

ClubRunner

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How do I find and transfer new members? (District Club Exec.)

Omar S. - 2021-03-23 - Membership Management

For Rotary customers who have Integration service enabled, you can now search to find and or confirm a member's Rotary details before adding them into ClubRunner. You can use the Member Transfer feature by clicking on **Transfer New Member** button on the Active Members List page.









1. To access the **Member Transfer** feature, you must go to your District homepage and log in. Then, click on **Member Area** near the top right of the page.
2. Along the top of the screen you will see several tabs. Click on the **For Clubs** tab.
3. Now, click on **Membership Lists**.
4. You are now on the Active Members List page, where you can browse a list of all currently active members. Click on the **Transfer New Member** button to begin your search.

Active Members List

Members per Page: 25

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Add New Member (Classic) **Transfer New Member** Add New Member

Email	<input type="checkbox"/> By First Name	Name ▲	Type	Access	Action
 Aaronson, Aaron			Active	30	Change Status Reset Password
 Adams, Sarah			Honorary	40	Change Status Reset Password
 Barnes, Steve			Honorary	60	Change Status Reset Password
 Bennett, Shawn			Active	70	Change Status Reset Password
 Boyd, Pam			Active	70	Change Status Reset Password
 Burke, Carol			Active	70	Change Status Reset Password
 Burke, Martin			Honorary	70	Change Status Reset Password
 Carpenter, Phyllis			Active	70	Change Status Reset Password

5. You are now on the **Transfer New Member** page where you can search by **Rotary ID**, **Email**, or **Name & Location**.

Transfer Member Search - Purple Metro (123456789)

Search By

- Rotary ID
 Email
 Name and Country

Search Values

Rotary ID


Search

Member Details ^

Club Associations v

Actions

Unable to locate any members matching the search criteria.

 Can't find the person you're looking for? Try another search or add them as a new member!

6. Choose the type of search you want to perform, there are three types:

Rotary ID

If the person you are adding has provided you with their Rotary ID you can use the Rotary ID search to confirm they've provided you with the correct ID. Only an individual whose Rotary ID is an exact match will be returned.

Email

Search for an individual with their email address. Only an individual whose email is an exact match will be returned.

Name & Country

Search for an individual with their First Name, Last Name, and Country. Individuals will be returned to you based on the start of their name. This means that searching for a name like Zach Smith would return persons like Zachary Smithfield.

7. Now that your search type and values have been entered click **Search**. Your list of results if any will be displayed below the search values box.



Search By


- Rotary ID
 Email
 Name and Country

Search Values

Rotary ID

Search

Member Details 	Club Associations 	Actions
Name: David Smiths Rotary ID: 100293085 Location: Hartland, AB, Canada	No Clubs	Add Member

 Can't find the person you're looking for? Try another search or add them as a new member!

Note: If a member has an active relationship with another club, you will not be able to add them to your membership at Rotary International. You can still add the member in ClubRunner, but the integration will not be successful.

8. If you were unable to find a matching member, you may wish to return to search by another search type. If you are unable to locate a member by searching, you can click the **add them as a new member** in the info box below to go directly to the Add New Member Form.

9. Once you have found a matching member, click on the **Add Member** in the search results.

10. This brings you to a Transferring Member form which pre-loads the new member's information.

Note: Information that would cause problems during the transfer will be locked from editing. This includes the member's **Full Name** and **Rotary ID**.

11. Review the details on the form and fill in any required details to complete the member transfer.

12. Finally, click **Add Member** to save the new member to your Club's Active Members List.

Related Content

- [How do I add a new member on the district's website?](#)
- [How do I terminate a member on the district's website?](#)
- [How do I reactivate an inactive member on the district's website?](#)