ClubRunner

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How do I download member data? (District)

Michael C. - 2021-04-16 - 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.

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

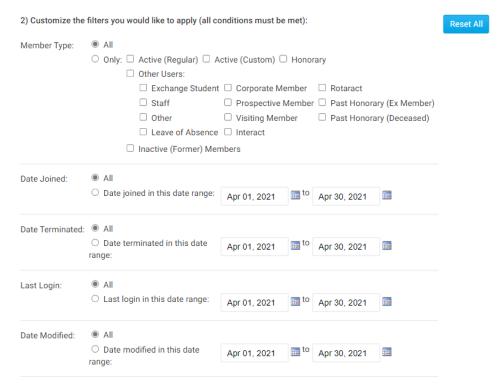
- 1. To download member data, you must go to your District homepage and log in. Then, click on **Member Area** on the top right.
- 2. Along the top of the screen you will see several tabs. Click on the **Membership** tab.
- 3. Now, click on **Download Member Data.**
- 4. You are now on the **Download 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 Date of Birth Years of Service ✓ Preferred Address ✓ Home Phone Membership Type (Club) ✓ Preferred Address1 ✓ Home Fax ✓ Spouse/Partner First Name ✓ Personal Url ✓ Preferred Address2 ✓ Pager ✓ Spouse/Partner Last Name ✓ Termination (✓ Preferred City ✓ Cell ✓ Spouse/Partner Nick Name ✓ Reason For ▼ Title ✓ Middle Name Spouse/Partner Last Name Termination Date Termination ✓ Preferred State ✓ Business Phone ☑ Spouse/Partner Date of ☐ Date Created Nickname ✓ Preferred Zip Code ✓ Business Fax Anniversary Date Modified ✓ Member No ✓ Website URL ✓ Membership Suffix Preferred Country Company Name Last Login ✓ Privacy Options✓ Club Mailing Address ☑ Login Name ☑ Address Line 1 ☑ Position/Title ☑ Gender ☑ Address Line 2 ☑ Classification ☑ Business Address1 ☑ Office City Club Club Phone Club Position ☑ State/Province ☑ Business Address2 ☑ Sponsor Club Email Date Joined Rotary ☑ District Defined Club ☑ Zip/Postal Code ☑ Business City Club Website Position ☑ District Position Country ☑ Business State/Province ☑ Date Joined Club Club Fax ✓ Email ☑ Preferred Phone ☑ Business Zip/Postal ☑ Years of Service (Rotary) ☑ Badge No. Code Type ✓ Alternate Email ✓ Preferred Phone ✓ Business Country

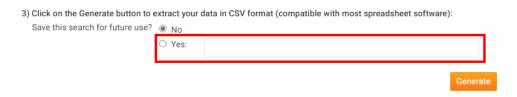
 Now, select the filters you would like to apply. You can select Active (Regular)
 Members, Active (Custom) Members, Honorary Members, Other Users and Inactive members.

Note: Active (Custom) is for Clubs that have a custom member type with

ClubRunner. Eg. Active - Satellite.



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.



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.

Save this search for future use?	No	
	O 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.