

## 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	
	Member Birthdate	X	Also Updates Rotary International based on Privacy Settings	
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	
	Primary Email Change	X	Rotary uses the Primary Email in a variety of modules; because of that they will not automatically change the Primary email when entered through ClubRunner; it is best to check on this change and follow-up with Rotary Information as needed	
	Transfer Member	X	Enter the member name as formerly at Rotary, enter member number if known; enter the former club as accurately as possible	
	Member ID	N/A	N/A	Assigned by RI; fills to Rotary tab on ClubRunner
	Member Join Date	X	Also Updates Rotary International	
Honorary Member		X	Also Updates Rotary International; Locate Name on ClubRunner Active Member list, select change status	
Terminating Member		X	Also Updates Rotary International; Locate Name on ClubRunner Active Member list, select change status, select terminate, select reason	
Reinstating Member		X	Also Updates Rotary International; Select Name from ClubRunner Inactive Member list, select change status	
Club Officer	Name & Term	X	Also Updates Rotary International; not all officers defined at 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](mailto:nklein2@neb.rr.com).