ClubRunner

[NOVA] How do I opt in & out of RI Integration?

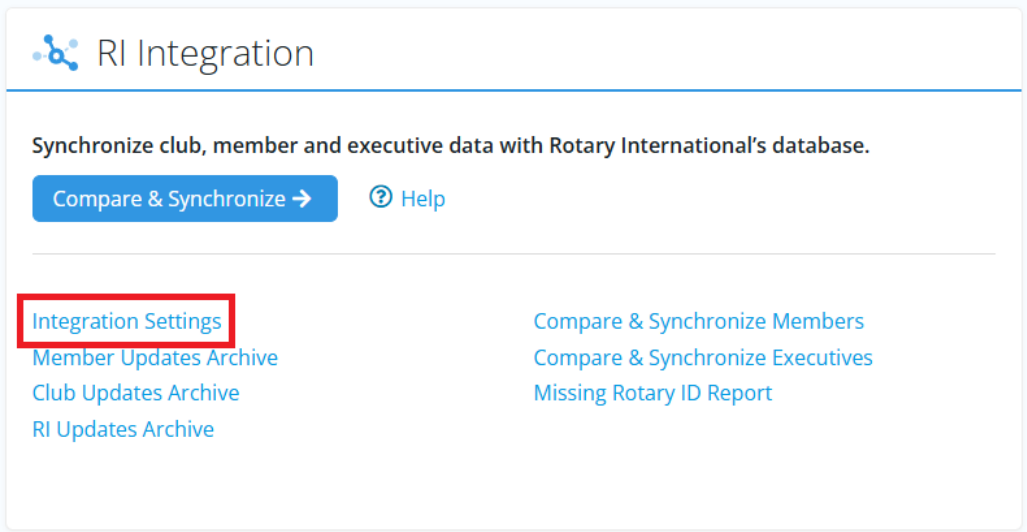
Michael M. - 2026-10-27 - RI Integration

If a Club Executive has already opted you into Rotary International database integration using the RI website, you can fine tune the settings.

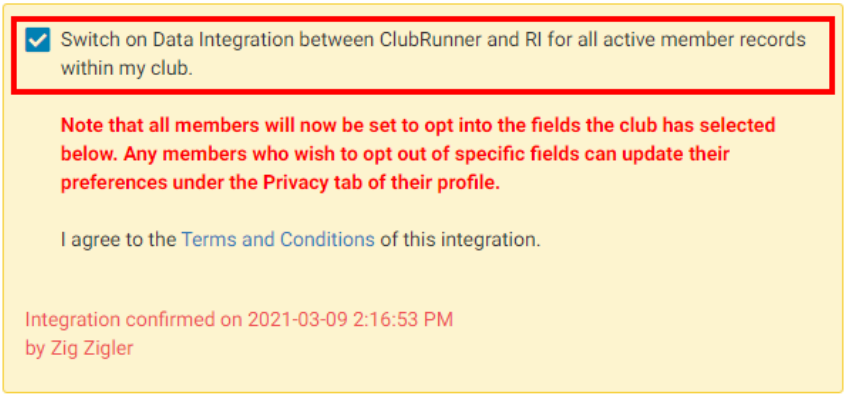
Alternatively, your club has the option at any time to discontinue integration and opt out. To do either, follow these steps on ClubRunner.

1. Log in to your account through your club homepage, then click on **Member Area** on the top right under your club banner. **Alternatively, click here to go directly to the ClubRunner login page.**

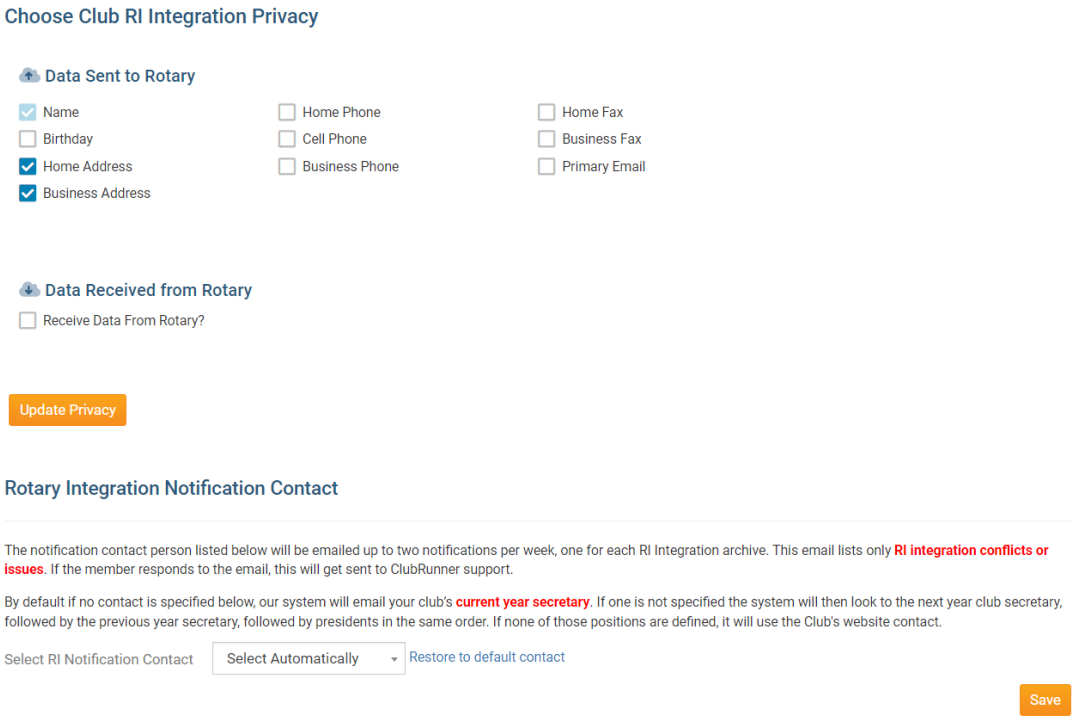
2. Scroll down to the RI Integration section and click on the **Integration Settings** link.



