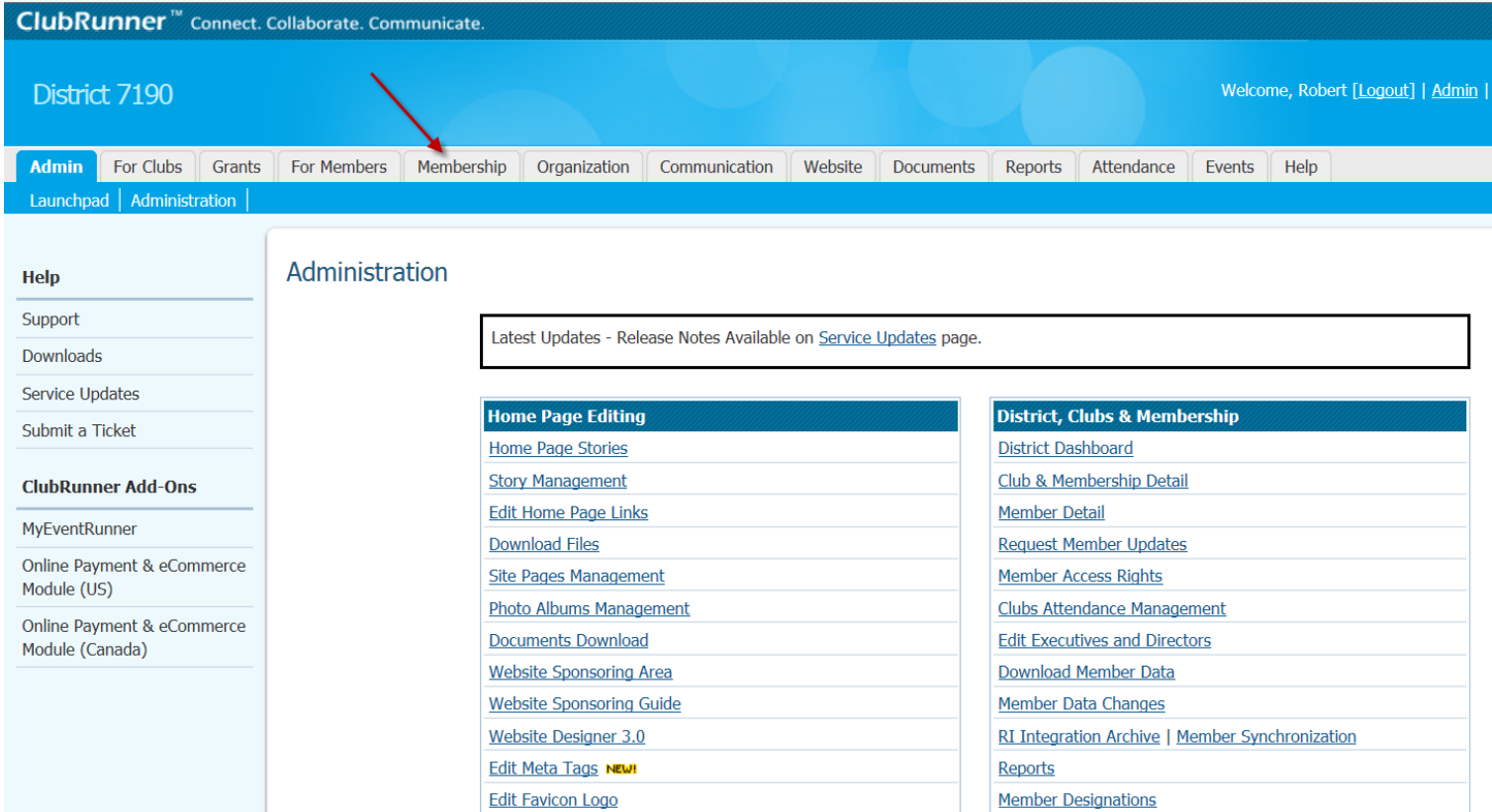


## How to Add a New Member



ClubRunner™ Connect. Collaborate. Communicate.

