ClubRunner

Activating RI Synchronization on the District by a District Administrator

Omar S. - 2023-06-29 - 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 be To enable 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.

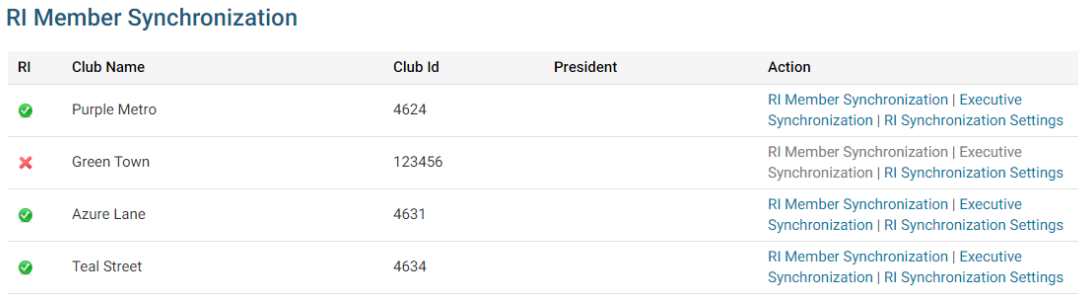
Note

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.



Note

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

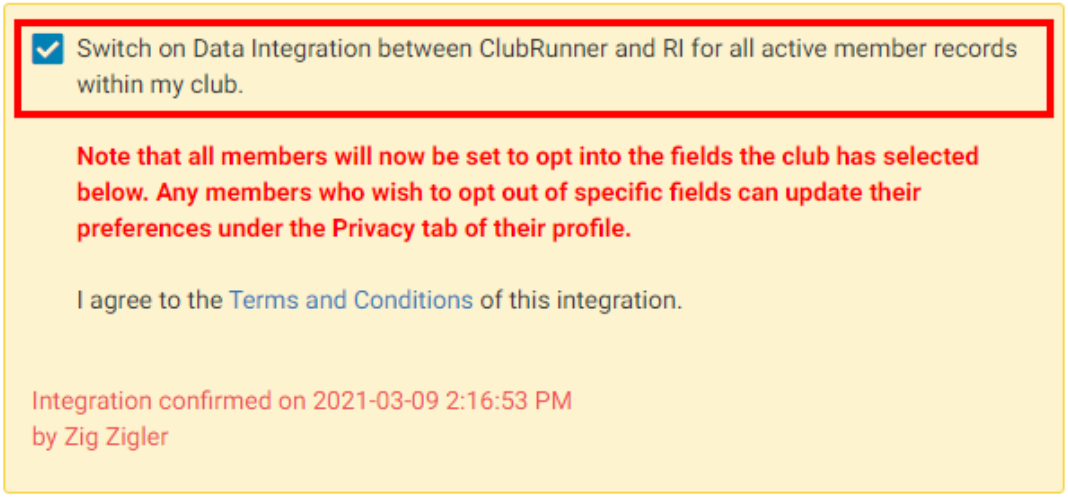
1. The RI synchronization page has content about activating RI synchronization. If the Club selected

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)

