ClubRunner

How do I download member data for my district?

Michael C. - 2025-10-24 - [Reports](#)

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

Note: To access **Download Member Data** on the District, the member must have **Administrator** or **Download Member Data** level access.

1. To download member data, you must go to your District homepage and log in. Then, click on **Member Area** on the top right.

2. Along the top of the screen you will see several tabs. Click on the **Membership** tab.

3. Now, click on **Download Member Data.**

4. You are now on the **Download Member Data Screen**. 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 Address	☑ Home Phone	☑ Date of Birth	☑ Years of Service (Club)
☑ Title	☑ Preferred Address1	☑ Home Fax	☑ Spouse/Partner First Name	☑ Personal Url
☑ First Name	☑ Preferred Address2	☑ Pager	☑ Spouse/Partner Last Name	☑ Termination Date
☑ Middle Name	☑ Preferred City	☑ Cell	☑ Spouse/Partner Nick Name	☑ Reason For Termination
☑ Last Name	☑ Preferred State	☑ Business Phone	☑ Spouse/Partner Date of Birth	☑ Date Created
☑ Nickname	☑ Preferred Zip Code	☑ Business Fax	☑ Anniversary	☑ Date Modified
☑ Suffix	☑ Preferred Country	☑ Company Name	☑ Member No	☑ Last Login
☑ Login Name	☑ Address Line 1	☑ Position/Title	☑ Website URL	☑ Privacy Options
☑ Gender	☑ Address Line 2	☑ Classification	☑ Membership	☑ Club Mailing Address
☑ Club	☑ City	☑ Business Address1	☑ Office	☑ Club Phone
☑ Club Position	☑ State/Province	☑ Business Address2	☑ Sponsor	☑ Club Email
☑ District Defined Club Position	☑ Zip/Postal Code	☑ Business City	☑ Date Joined Rotary	☑ Club Website
☑ District Position	☑ Country	☑ Business State/Province	☑ Date Joined Club	☑ Club Fax
☑ Email	☑ Preferred Phone Type	☑ Business Zip/Postal Code	☑ Years of Service (Rotary)	☑ Badge No.
☑ Alternate Email	☑ Preferred Phone	☑ Business Country		

5. Now, select the filters you would like to apply. You can select **Active (Regular) Members**, **Active (Custom) Members**, **Honorary Members**, **Other Users** and **Inactive members**.

   Note: Active (Custom) is for Clubs that have a custom member type with ClubRunner. Eg. Active - Satellite.

2) Customize the filters you would like to apply (all conditions must be met):

Reset All

Member Type:
- ◉ All
- ○ Only: ☐ Active (Regular) ☐ Active (Custom) ☐ Honorary
  - ☐ Other Users:
    - ☐ Exchange Student ☐ Corporate Member ☐ Rotaract
    - ☐ Staff ☐ Prospective Member ☐ Past Honorary (Ex Member)
    - ☐ Other ☐ Visiting Member ☐ Past Honorary (Deceased)
    - ☐ Leave of Absence ☐ Interact
  - ☐ Inactive (Former) Members

Date Joined:
- ◉ All
- ○ Date joined in this date range: Apr 01, 2021 to Apr 30, 2021

Date Terminated:
- ◉ All
- ○ Date terminated in this date range: Apr 01, 2021 to Apr 30, 2021

Last Login:
- ◉ All
- ○ Last login in this date range: Apr 01, 2021 to Apr 30, 2021

Date Modified:
- ◉ All
- ○ Date modified in this date range: Apr 01, 2021 to Apr 30, 2021

6. You have the option to save the parameters of the search for use in the future. If you choose to do this, enter a name for the search in the field provided.

3) Click on the Generate button to extract your data in CSV format (compatible with most spreadsheet software):
Save this search for future use? ◉ No
○ Yes:

Generate

7. When you have finished, click **Generate** to create a CSV format file with the data you have requested. This format is compatible with most spreadsheet software.

3) Click on the Generate button to extract your data in CSV format (compatible with most spreadsheet software):
Save this search for future use? ◉ No
○ Yes:

Generate

8. The page will then refresh. Scroll down to the bottom of the page and click the **Download** button beside generate to download the file.