District 7190 Welcome, Robert [Logout] | Admin |

**Admin** For Clubs Grants For Members **Membership** Organization Communication Website Documents Reports Attendance Events Help

Launchpad | Administration |

### Help

- Support
- Downloads
- Service Updates
- Submit a Ticket

### ClubRunner Add-Ons

- MyEventRunner
- Online Payment & eCommerce Module (US)
- Online Payment & eCommerce Module (Canada)

### Administration

Latest Updates - Release Notes Available on [Service Updates](#) page.

Home Page Editing	District, Clubs & Membership
<a href="#">Home Page Stories</a>	<a href="#">District Dashboard</a>
<a href="#">Story Management</a>	<a href="#">Club &amp; Membership Detail</a>
<a href="#">Edit Home Page Links</a>	<a href="#">Member Detail</a>
<a href="#">Download Files</a>	<a href="#">Request Member Updates</a>
<a href="#">Site Pages Management</a>	<a href="#">Member Access Rights</a>
<a href="#">Photo Albums Management</a>	<a href="#">Clubs Attendance Management</a>
<a href="#">Documents Download</a>	<a href="#">Edit Executives and Directors</a>
<a href="#">Website Sponsoring Area</a>	<a href="#">Download Member Data</a>
<a href="#">Website Sponsoring Guide</a>	<a href="#">Member Data Changes</a>
<a href="#">Website Designer 3.0</a>	<a href="#">RI Integration Archive   Member Synchronization</a>
<a href="#">Edit Meta Tags <b>NEW!</b></a>	<a href="#">Reports</a>
<a href="#">Edit Favicon Logo</a>	<a href="#">Member Designations</a>

Click on “Membership Tab”; the submenu tabs will appear.

ClubRunner™ Connect. Collaborate. Communicate.

District 7190 Welcome, Robert [[Logout](#)] | [Admin](#) | [Help](#)

[Admin](#) | [For Clubs](#) | [Grants](#) | [For Members](#) | **[Membership](#)** | [Organization](#) | [Communication](#) | [Website](#) | [Documents](#) | [Reports](#) | [Attendance](#) | [Events](#) | [Help](#)

[District Dashboard](#) | [Clubs & Membership](#) | [Manage Club Types](#) | [Define Club Executives](#) | [Member Search](#) | [Member Access Rights](#) | [Member Designations](#) | [Request Member Updates](#) | [Download Member Lists](#)  
[RI Integration Queue](#) | [RI Integration Archive](#) | [RI Member Synchronization](#)

**Help**

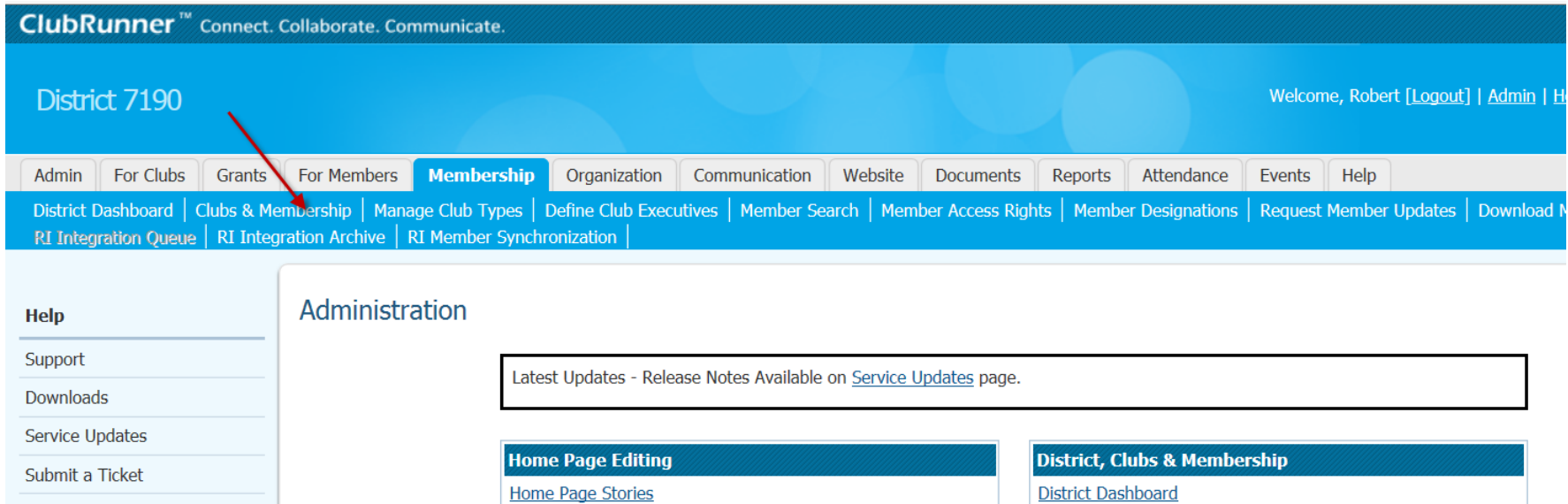
- Support
- Downloads
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### Administration

