

ClubRunner

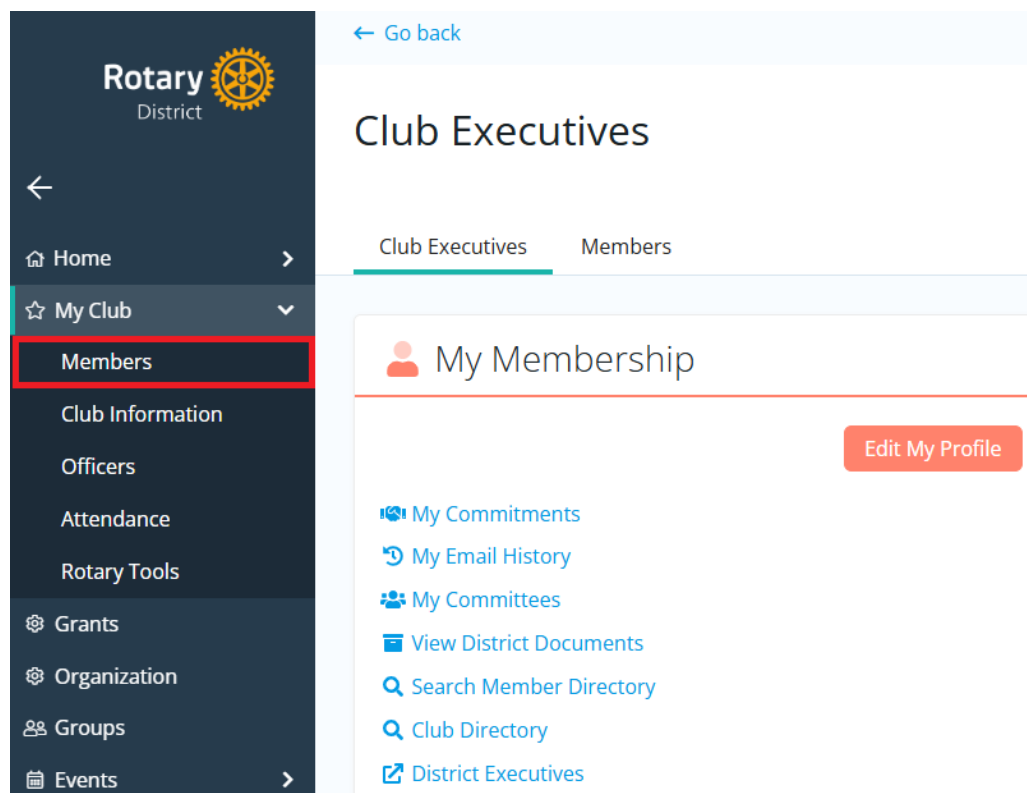
[Help Articles](#) > [Nova for Districts](#) > [District - Executives Articles](#) > [\[NOVA\] How do I add or transfer members on the district's website?](#)

[NOVA] How do I add or transfer members on the district's website?

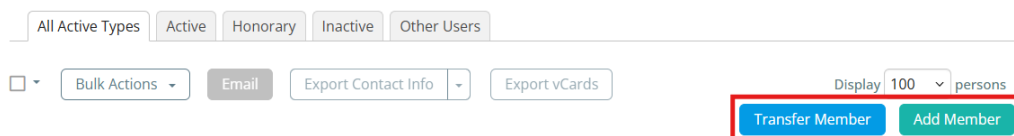
Michael M. - 2026-07-22 - [District - Executives Articles](#)

When you recruit a new member, or discover an active member is missing from your database, you can use ClubRunner to add a new member to your Member List. This article goes over the process to add new members or transfer members from other clubs from your district login.

1. To begin, log in to your account through your district homepage, then click on **Member Area** on the top right-hand corner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. Once inside the members area, click **My Club** and then **Members** in the left-hand navigation menu.



3. Above your list of existing members, you will see two buttons: [Transfer Member](#) and [Add Member](#). If the member you are adding to your club has any history with Rotary, click the **Transfer Member** option. If the member does not have any history with Rotary, click the **Add Member** button.



Transfer Existing Members

1. Clicking the Transfer Member button will take you to a page where you can search by the following:

Search By

☒ Rotary ID
☐ Email
☐ Name and Country

Search Values

Rotary ID *

[Search](#)

- 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 by 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.