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

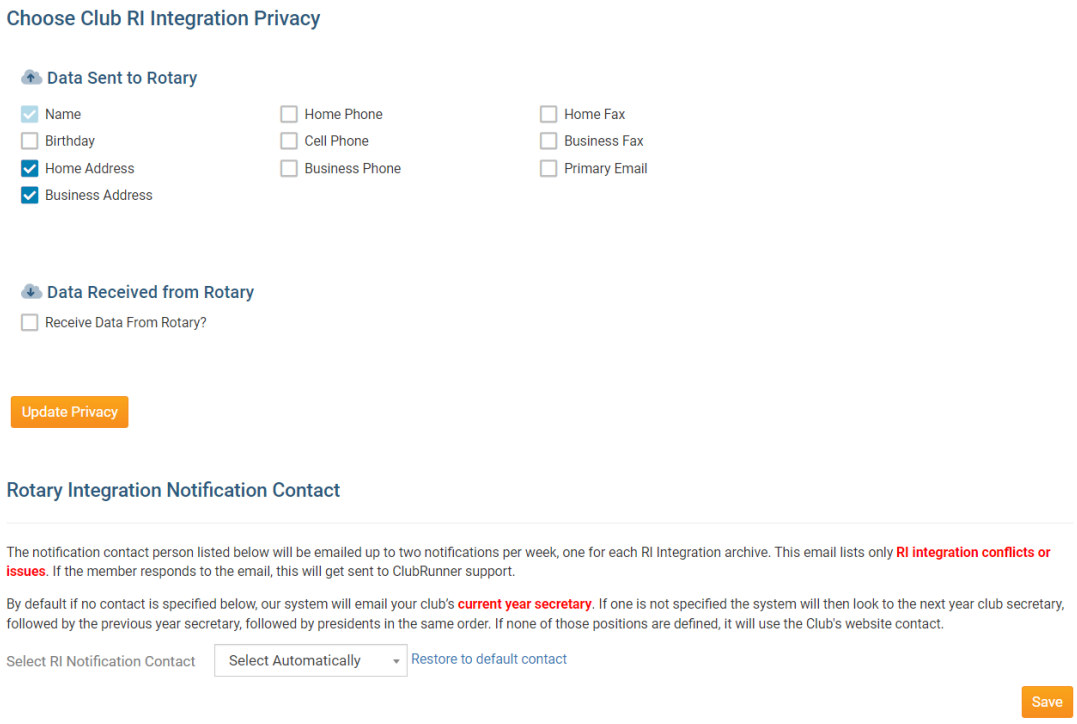


1. Near the bottom of the page has the Club RI integration privacy options. A check-mark shares the information with RI. No check-mark does not share with RI.

Note

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

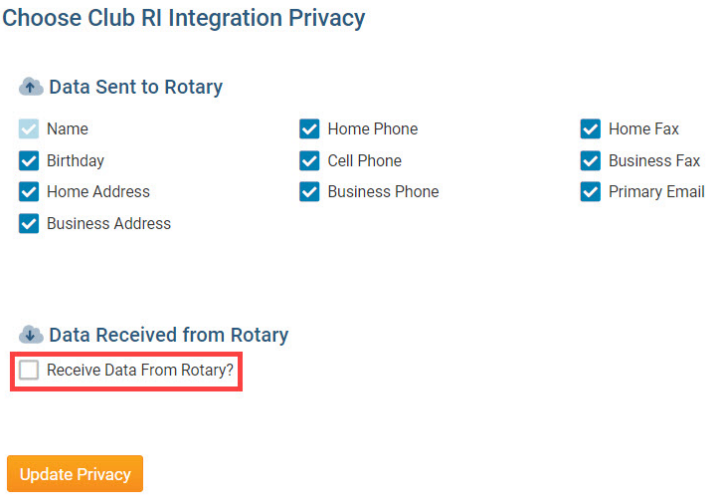
Also, you can assign an **RI Notification Contact**, or the main contact person who gets notified if there are issues with the RI Compare & Sync. The current year secretary is the RI integration contact by default.



