

## 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](#)

<input checked="" type="checkbox"/> Membership Type	<input checked="" type="checkbox"/> Preferred Address	<input checked="" type="checkbox"/> Home Phone	<input checked="" type="checkbox"/> Date of Birth	<input checked="" type="checkbox"/> Years of Service (Club)
<input checked="" type="checkbox"/> Title	<input checked="" type="checkbox"/> Preferred Address1	<input checked="" type="checkbox"/> Home Fax	<input checked="" type="checkbox"/> Spouse/Partner First Name	<input checked="" type="checkbox"/> Personal Url
<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> Preferred Address2	<input checked="" type="checkbox"/> Pager	<input checked="" type="checkbox"/> Spouse/Partner Last Name	<input checked="" type="checkbox"/> Termination Date
<input checked="" type="checkbox"/> Middle Name	<input checked="" type="checkbox"/> Preferred City	<input checked="" type="checkbox"/> Cell	<input checked="" type="checkbox"/> Spouse/Partner Nick Name	<input checked="" type="checkbox"/> Reason For Termination
<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/> Preferred State	<input checked="" type="checkbox"/> Business Phone	<input checked="" type="checkbox"/> Spouse/Partner Date of Birth	<input checked="" type="checkbox"/> Date Created
<input checked="" type="checkbox"/> Nickname	<input checked="" type="checkbox"/> Preferred Zip Code	<input checked="" type="checkbox"/> Business Fax	<input checked="" type="checkbox"/> Anniversary	<input checked="" type="checkbox"/> Date Modified
<input checked="" type="checkbox"/> Suffix	<input checked="" type="checkbox"/> Preferred Country	<input checked="" type="checkbox"/> Company Name	<input checked="" type="checkbox"/> Member No	<input checked="" type="checkbox"/> Last Login
<input checked="" type="checkbox"/> Login Name	<input checked="" type="checkbox"/> Address Line 1	<input checked="" type="checkbox"/> Position/Title	<input checked="" type="checkbox"/> Website URL	<input checked="" type="checkbox"/> Privacy Options
<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/> Address Line 2	<input checked="" type="checkbox"/> Classification	<input checked="" type="checkbox"/> Membership	<input checked="" type="checkbox"/> Club Mailing Address
<input checked="" type="checkbox"/> Club	<input checked="" type="checkbox"/> City	<input checked="" type="checkbox"/> Business Address1	<input checked="" type="checkbox"/> Office	<input checked="" type="checkbox"/> Club Phone
<input checked="" type="checkbox"/> Club Position	<input checked="" type="checkbox"/> State/Province	<input checked="" type="checkbox"/> Business Address2	<input checked="" type="checkbox"/> Sponsor	<input checked="" type="checkbox"/> Club Email
<input checked="" type="checkbox"/> District Defined Club Position	<input checked="" type="checkbox"/> Zip/Postal Code	<input checked="" type="checkbox"/> Business City	<input checked="" type="checkbox"/> Date Joined Rotary	<input checked="" type="checkbox"/> Club Website
<input checked="" type="checkbox"/> District Position	<input checked="" type="checkbox"/> Country	<input checked="" type="checkbox"/> Business State/Province	<input checked="" type="checkbox"/> Date Joined Club	<input checked="" type="checkbox"/> Club Fax
<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Preferred Phone Type	<input checked="" type="checkbox"/> Business Zip/Postal Code	<input checked="" type="checkbox"/> Years of Service (Rotary)	<input checked="" type="checkbox"/> Badge No.
<input checked="" type="checkbox"/> Alternate Email	<input checked="" type="checkbox"/> Preferred Phone	<input checked="" type="checkbox"/> 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

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

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

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

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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.