

## **ROTARY CLUB OFFICERS AND CLUB INFORMATION**

### **ONLINE ENTRY**

- Enter Officer and Club information through the District Website ([www.rotarydistrict5650.org](http://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).

### **OFFICER POSITIONS**

All Clubs should have these Club Officers (Executives and Directors) in place:

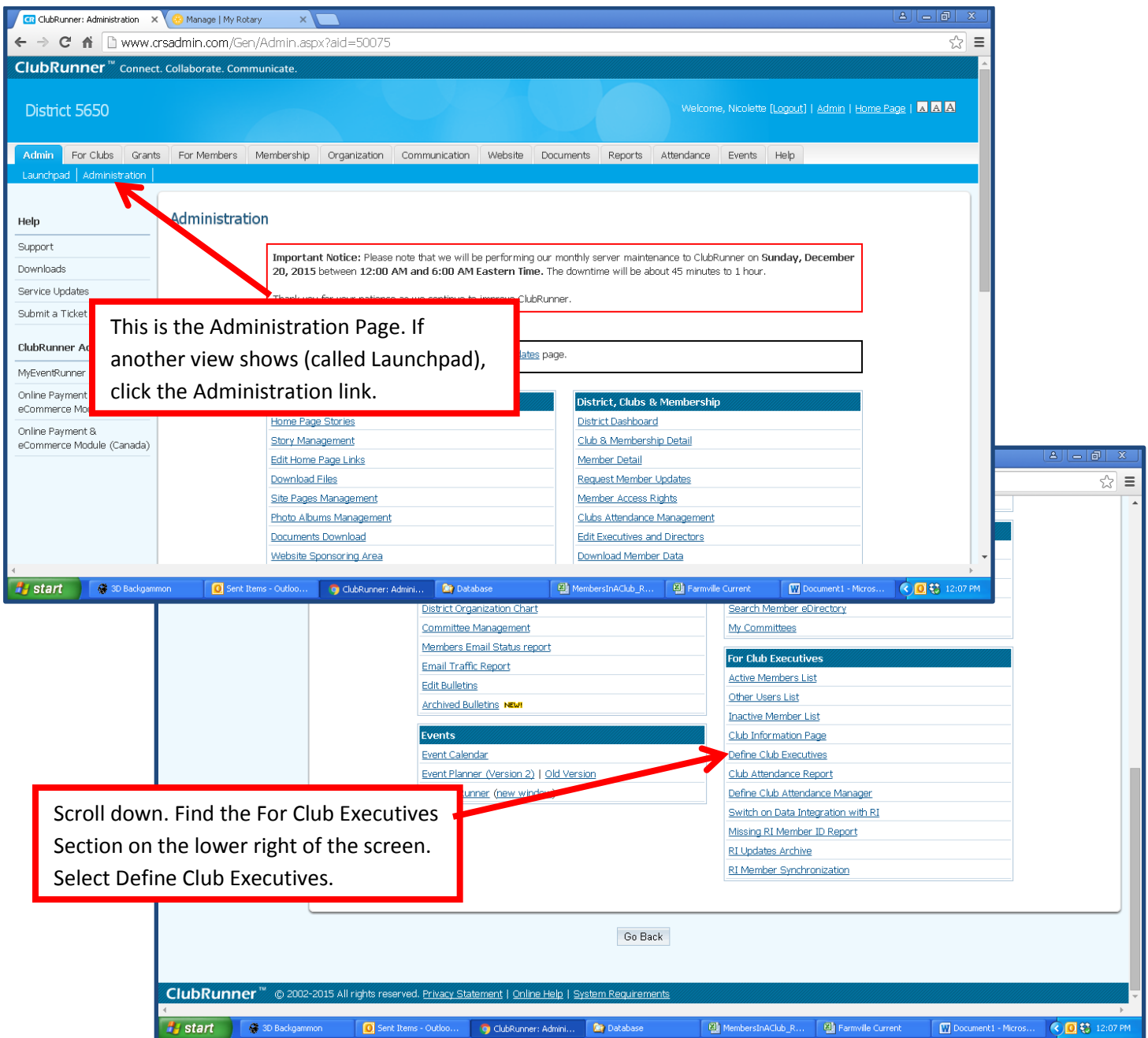
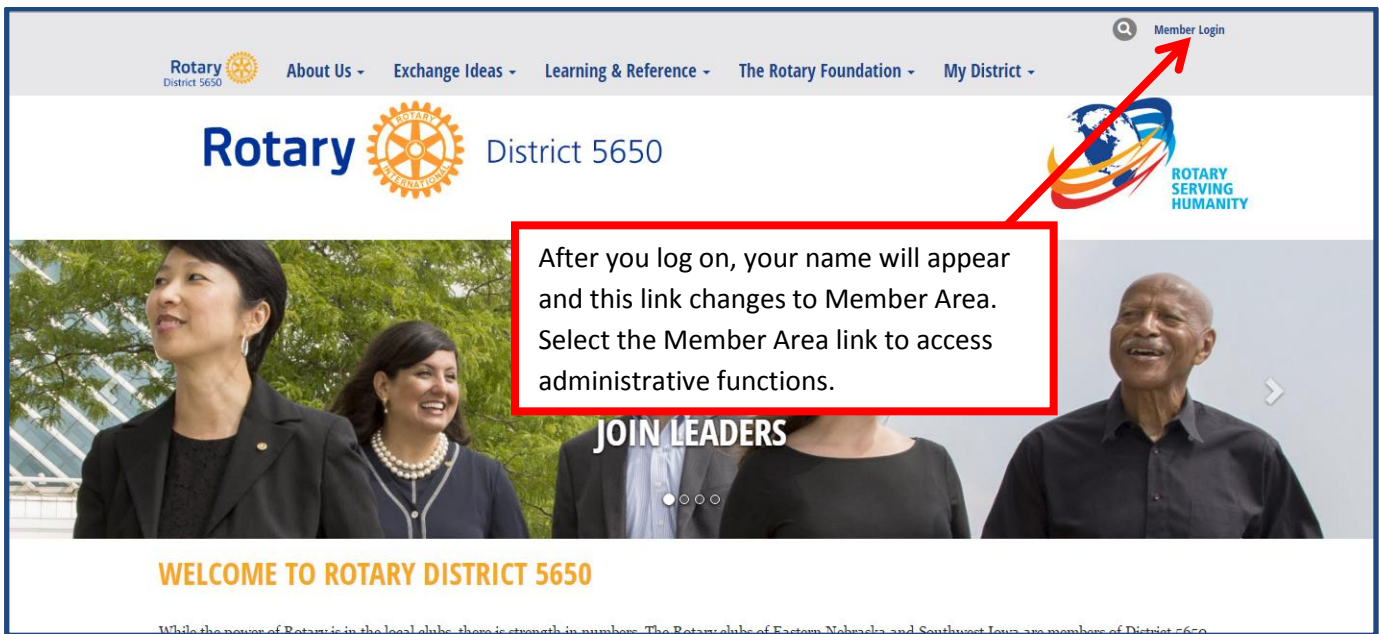
President	Secretary
President-elect	Membership
Treasurer	The Rotary Foundation