Latest Updates - Release Notes Available on [Service Updates](#) page.

**Home Page Editing**  
[Home Page Stories](#)

**District, Clubs & Membership**  
[District Dashboard](#)



Click on “Clubs & Membership”; the Club and Membership Menu will appear.

## Clubs & Membership

Export to Excel

Create New Club

RI	Club Administration	Internal	External	Action
✓	<a href="#">Cohoes</a>		<a href="#">Website</a>	<a href="#">Executives</a>   <a href="#">Club Info</a>   <a href="#">Club Logo</a>   <a href="#">Members</a>   <a href="#">Users</a>   <a href="#">Inactive</a>   <a href="#">Delete</a>

Click on Members; the Active Member list will appear.

### Active Members List

Select Club:

Members per Page:

[All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

[Add New Member](#)

Email	<input type="checkbox"/> By First Name	Name ▲	Type	Access	Action
		<a href="#">Barrett, Marshall</a>	Active	70	<a href="#">Designation</a>   <a href="#">Mark Ex</a>   <a href="#">Reset Password</a>
		<a href="#">Brooks Jr., Mike</a>	Active	70	<a href="#">Designation</a>   <a href="#">Mark Ex</a>   <a href="#">Reset Password</a>
		<a href="#">Demers, Colin</a>	Active	70	<a href="#">Designation</a>   <a href="#">Mark Ex</a>   <a href="#">Reset Password</a>
		<a href="#">Farrell, Jack</a>	Active	70	<a href="#">Designation</a>   <a href="#">Mark Ex</a>   <a href="#">Reset Password</a>
		<a href="#">Heslin, Stephanie</a>	Active	70	<a href="#">Designation</a>   <a href="#">Mark Ex</a>   <a href="#">Reset Password</a>
		<a href="#">Hovey, Curtis</a>	Active	70	<a href="#">Designation</a>   <a href="#">Mark Ex</a>   <a href="#">Reset Password</a>

Click on “Add New Member”; the New Member Menu will appear.

## New Member

Rotary Club of Cohoes  
Latham, NY, United States

Title

**First Name**

Middle Name

**Last Name**

Suffix

**Gender**  Male  Female

**Membership Type**

Sponsor

**Date Joined Rotary**  

**Date Joined Club**  

Add information as indicated. At a minimum you must enter information highlighted in red.

### Member Mailing Address

Home  Work

**Address Line 1**

Address Line 2

**City**

Country  ▼

State  ▼

**Zip/Postal Code**

Add information as indicated. At a minimum you must enter information highlighted in **red**.

### Transferring Member?

No  Yes

Rotary Member No.

Former Rotary Club

District

If the new member is transferring from another Rotary Club and/ or District, enter information above; obtain from new member.

### ClubRunner Account

E-mail

**Login Name**

**Temporary Password**

Send email notification to this member?

System

Welcome New Member

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.

Add Member

- Add information as indicated. At a minimum you must enter information highlighted in **red**.
- Always check to notify RI of new member.
- Click “Add Member”