2. Select your search type and values, then click Search. Any results will be displayed below the search box.

MEMBER DETAILS ^	CLUB ASSOCIATIONS v	ACTIONS
Name: Grant Squintly Rotary ID: 123456 Location: Oakville, ON, Canada	Purple Metro Past Member	Add 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.

If you are unable to find a matching member, you may try another search type, or you can click **add them as a new member** in the info box below to go directly to the Add New Member form.

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!](#)

3. Once you have found a matching member, click **Add Member** in the search results.
4. This brings you to a Transferring Member form which pre-loads the new member's information. You may add additional details or update the pre-filled information for the member as necessary.

Rotary Information and Integration

Membership Type *	Active
Sponsor	N/A
Rotary Member No.	123456
Date Joined Club *	Jul 21, 2026
Integration Options	☒ Report this new member to Rotary International ☐ Do NOT report this new member to Rotary International

Member Details

Title	
First Name *	Grant
Middle Name	
Last Name *	Squintly
Suffix	
Email	
Gender *	

Note

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

5. Review the details on the form and fill in any details to complete the member transfer. Fields with an asterisk are required.
6. When you're done, click **Add Member** at the bottom of the page to save the new member to your club's active members list.

ClubRunner Account

Username *	Grant.Squintly.17649
Temporary Password *	fk2gwfti3g
Send email notification to this member?	☐

Add Member

Add New Members

1. Clicking the Add Member button will take you through the steps to add a new record. The first step is to select the type of record to add: Member, Other User, or Past Member.

Record Type

Select a Record Type from the options below to specify the type of Record you would like to create. Each record type provides specific settings and data configurations, so choose the one that best fits your needs.

Member

A registered user with full access to all member benefits and resources.



Other User

A user with limited access, distinct from members and contacts.



Past Member

An individual who was previously a registered member but no longer holds an active membership.



- Next, enter in the basic details of the member you're adding, then click **Continue**.

Record Details

Enter at least one record detail below. Email will be used to check for duplicates before creating a new record.

Email

First Name

Last Name

Cancel

Continue

- The system will search your members to make sure there aren't any existing records that match the data you provided. If duplicate records are found that share the same email address, you can choose to edit one of the existing profiles or change the member status by clicking the Actions drop-down beside each duplicate match.

Duplicate Records Check

A record with this email exists. If it matches your intended record, you may choose to edit it; otherwise, please enter a different email and confirm it for accuracy.

FIRST NAME	LAST NAME	EMAIL	RECORD TYPE	ACCOUNT	ACTIONS
Gemma	Barnes	gemmabarnes@sink.sendgrid.net	Active	RC of Kipling	

Edit Profile

Change Status

Cancel

Check for Duplicates

Edit Found Record

If there are no duplicates found or the results don't match the member you wish to enter, click **Continue** to proceed to add the new user record.

Record Details

Record Type

Member

Email

copper.a@sink.sendgrid.net

First Name

Copper

Last Name

Alfright

Duplicate Records Check

No duplicate records found. This record is unique and can be added.

Review the record details. When you're ready, continue to create the new record.

Cancel

Continue

- You'll now enter their membership type, sponsor, Rotary member number, club join date, and if you want to report them to Rotary International or not.

Rotary Information and Integration

Membership Type *	Active	▼
Sponsor	N/A	▼ ?
Rotary Member No.		
Date Joined Club *	Jul 21, 2026	📅
Integration Options	☐ Report this new member to Rotary International	
	☒ Do NOT report this new member to Rotary International	

Member Details

Title	
First Name *	Copper
Middle Name	
Last Name *	Alfright
Suffix	▼
Email	copper.a@sink.sendgrid.i
Gender *	▼

Note

Rotary International requires that the Date Joined Club must be within the last 30 days. This date cannot be in the future, only the current date or earlier.

- Review the details on the form and fill in any details to complete the member transfer. Fields with an asterisk are required.
- When you're done, click **Add Member** at the bottom of the page to save the new member to your club's active members list.

ClubRunner Account

Username *	Copper.Alfright.17649		
Temporary Password *	tp7hnrwptg		
Send email notification to this member?	☒	System	Welcome New Member

Add Member