

# ClubRunner

Help Articles > Rotary International Integration > District Integration > Activating RI Synchronization on the District by a District Administrator

## Activating RI Synchronization on the District by a District Administrator

Omar S. - 2021-04-14 - District Integration

District Administrators can enable RI Synchronization on the District website **if the Club does not have ClubRunner**. This will make it easier for the District and Clubs to enable RI Synchronization. RI Synchronization has to be enabled on the **RI Synchronization Settings** page. Follow the steps below to learn how to activate RI Synchronization. If the Club has ClubRunner, only Club executives can enable RI Synchronization on the District.

**Note:** Please be aware that Rotary International only allows the **club's officers** to enable the Integration through MyRotary.org. District Officers will need to work with the club to enable the integration at MyRotary.org before carrying out these steps.

1. To turn on RI Synchronization, you must go to the District website and login. Click **Member Login** at the top right.
2. Click on **Member Area** on the top right.
3. Click on the **Membership** tab on the grey menu bar near the top.
4. Click on **RI Member Synchronization**.
5. This will take you to the Club selection page. On the same row as the Club you would enable RI synchronization, click on **RI Synchronization Settings**.

**Note:** While on this page, please make sure the Club has the correct **Club ID**. If it does not, contact the support team to get it updated.

### RI Member Synchronization

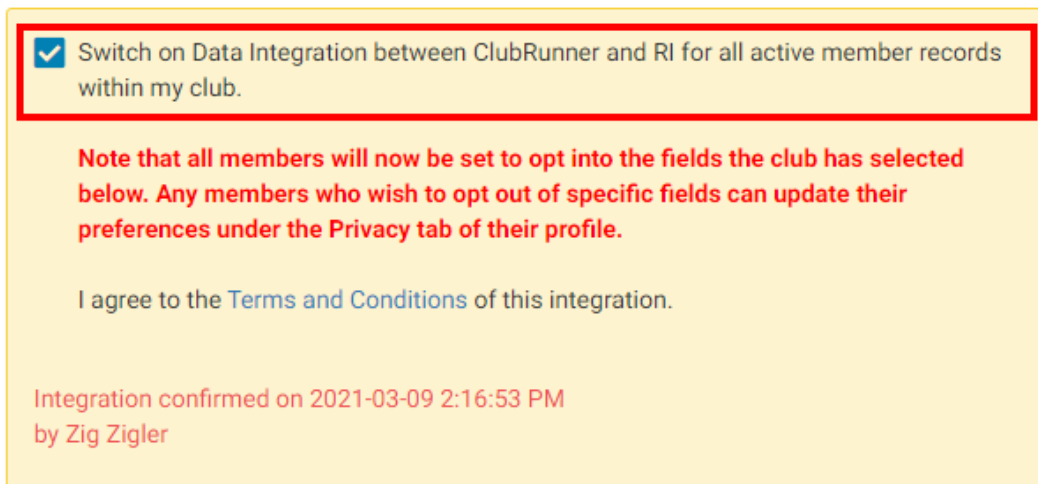
| RI | Club Name    | Club Id | President | Action  |
|----|--------------|---------|-----------|---|
| ✓  | Purple Metro | 4624    |           | <a href="#">RI Member Synchronization   Executive Synchronization   RI Synchronization Settings</a> |
| ✗  | Green Town   | 123456  |           | <a href="#">RI Member Synchronization   Executive Synchronization   RI Synchronization Settings</a> |
| ✓  | Azure Lane   | 4631    |           | <a href="#">RI Member Synchronization   Executive Synchronization   RI Synchronization Settings</a> |
| ✓  | Teal Street  | 4634    |           | <a href="#">RI Member Synchronization   Executive Synchronization   RI Synchronization Settings</a> |

**Note:** A green **check mark** means the Club has RI integration turned on. A red **X** means it is turned off.

6. The RI synchronization page has content about activating RI synchronization. If the Club selected ClubRunner as the data partner on rotary.org you will see an empty check-mark box. Click the box to put a check-mark in it. This will enable RI integration.

**Note:** If you do not see the below image then the Club did not set ClubRunner as the data partner on rotary.org or the RI's database refresh has not been completed. It could take up to 24 hours to complete. If the Club needs assistance setting ClubRunner as their data partner please provide them with the article titled: [Set up Automatic Integration With Rotary International \(District\)](#)

7. After you click on the checkbox you will see the below image.



8. Near the bottom of the page has the Club RI integration privacy options. A check-mark shares the information with RI. No check-mark does not share with RI.

**Note:** Club members can also set their own privacy settings in their profile in the privacy tab.

#### Choose Club RI Integration Privacy

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> Allow Name             | <input checked="" type="checkbox"/> Allow Home Phone     | <input checked="" type="checkbox"/> Allow Home Fax      |
| <input checked="" type="checkbox"/> Allow Birthday         | <input checked="" type="checkbox"/> Allow Cell Phone     | <input checked="" type="checkbox"/> Allow Business Fax  |
| <input checked="" type="checkbox"/> Allow Home Address     | <input checked="" type="checkbox"/> Allow Business Phone | <input checked="" type="checkbox"/> Allow Primary Email |
| <input checked="" type="checkbox"/> Allow Business Address |  |   |

Update Privacy

#### Rotary Integration Notification Contact

The notification contact person listed below will be emailed up to two notifications per week, one for each RI Integration archive. This email lists only **RI integration conflicts or issues**. If the member responds to the email, this will get sent to ClubRunner support.

By default if no contact is specified below, our system will email your club's **current year secretary**. If one is not specified the system will then look to the next year club secretary, followed by the previous year secretary, followed by presidents in the same order. If none of those positions are defined, it will use the Club's website contact.

Select RI Notification Contact  [Restore to default contact](#)

Save

#### Related Content

- [How do I view and edit club information?](#)
- [How do I add or change a club executive / director as a district officer?](#)
- [Rotary International integration introduction and overview](#)
- [What types of changes does Rotary International Integration support?](#)
- [RI Integration Terms and Conditions](#)
- [How to use the RI Integration Member Updates Archive \(District Executive\)](#)