

Rotary

District 9640



How to add new members or make alterations to existing member's records.

Rotary Club executives and some District officers can add new members to club and District membership records.

Individual members, club executives and some District officers can make changes to existing member's records.

Membership data is held in a club database if the club uses Clubrunner, in the District database using Clubrunner, and in the Rotary International database.

Data will upload, not download

The vital point to remember is that the data will automatically upload from Club, to District, and to Rotary International but will NOT download from Rotary International.

Data **UPLOADS** from Club or D9640 to RI. Data **DOES NOT DOWNLOAD** from RI to D9640.

Avoid Duplication

If changes are made direct to the Rotary International database, they will not download to District or Club. By starting at the highest level you will need to perform the addition of a new member, change details of a member, or termination of a member at each level.

To avoid this repetition, make the addition of new members, changes to members, or terminations, at the Club or District level and the data will upload to Rotary International.

Club Executives can compare the data

For Club Executives

[Active Members List](#)

[Other Users List](#)

[Inactive Member List](#)

[Club Information Page](#)

[Define Club Executives](#)

[Club Attendance Report](#)

[Define Club Attendance Manager](#)

[Switch on Data Integration with RI](#)

[Missing RI Member ID Report](#)

[RI Updates Archive](#)

[RI Member Synchronization](#)

After making changes, or monthly, Club Executives can use the RI Member Synchronisation system to check whether the records in Club or District systems matches Rotary International data.

Press the selection highlighted, and all Active and Honorary member records will be checked, any discrepancies will be at the bottom of the page with an explanation of the problem.

You are then able to resolve the problem by taking appropriate action.

If any difficulty, contact the District Webmaster for assistance.