ClubRunner

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How do I use the Executive Compare and Synchronize page on the district website?

Omar S. - 2023-09-21 - Club Executives on the District

For Rotary Clubs with RI Integration enabled using ClubRunner as the **Read & Update** data vendor, the Club Executive Information in the Club & District database can be synchronized to Rotary to grant access to the Executives in Rotary's systems. If the **Read Only** data vendor setting is set at Rotary International, the Club Executive positions will only be available for copying into the clubs ClubRunner database.

To learn more about setting up the integration from Rotary's systems, please see this <u>How do I set up automatic</u> integration with Rotary International on the <u>District guide</u> on the knowledgebase.

Note

Note: Only Active members are allowed to hold defined club executive positions, Honorary members will not sync between ClubRunner and RI. The single exception is the "Executive Secretary" position, the person defined can be Active, Honorary or Other.

Once the club has set ClubRunner as the data management vendor in My.Rotary.org, you can view the Executive Compare and Synchronize list to compare the club executives entered in both the District database, and at Rotary International.

Note

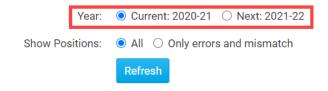
Note: Access to the District ClubRunner website and Rotary International website, My.Rotary.org is assigned to the listed Executives from the respective ClubRunner and Rotary International Executives lists on the Executive Compare and Synchronize page.

You can learn more about getting access to manage your Club Information, membership information and other Executive positions on the District website from the How do I get access to manage my club guide on the knowledgebase.

To view and update the Executive Compare and Synchronize list using the configured RI Integration, use the following steps:

- 1. Login to the District Member area, by clicking the **Member Login** link in the top-right of the District Home page. Then, enter your member profile credentials.
- 2. After logging in, click the **Member Area** link in the top-right of the District Home page.
- 3. In the member area, click For Clubs in the top blue bar,
- 4. In the grey bar below, click Executive Compare and Synchronize.
- 5. On the page, you can set the Year to review the positions in both ClubRunner and Rotary International.

RI Club Executive Compare and Synchronize for Greentown (1111)



RI Club Executive Compare and Synchronize for Greentown (1111)

	● Current: 2020-21 ○ Next: 2021-22
Show Positions:	All Only errors and mismatch Refresh
	Refresh

7. Once loaded, you will find the ClubRunner Executive positions on the left-side of the screen, and the Rotary International positions on the right side of the screen. For any positions with the same member listed in each system, a green **Equals** sign will appear, denoting the member and position are matched in both systems.



If any positions are missing or mismatched in either system, a colored arrow will appear.



Blue left-facing arrows denote 'Copy the member from Rotary into the ClubRunner Executive position'.



Orange right-facing arrows denote 'Copy the member from ClubRunner to the Rotary Club Executive position'.

If any positions are matched in both systems, a green equals sign will appear in between the ClubRunner and Rotary International columns.



Green equals sign denote the executives positions is matched in both systems.

8. **Check** the left-most checkbox for each position to match, then **click** the arrow to change the direction the data will be copied.

RI Club Executive Compare and Synchronize for Greentown (1111) Year: O Current: 2020-21 O Next: 2021-22 Show Positions: All Only errors and mismatch Click on the icon in the center column to change how the data will be synchronized. When finished, click on the Synchronize button below ← → Rotary International Start Date End Date Position ← Club President Robert Segale Jan 28, Jun 30, Position not synced **Bob Seagate** Jul 01. Jun 30. Club Secretary Kathy Lynn Kathy Lynn 2021 2020 Ralph Wentworth Jul 01. Club Treasurer Ralph Wentworth Jun 30. 2020 2021

Note

Note: By default the Executive Compare & Synchronize page will list the six following positions, once the RI Integration module is set for the account:

- Club President
- Club Vice President
- · Club Secretary
- Club Treasurer
- Club Foundation Chair
- Club Executive Secretary/Director
- Club Membership Chair

If the following positions have been setup on the District level, they will be available for integration on the Compare & Synchronize page. The positions can be set by a District Administrator by using the steps outlined here: How do I define Executive & Director positions for clubs

- Club Service Projects Chair
- Club Public Image Chair
- Club Learning Facilitator
- Rotaract Learning Faciliator
- 9. With the positions checked, and data direction reviewed, click the orange **Synchronize Selected Position(s)** button at the bottom of the page. This will send the Executive position to Rotary from the District database or copy the Executive position from Rotary into the District database, depending on the arrows selected for each checked position.

Synchronize Selected Position(s)

10. The page will reload, and once loaded you should find that the positions are matched, or the change to the

Rotary Executive position is being processed using the RI Integration.

RI Club Executive Compare and Synchronize for Greentown (1111)

Year: © Current: 2020-21 Next: 2021-22									
	Show Positions: Only errors and mismatch								
	Refresh								
Click on the icon in the center column to change how the data will be synchronized. When finished, click on the Synchronize button below.									
	Position	ClubRunner	← →	Rotary International	Start Date	End Date			
	Club President	Robert Segale	=	Robert Segale	Jan 28, 2021	Jun 30, 2021			
	Club Secretary	Kathy Lynn	=	Kathy Lynn	Jul 01, 2020	Jun 30, 2021			
	Club Treasurer	Ralph Wentworth	=	Ralph Wentworth	Jul 01, 2020	Jun 30, 2021			