Online Guidelines for Clubs and Members in Rotary District 5650

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

Rotary.org/MyRotary (RI): Once logged on, there are tiles and links to help you navigate; you can easily find Rotary Club Central, Rotary Showcase, Brand Center, Learning Center and more.

Item		Where Enter CR	RI	Results / Actions
Active Member (Includes Active-Satellite and Active-Corporate)	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
	Member Address	X		Also Updates Rotary International
	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 for your logon; 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		Transfer New Member (not Add New button); search; select if found; if not yet terminated from former club contact exec@rotarydistrict5650 for help
	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
Cluib Officer	Select Year and Name	X		Also Updates Rotary International; not all officers defined at Rotary Interntaional
Club	Meeting Date/Time	X		Also Updates Rotary International
Club	Meeting Location	X		Also Updates Rotary International
Club	Goals		X	Use Rotary Club Central; affects District Goals
Club	Service Projects		X	Use Service Project Center (formerly Rotary Showcase) at Rotary.org
Club	Rotary Citation		X	Most Information is tracked automtically by RI; some items are entered through Rotary Club Central and Service Project Center.
Reports			X	Reports such as Foundation Giving are on Rotary Club Central

For assistance, including telephone help and tutoring, contact exec@rotarydistrict5650.org.