

Rotary District 5650 Online Guidelines

ClubRunner (CR): The Rotary District 5650 website is through the ClubRunner company; if the club also subscribes to ClubRunner (the online management system suggested by the District), then these items are entered through the Club site.

Rotary.org/MyRotary (RI): Once logged on, there are links across the top to help you navigate; most items are found under the Manage Tab; there you will find Rotary Club Central and Club Administration plus much more

Item	Where Enter		Results / Actions <i>Assumes RI Integration Opt In set properly by Club</i>
	CR	RI	
Active Member (Includes Active-Satellite and Active-Corporate)	Member Name	X	Also Updates Rotary International
	Member Gender	X	Also Updates Rotary International
	Member Birthdate	X	Also Updates Rotary International based on Privacy Settings
	Member Address	X	Also Updates Rotary International
	Member Sponsor	X	Also Updates Rotary International
	Date Joined	X	Also Updates Rotary International
	Member Contact Info	X	Also Updates Rotary International; be sure to include email
	Primary Email Change	X	Rotary uses the Primary Email in a variety of modules; because of that they will not automatically change the Primary email when entered through ClubRunner; it is best to check on this change and follow-up with Rotary Information as needed
	Transfer Member	X	Transfer New Member (not Add New button); search; select if found; if not yet terminated from former club contact exec@rotarydistrict5650.org for help
	Member ID	N/A	N/A
Honorary Member	Member Join Date	X	Also Updates Rotary International
		X	Also Updates Rotary International; Locate Name on ClubRunner Active Member list, select change status
	Terminating Member	X	Also Updates Rotary International; Locate Name on ClubRunner Active Member list, select change status, select terminate, select reason
Reinstating Member	X	Also Updates Rotary International; Select Name from ClubRunner Inactive Member list, select change status	
Club Officer	Name & Term	X	Also Updates Rotary International; not all officers defined at Rotary International
Club	Meeting Date/Time	X	Also Updates Rotary International
Club	Meeting Location	X	Also Updates Rotary International
Club	Goals		X Use Rotary Club Central; affects District Goals
Club	Service Projects		X Use Rotary Club Central
Club	Rotary Citation		X Most Information is tracked automatically by RI; some items are entered through Rotary Club Central, Your Club Tab.
Reports			X Reports such as Foundation Giving are on Rotary Club Central

For assistance, including telephone help and tutoring, contact exec@rotarydistrict5650.org.