ClubRunner

[NOVA] How do I set up automatic integration with Rotary International?

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

You can set your club to automatically integrate the member list with Rotary International by opting in at their webpage. Follow the directions below to turn on the RI Integration feature.

At Rotary.org:

1. You can set ClubRunner as your View and Edit Club Management Vendor by using the attached guide. You can find the latest copy of the guide at **MyRotary.org.**

2. After completing the steps as outlined in the guide, please continue to the 'In ClubRunner' section.

Note

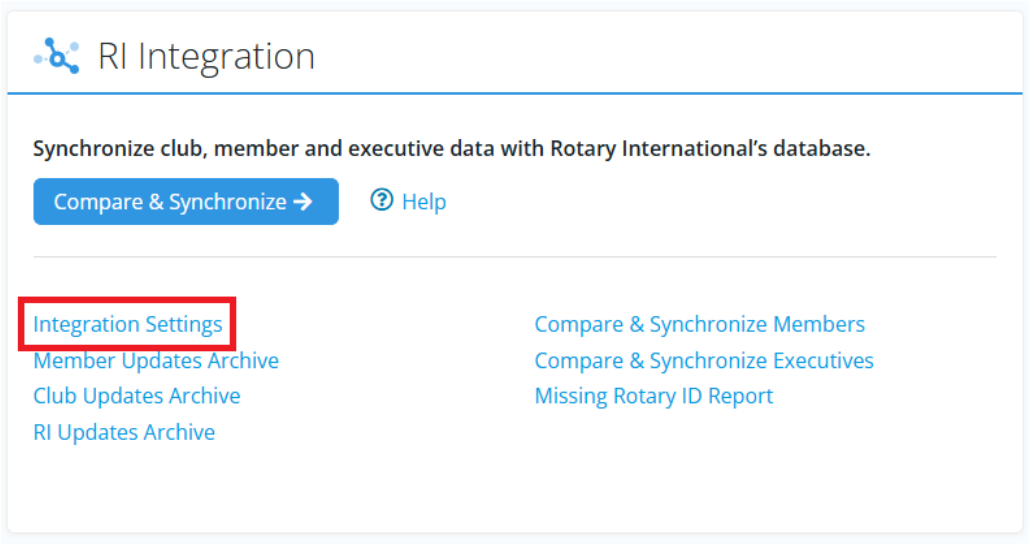
- There maybe 24 hour delay from the time a club opts in (authorizes the vendor) to the time the authorization takes effect. Authorizations are processed by a database procedure that is scheduled to run once a day.

- Only the Club's **President**, **Secretary**, or **Executive Secretary / Director** may access this page.

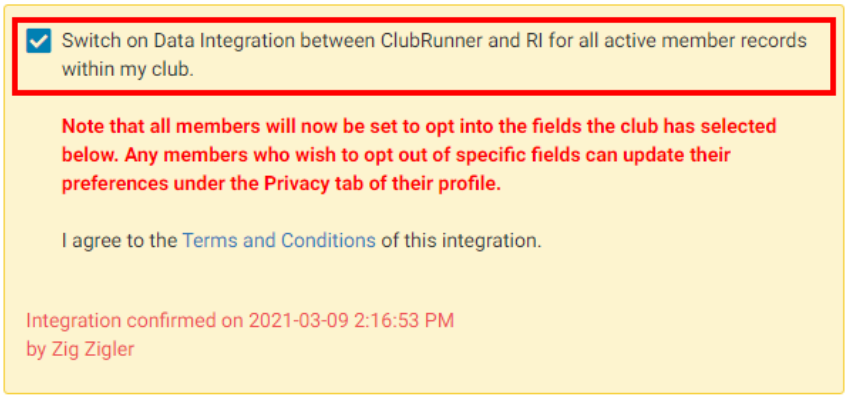
In ClubRunner:

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. You are now on the RI Database Integration page. Click the box labelled **Switch On Data Integration**.



Warning

If the box to check mark is not there, please verify that the **Club ID** Number is populated correctly under the **Club & Info Settings** page. Please read the article called **How do I edit my club's information?** to learn how to do this. If you find your Club ID number is missing, please email us at **support@clubrunner.ca** or click **contact us** at the top-right of the page.

Once you click on the check box to enable the RI database integration it performs a check. If the connection fails, a message will appear stating "*The RI integration service is currently experiencing technical difficulties connecting to Rotary's servers. Please try again later.*" If you receive this message please try again after an hour or more.