

RI & ClubRunner Automatic Data Synchronization Procedure **Revised April 2, 2011**

Here is what **MUST** happen for all of the club's data to be synchronized: **(Note – Clubs do NOT have to be on ClubRunner for this to occur. However, a club executive must log into the District website.)**

Step 1: Setting up synchronization from RI website:

1. Club President, Secretary or Executive log onto the RI website at "Member Access".
2. Select "Update Club Data" from RI menu.
3. Scroll down to "Partner Organization"
4. Click on "Add Partner Organization" and select ClubRunner from the list.
5. Select "I agree" from bottom of page.

AND

Step 2: Setting up synchronization from within ClubRunner:

1. Log into the Club Version of ClubRunner OR the District Website.
2. Must be a "Club Executive" (President, President Elect or Secretary).
3. Select "Switch on Data Integration with RI (Automatic)" link.
4. Check the checkbox to switch on integration.
5. Customize any privacy options by selecting appropriate fields to synchronize.
6. Press the "Update Privacy" button.
7. To verify implementation:
 - a. Go to "Edit Club Info & Settings" from the Admin Page.
 - b. Enter your Club ID, if not already populated.
 - c. Press "Save Changes"
8. If you have Club members who prefer not to send data updates, go to their ClubRunner member profile and select the "Privacy Tab".
 - a. Uncheck fields that you do not wish to share with RI.
9. Member profile updates that are now made in ClubRunner will automatically RI records in about 10 minutes.

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