Additional officer positions can be defined to fit the needs of your Rotary Club.

### **DEADLINE**

December 31 – Club Officer Appointments are due

It is important to have the officers in place as that information is used by Rotary International to generate the Official Directory. Rotarians looking for a club to visit, and potential Rotarians visiting the Rotary.org Website, are connected to the clubs through these Officers.



ONLINE ENTRY – OFFICER POSITIONS, cont.

- The Rotary Year is July 1 through June 30.
- We are entering data for the 2017-18 Rotary Year (starting July 1, 2017)
- The Current Year (2016-17) will display
- Select the Next Year link at the top

Club Executives and Directors

[Previous Year](#) | **Current Year: 2016-17** | [Next Year](#)

Ashland [Publish Changes to Home Page](#) | [Add New Position](#)

Sequence	Title	Position	Name	Action
10	Club President	Club President		<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>
20	Club President-elect	Club President-elect		<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>
40	Club President-nominee	Club President-nominee		<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>
50	Immediate Past Club President	Immediate Past Club President		<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>
260	Club Secretary	Club Secretary		<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>
270	Club Treasurer	Club Treasurer		<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>
290	Club Membership Chair	Club Membership Chair		<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>
300	Club Foundation Chair	Club Foundation Chair - TRF		<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>

Club Member Names Hidden

Club Executives and Directors

[Previous Year](#) | **Year: 2017-18** | [Next Year](#)

Ashland [Add New Position](#)

Sequence	Title	Position	Name	Action
10	Club President	Club President		<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>
20	Club President-elect	Club President-elect		<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>
40	Club President-nominee	Club President-nominee		<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>
50	Immediate Past Club President	Immediate Past Club President		<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>
260	Club Secretary	Club Secretary		<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>
270	Club Treasurer	Club Treasurer		<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>
290	Club Membership Chair	Club Membership Chair		<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>
300	Club Foundation Chair	Club Foundation Chair - TRF		<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>

