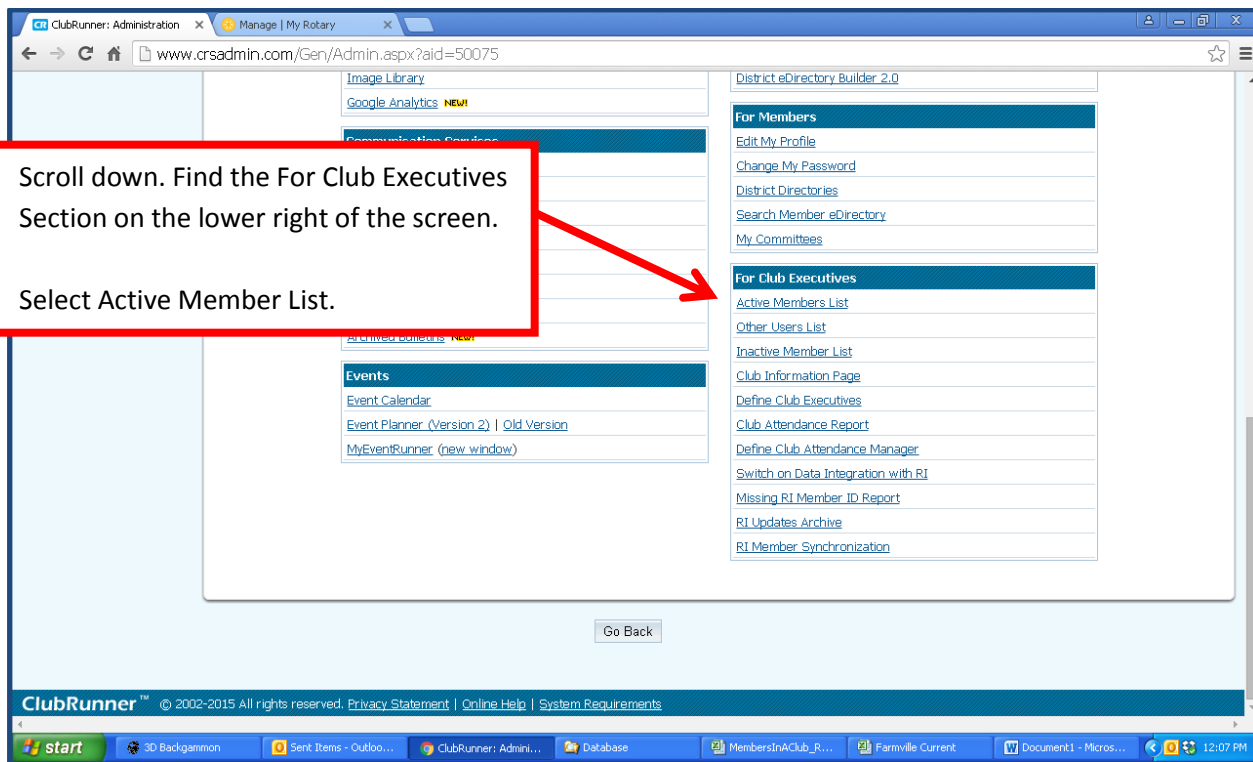
- Membership Type: Active
- Date Joined Club: Feb 04 2017
- Date Joined Rotary: Jul 15 2011
- Check here if you do NOT wish to notify Rotary International of this member's activation. If notification is skipped you must manually update Rotary International's records.

A red box highlights the 'Activate Membership' button at the bottom of the form with the text: 'It is best to leave the information on this page as shown and select Activate Membership.'

