ClubRunner

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How do I download member data?

Michael C. - 2025-10-24 - Reports

With ClubRunner, you have the ability to generate a document containing membership data. You can generate this spreadsheet according to the fields and filters you define, and save those parameters for the future.

This support article will show you how to export your member data while logged in to your club's members area.

For information on how to export member data from your district's members area, <u>please read this support</u> article.

- To download member data, you must go to your club homepage and log in. Then, click on **Member Area** on the top right-hand corner of the page.
- 2. Along the top of the member area you will see several tabs. Click on the Membership or Reports tab.
- 3. Then, click on **Download Member Data** in the tabs just below.
- 4. You are now on the Download Member Data page. Here, you can choose from a large number of variables to download. Click on the information fields you wish to extract in the download.

Download Member Data

1) Select the fields you would like to extract: Select All | Unselect All Membership Type
 Preferred Address2
 Home Phone
 Business Zip Code
 Date Joined Club
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 ✓ Title
 ✓ Preferred City
 ✓ Home Fax
 ✓ Business Country
 ✓ Years of Service (Rotary)

 ✓ First Name
 ✓ Preferred State
 ✓ Pager
 ✓ Date of Birth
 ✓ Years of Service (Club)

 ✓ Middle Name
 ✓ Preferred Zip Code
 ✓ Cell
 ✓ Spouse/Partner First Name
 ✓ Personal URL

 ✓ Last Name ✓ Preferred Country ✓ Business Phone ✓ Spouse/Partner Last Name ✓ Termination Date Ø Address Line 1
 Ø Business Fax
 Ø Spouse/Partner Nick Name
 Ø Reason For Termination Nickname Suffix ✓ Address Line 2
✓ Company Name
✓ Spouse/Partner Date of Birth
✓ Date Created ✓ Gender
 ✓ City
 ✓ Position/Title
 ✓ Anniversary
 ✓ Club Position
 ✓ State/Province
 ✓ Classification
 ✓ Member No
 ✓ Email
 ✓ Zip/Postal Code
 ✓ Business Address1
 ✓ Membership
 ✓ Alternate Email
 ✓ Country
 ✓ Business Address2
 ✓ Office Last Modified On Access Level Last Login Privacy Options Preferred Address Preferred Phone Type Business City Sponsor Badge No. ☑ Preferred Address1 ☑ Preferred Phone ■ Business State
■ Date Joined Rotary

5. Now, select the filters you would like to apply. In the example below, you have selected to only download information about active members and staff user types. You may also filter according significant dates for the membership, such as the date they joined your club, or the last time they updated their profile information.

| 2) Customize the filters you would like to apply: | | | | Reset All |
|---|---|--------------------------------|---|-------------|
| Member Type: | O All | | | |
| | Only: ✓ Active — Active - Satellite — Active - Corporate | | | |
| | ☐ Honorary | | | |
| | Other Users: | | | |
| | ☐ Exchange | Student Corporate Member | ☐ Rotaract | |
| | ✓ Staff | | r 🗆 Past Honorary (Ex Member) | |
| | ☐ Other | | ☐ Past Honorary (Deceased) | |
| | ☐ Leave of A | bsence Interact | ☐ Other-test | |
| | ☐ Inactive (Form | ner) Members | | |
| | | | | |
| enter a name for | r the search in the field | provided. | in the future. If you choose with most spreadsheet software | |
| Save this searc | h for future use? O No | | | |
| | Yes: | Only Active Members and Sta | aff | |
| | | , | | |
| This format is co | ompatible with most spr enerate button to extract your eh for future use? O No | eadsheet software. | le with the data you have re | |
| | Yes: | Only Active Members and Sta | aff | |
| | | | I | Generate |
| 8. The page will th generate to dow | | to the bottom of the page | and click the Download bu | tton beside |
| | nerate button to extract your h for future use? O No | data in CSV format (compatible | with most spreadsheet software) | : |
| | Yes: | Only Active Members and Sta | ıff | |
| | Data exported succes | ssfully. Click on Download | Download | Generate |

9. If you have saved the search, you will find it is available in the top-left of the Download Member Data page. Click the name given in Step 6 for the search, to apply the filter settings. You can also remove saved searches by clicking the X icon, to the right of the search.

My Saved Searches

Only Active Members and Staff (X)

Click on X to remove your saved search

Help

Learn more about how to extract your member data

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- What is the club activity report?
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- How do I change a member's access level?
- What is the member profile, and how do I edit it?