Club Member Names Hidden

- Now you will be viewing the 2017-18 Officer List
- Select Edit for each position to select the member for that position
- Select each name and view the member profile
- Be sure there are email addresses for each officer

## CLUB INFORMATION

- Information about club meeting time and location, club logo, etc. is updated using the Club Information Page then Edit Club Info



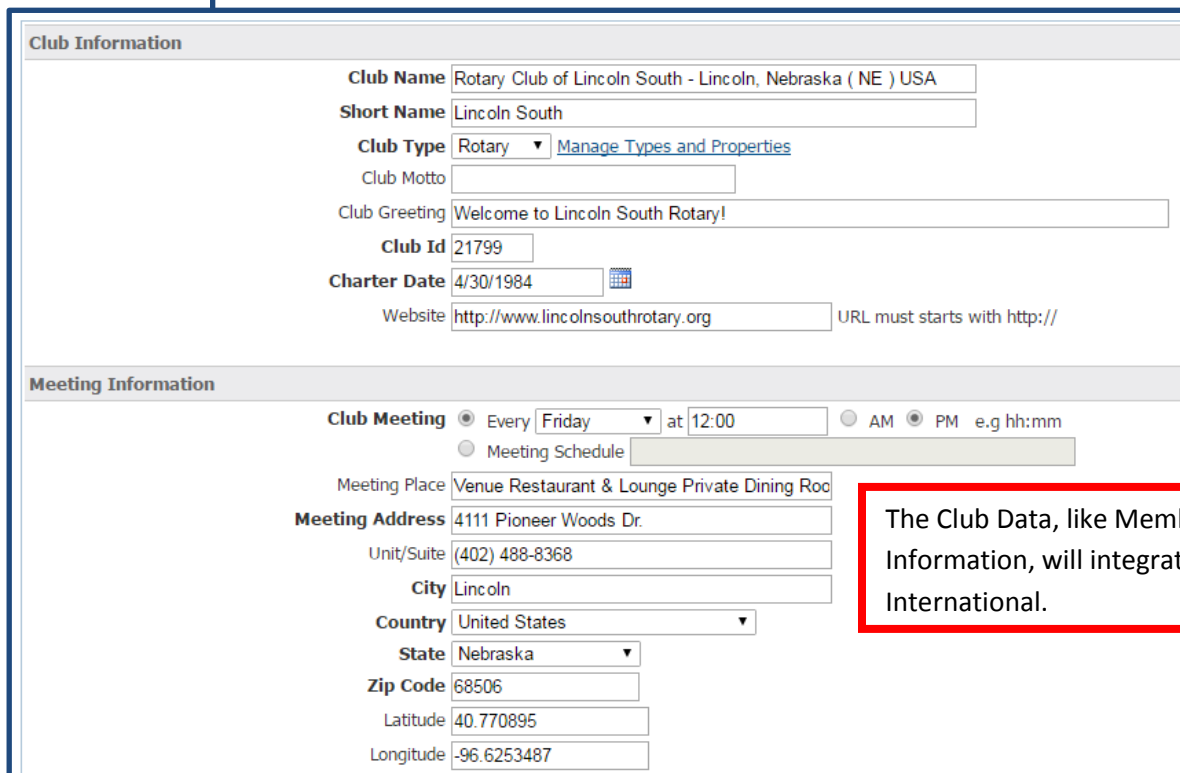
Scroll down. Find the For Club Executives Section on the lower right of the screen. Select Define Club Executives.



**Lincoln South**

**Meeting Information:**  
Friday at 12:00 PM  
Venue Restaurant & Lounge Private Dining Rooms  
4111 Pioneer Woods Dr. (402) 488-8368  
Lincoln NE 68506  
United States

[Edit Club Info \(Online\)](#)



**Club Information**

Club Name: Rotary Club of Lincoln South - Lincoln, Nebraska ( NE ) USA  
Short Name: Lincoln South  
Club Type: Rotary [Manage Types and Properties](#)  
Club Motto:   
Club Greeting: Welcome to Lincoln South Rotary!  
Club Id: 21799  
Charter Date: 4/30/1984   
Website: <http://www.lincolnsouthrotary.org> URL must starts with http://

**Meeting Information**

Club Meeting:  Every  at   AM  PM e.g hh:mm  
 Meeting Schedule

Meeting Place: Venue Restaurant & Lounge Private Dining Room  
Meeting Address: 4111 Pioneer Woods Dr.  
Unit/Suite: (402) 488-8368  
City: Lincoln  
Country: United States  
State: Nebraska  
Zip Code: 68506  
Latitude: 40.770895  
Longitude: -96.6253487

The Club Data, like Member and Officer Information, will integrate to Rotary International.

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