

ClubRunner

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How do I download member data for my club from the district site?

Michael M. - 2025-10-24 - [Membership Management](#)

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 district's members area.

For information on how to export member data from your club members area, [please read this support article](#).

1. To download member data, you must go to your district 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 **For Clubs**, then click **Download Member Data**.
3. 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
☒ 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
☒ Nickname	☒ Address Line 1	☒ Business Fax	☒ Spouse/Partner Nick Name	☒ Reason For Termination
☒ Suffix	☒ Address Line 2	☒ Company Name	☒ Spouse/Partner Date of Birth	☒ Date Created
☒ Gender	☒ City	☒ Position/Title	☒ Anniversary	☒ Last Modified On
☒ Club Position	☒ State/Province	☒ Classification	☒ Member No	☒ Access Level
☒ Email	☒ Zip/Postal Code	☒ Business Address1	☒ Membership	☒ Last Login
☒ Alternate Email	☒ Country	☒ Business Address2	☒ Office	☒ Privacy Options
☒ Preferred Address	☒ Preferred Phone Type	☒ Business City	☒ Sponsor	☒ Badge No.
☒ Preferred Address1	☒ Preferred Phone	☒ Business State	☒ Date Joined Rotary	

4. 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: ☐ All

- ☒ Only: ☒ Active ☐ Active - Satellite ☐ Active - Corporate
☐ 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 ☐ Other-test
☐ Inactive (Former) Members

5. 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

6. 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

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

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:

Data exported successfully. Click on Download

Download

Generate

8. 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