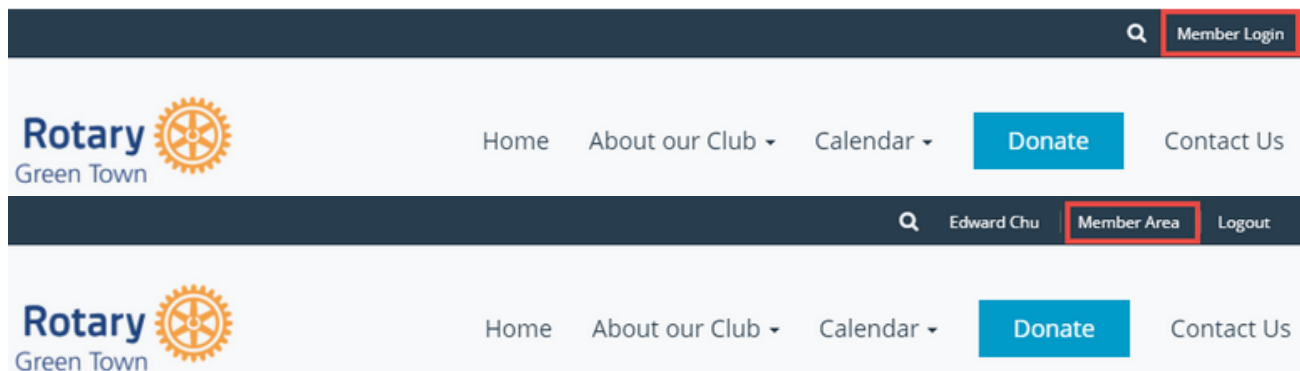




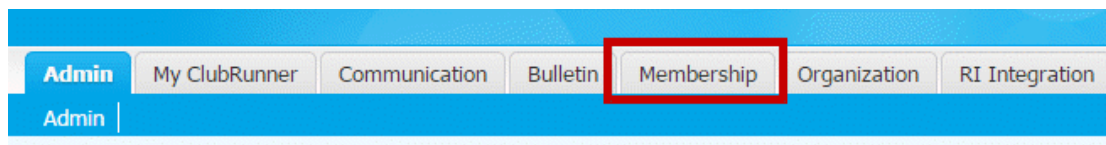
How do I add a new member?

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**.

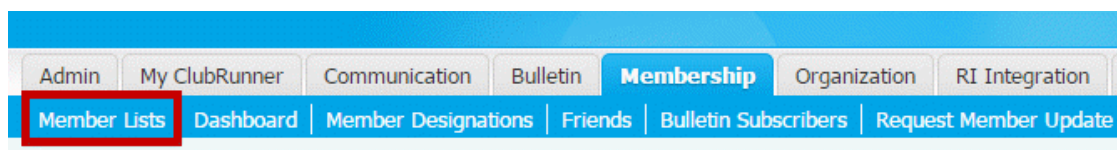
1. To access the **Member List** feature, you must go to your Club homepage and log in. Then, click on **Member Area** near the top right of the page.



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: 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	☐ 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	☐ 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

Miss

First Name

Susan

Middle Name

Last Name

Pevensie

Suffix

▼

Gender

☐ Male ☒ Female

Membership Type

Active ▼

Sponsor

Date Joined Rotary

Dec 16 2014



Date Joined Club

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.

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.

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 pre-generated email welcome to the new member.

ClubRunner Account

Email	spevensie@example.com
Login Name	Susan.Pevensie.9723
Temporary Password	9723
Send email notification to this member?	☒ System 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.

12. Check the section

ClubRunner Account

Email	spevensie@example.com
Login Name	Susan.Pevensie.9723
Temporary Password	9723
Send email notification to this member?	☒ System 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.

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

ClubRunner Account

Email	spevensie@example.com
Login Name	Susan.Pevensie.9723
Temporary Password	9723
Send email notification to this member?	☒ System 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.