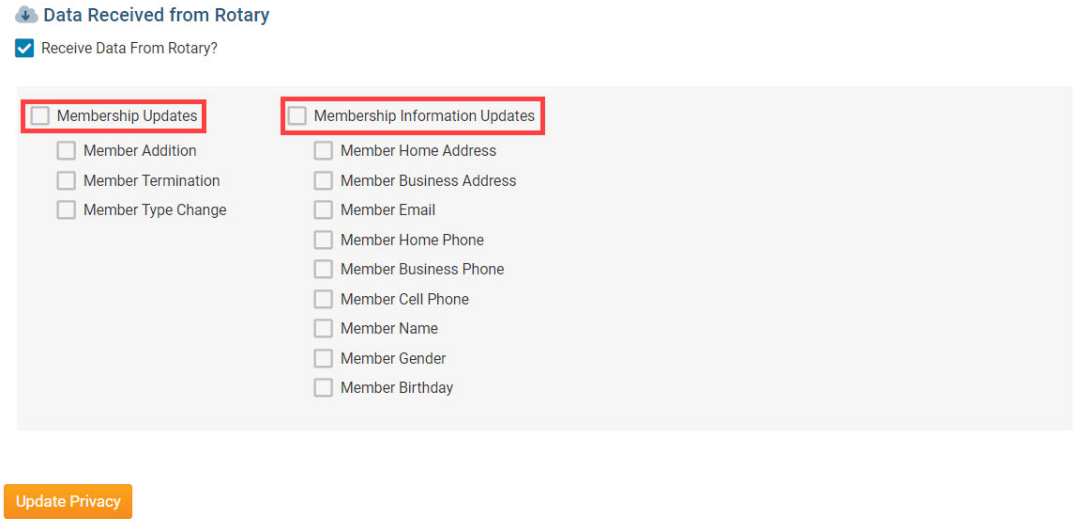
Once the integration is active, you can opt into Rotary Two Way True Sync, to allow ClubRunner to update it's membership information, with the information entered at My.Rotary.org, automatically. [Learn more about the Rotary 2-Way True Sync.]

Turning on 2-Way True Sync:

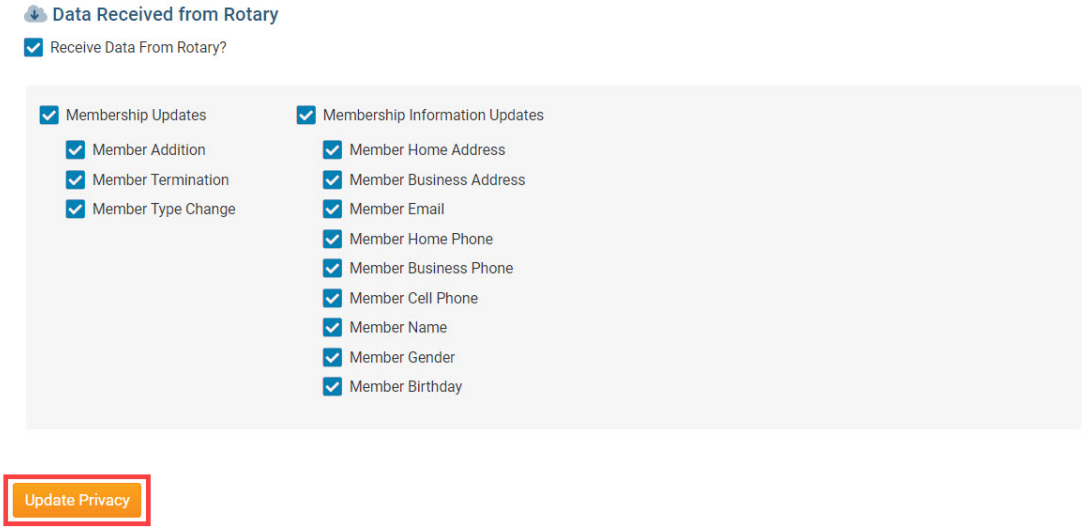
1. On the RI Database Integration page, scroll to the Choose Club RI Integration Privacy section, then check the **Receive Data From Rotary?** checkbox.



1. Next, check the **Membership Updates**, and **Member Information Updates** checkboxes, to allow ClubRunner to update with member additions, terminations, and membership type changes, as well as member profile information updates, entered in My.Rotary.org.



1. Click the orange **Update Privacy** button.



For further information about Rotary Integration using the District website as a District Administrator or Executive, click here to go to the District RI Integration section of our Knowledgebase.

Related Content

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