3. On the page that appears, check or uncheck the box labelled **Switch on Data Integration**. If opting out, you will see a confirmation message in red indicating the date and time that you have rejected integration. At that point in time, all future changes made to your club database will no longer be sent to RI. If you had any pending changes in the queue, those will also be cancelled; however, if an email was already sent to RI, this cannot be recalled and that change will still be processed.



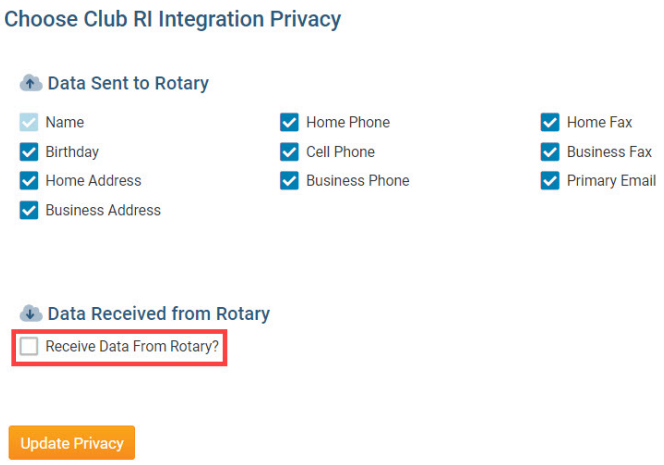
4. After integration has been turned on, in the *Choose Club RI Integration Privacy* section you will see several check-box options that control exactly which data fields get sent to RI, e.g., *Allow Birthday*, *Allow Home Phone*, etc. You can also assign an **RI Notification Contact** or the main contact person who gets notified if there are issues with the RI Compare & Sync. The current year secretary is the RI integration contact by default.



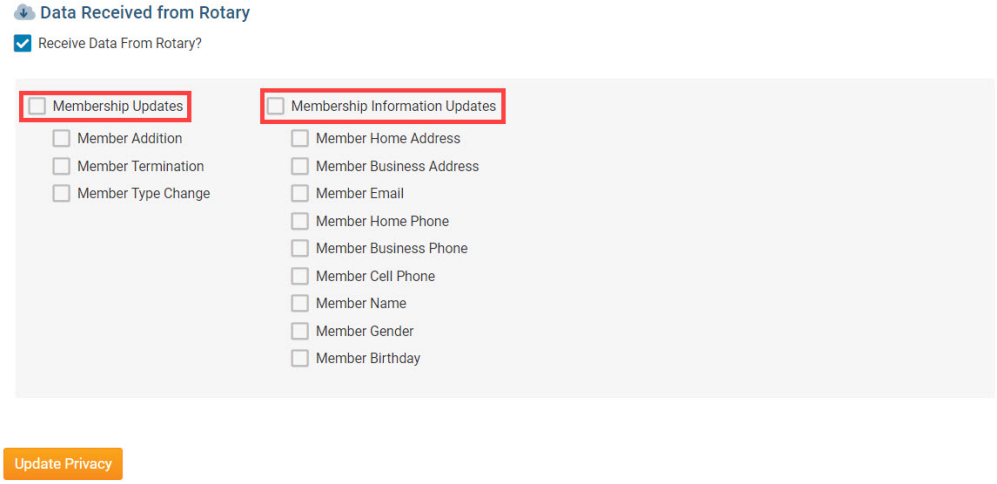
Once the integration is active, you can opt into Rotary 2-Way True Sync, to allow ClubRunner to update its membership information, with the information entered at My.Rotary.org, automatically. **Click here to learn more about the 2-Way True Sync.**

Turning on 2-Way True Sync:

1. On the RI Database Integration page, scroll to the Choose Club RI Integration Privacy section, then check the **Receive Data From Rotary?** checkbox.



2. Next, check the **Membership Updates**, and **Member Information Updates** checkboxes, to allow ClubRunner to update with member additions, terminations, and membership type changes, as well as member profile information updates, entered in My.Rotary.org.



3. Click the orange **Update Privacy** button to save your changes.

