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How do I add a new member?

When you recruit a new member, or discover an active member is missing from your database, you can use ClubRunner to add a new member to your **Member List**.

1. To access the **Member List** feature, you must go to your Club homepage and log in. Then, click on **Member Area** near the top right of the page.



[Member Login](#)



Edward Chu

Member Area

Logout



Home

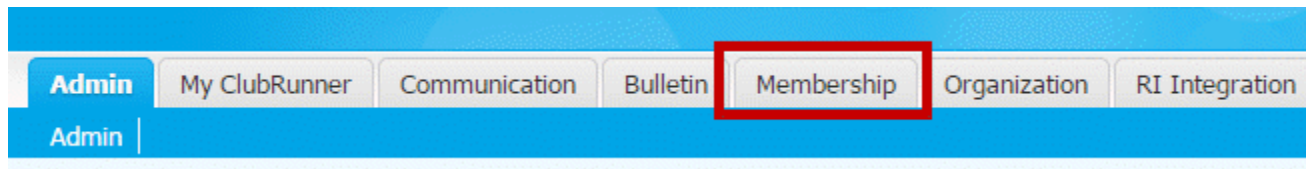
About our Club ▾

Calendar ▾

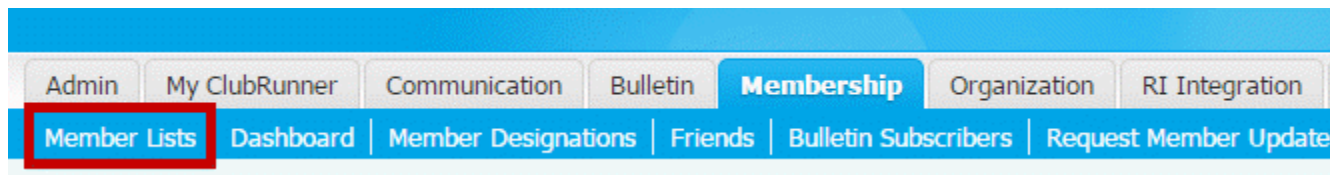
Donate

Contact Us

2. Along the top of the screen you will see several tabs. Click on the **Membership** tab.



3. Now, click on **Member Lists**.



4. You are now on the Active Members List page, where you can browse a list of all currently active members.

Active Members List

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
 Baker, Sue			Active	40	Mark Ex Reset Password
		Barnes, Bill	Honorary	70	Mark Ex Reset Password
 Barnes Jr., Bill			Active	70	Mark Ex Reset Password
 Jackson, Eva			Active	70	Mark Ex Reset Password
 Salvador, Carlos			Active	30	Mark Ex Reset Password
 Tang, Simon			Active	70	Mark Ex Reset Password






Total Members: 6 (5 Active + 1 Honorary)

5. To add a new member, simply click the **Add New Member** link at the the top right side of your active member list.

Members per Page: 25 ▼

[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
		Baker, Sue	Active	40	Mark Ex Reset Password
		Barnes Jr., Bill	Active	70	Mark Ex Reset Password
		Jackson, Eva	Active	70	Mark Ex Reset Password
		Salvador, Carlos	Active	30	Mark Ex Reset Password
		Tang, Simon	Active	70	Mark Ex Reset Password

Total Members: 5 (5 Active)

6. You are now on the **New Member** page, where you can enter contact details for your new member.

New Member

Rotary Club of Green Town
Green Town, WI, United States

Title

First Name



Middle Name

Last Name

Suffix

Gender Male Female

7. First, enter the new member's name in the fields provided. **First Name**, **Last Name** and **Gender** are required fields.

Title	<input type="text" value="Miss"/>
First Name	<input type="text" value="Susan"/>
Middle Name	<input type="text"/>
Last Name	<input type="text" value="Pevensie"/>
Suffix	<input type="text"/>
Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female
Membership Type	<input type="text" value="Active"/>
Sponsor	<input type="text"/>
Date Joined Rotary	<input type="text" value="Dec 16 2014"/> 
Date Joined Club	<input type="text" value="Dec 16 2014"/> 

8. Now, set the membership type. This can be an active member, honorary or a custom type. Next indicate whether the member has a sponsor. If the member has a sponsor, please enter the sponsor's full name. Lastly enter the member's date for joining Rotary and joining your Club.

Note: Rotary International requires that the Date Joined Club must be within 30 days from today. If you chose a date over this you will receive an error.

Note: The Date Joined Rotary and Date Joined Club field will be different if your new member has transferred from another Club, or is a former Rotarian.

Membership Type	<input type="text" value="Active"/>
Sponsor	<input type="text"/>
Date Joined Rotary	<input type="text" value="Jul 06 2012"/> 
Date Joined Club	<input type="text" value="Dec 16 2014"/> 

RI requires that Date Joined Club must be within the past 30 days.

9. Now, enter the mailing address details for your new member in the fields provided.

Home Work

Address Line 1

Address Line 2

City

Country

State

Zip/Postal Code

10. If your new member is transferring from another Club, click on **Yes** under the **Transferring Member?** header. Then, fill in their former Club and district details, if known.

Transferring Member?

No Yes

Rotary Member No.

Former Rotary Club

District

11. Next, fill in the member's email address and set a user name and temporary password. You may also choose to send a pregenerated email welcome to the new

member.

ClubRunner Account

Email	<input type="text" value="spevensie@example.com"/>
Login Name	<input type="text" value="Susan.Pevensie.9723"/>
Temporary Password	<input type="text" value="9723"/>
Send email notification to this member?	<input checked="" type="checkbox"/> <input type="text" value="System"/> <input type="text" value="Welcome New Member"/>

- Report this new member to Rotary International
- Do NOT report this new member to Rotary International

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

12. Check the section

ClubRunner Account

Email	<input type="text" value="spevensie@example.com"/>
Login Name	<input type="text" value="Susan.Pevensie.9723"/>
Temporary Password	<input type="text" value="9723"/>
Send email notification to this member?	<input checked="" type="checkbox"/> <input type="text" value="System"/> <input type="text" value="Welcome New Member"/>

- Report this new member to Rotary International
- Do NOT report this new member to Rotary International

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

13. Finally, click **Add Member** to save the new member to your Club's Active Members List.

ClubRunner Account

Email	<input type="text" value="spevensie@example.com"/>
Login Name	<input type="text" value="Susan.Pevensie.9723"/>
Temporary Password	<input type="text" value="9723"/>
Send email notification to this member?	<input checked="" type="checkbox"/> <input type="text" value="System"/> <input type="text" value="Welcome New Member"/>

- Report this new member to Rotary International
- Do NOT report this new member to Rotary International

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



- 1. **Shawn P.**
- 2. Posted 8 years ago
- 3. Updated 6 days ago

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