HONORARY MEMBERS

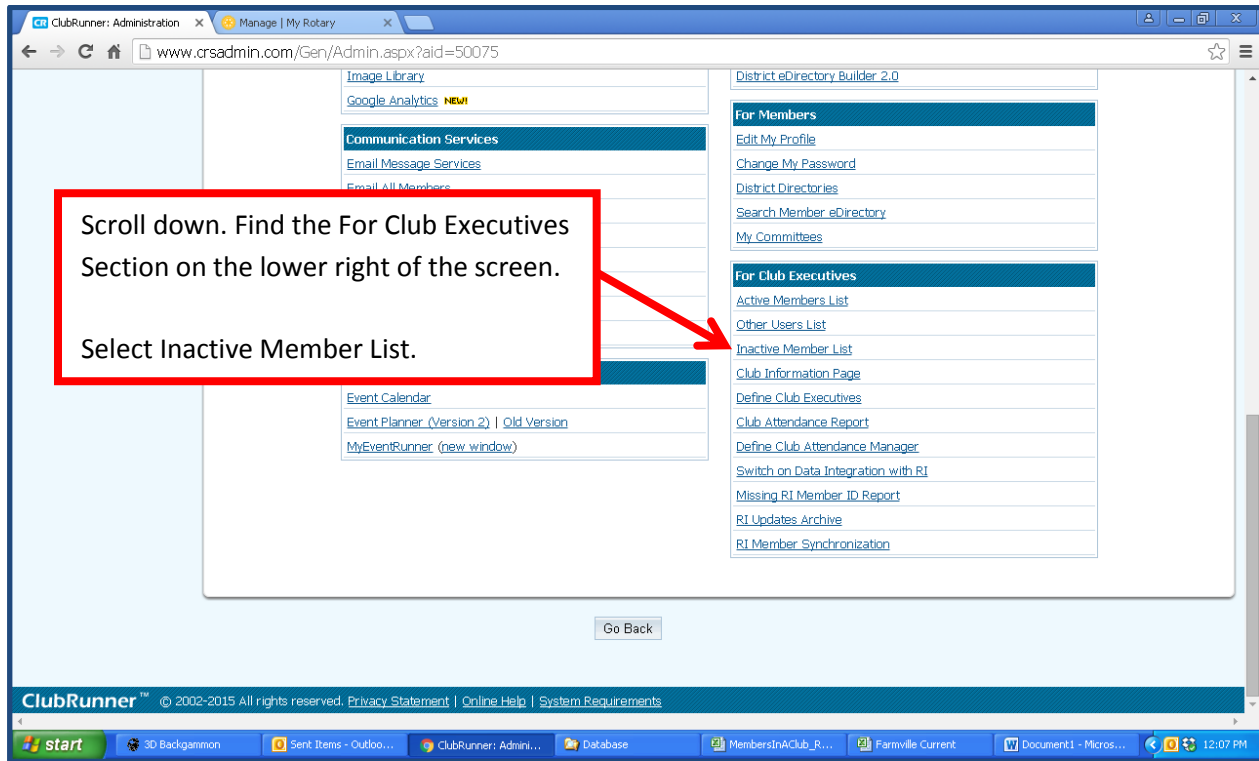
- You can change a member to Honorary on ClubRunner and this information will integrate with Rotary International.

Active Member to Honorary



Inactive (terminated) Member to Honorary

- You may choose to add a former member back to Rotary – but as an Honorary Member



- Locate the name and select the Change Status link

The screenshot shows the 'Change Status' form. A red box highlights the 'Activate Membership' button, with a red arrow pointing to it. A text box contains the following instructions:

After Change Status, select Activate Membership.

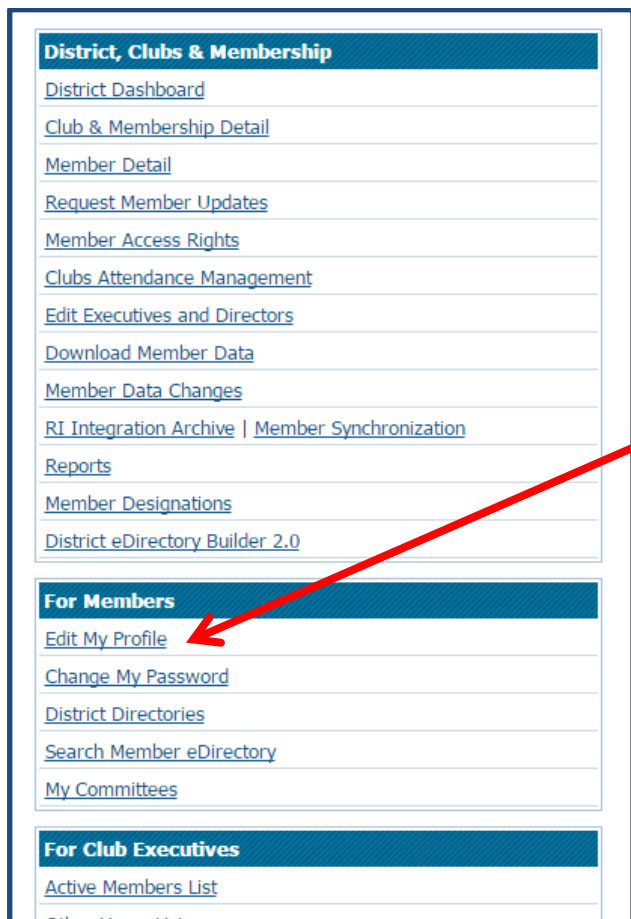
Select Honorary as the Membership Type and process.

The form includes the following fields and options:

- Buttons: 'Activate Membership', 'Change Status to Other User', 'Edit Inactive Member Type'.
- Text: 'Please choose one of the following options to continue making changes to this person's status.'
- Text: 'Change this person to an Active or Honorary member'.
- Text: 'Change this Inactive member to an Other'.
- Text: 'Completing this form allows you to'.
- Text: 'Select the new membership type:'.
- Form: 'Membership Type' dropdown menu with options 'Active', 'Active', and 'Honorary' (selected).
- Form: 'Date Joined Club' field.
- Form: 'Date Joined Rotary' field with value 'Jul 06 2007'.
- Form: Check box: 'Check here if you do NOT wish to notify Rotary International of this member's activation. If notification is skipped you must manually update Rotary International's records.'
- Button: 'Activate Membership'.

UPDATING MEMBER INFORMATION AND ADDING PHOTOS

- Once a member is in the system, information can be updated by the member or Current Club Officers (or Administrators for clubs with ClubRunner Subscription)
- The member logs on to ClubRunner (the first time they will need to register)
- On the Admin page:



District, Clubs & Membership

- [District Dashboard](#)
- [Club & Membership Detail](#)
- [Member Detail](#)
- [Request Member Updates](#)
- [Member Access Rights](#)
- [Clubs Attendance Management](#)
- [Edit Executives and Directors](#)
- [Download Member Data](#)
- [Member Data Changes](#)
- [RI Integration Archive | Member Synchronization](#)
- [Reports](#)
- [Member Designations](#)
- [District eDirectory Builder 2.0](#)

For Members

- [Edit My Profile](#)
- [Change My Password](#)
- [District Directories](#)
- [Search Member eDirectory](#)
- [My Committees](#)

For Club Executives

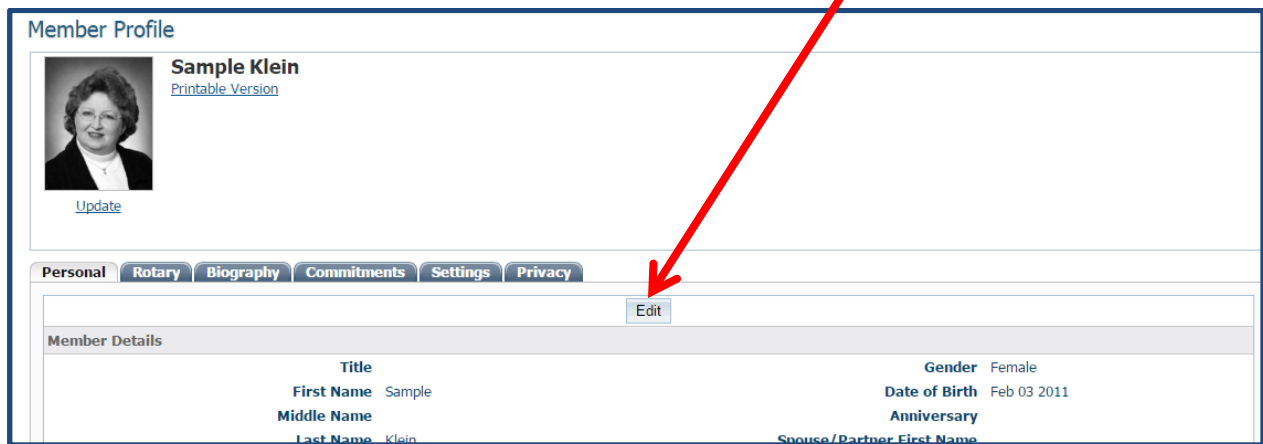
- [Active Members List](#)

Scroll down. Find the For Members Section on the right column of the screen.

Select Edit My Profile.

From there select the edit button on the page to change the information. Select Save.

The various can be selected to view and/or change information specific to that page.



Member Profile

Sample Klein
[Printable Version](#)

[Update](#)

Personal Rotary Biography Commitments Settings Privacy

[Edit](#)

Member Details

| | | | |
|-------------|--------|---------------------------|-------------|
| Title | | Gender | Female |
| First Name | Sample | Date of Birth | Feb 03 2011 |
| Middle Name | | Anniversary | |
| Last Name | Klein | Spouse/Partner First Name | |

For assistance (including telephone help and tutoring), with the websites, setting RI Integration, etc., contact Exec@rotarydistrict5650.org

* ClubRunner (websites mentioned at the top of this document) is fully integrated with the Rotary International database.

Information entered through ClubRunner (the websites mentioned above) will automatically transfer to Rotary International* – you only need to enter it once!

- In most cases the information is integrated within a few hours of entry on ClubRunner.
- It is possible that it may take a little research such as the case of transferring members since that has to be coordinated with the former club.
- This research will be conducted by ClubRunner and Rotary International so need for you to be concerned unless you are notified that action is needed by you.