

Opting In & Out of RI Integration & RI Integration settings

Omar S. - 2021-04-12 - Club 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. Login to your ClubRunner site.
2. Click on the **RI Integration** tab.
3. Next, click on **RI Integration** settings.
4. 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 note that if an email was already sent to RI, this cannot be recalled and that change will still be processed

Switch on Data Integration between ClubRunner and RI for all active member records within my club.

Note that all members will now be set to opt into the fields the club has selected below. Any members who wish to opt out of specific fields can update their preferences under the Privacy tab of their profile.

I agree to the [Terms and Conditions](#) of this integration.

Integration confirmed on 2021-03-09 2:16:53 PM
by Zig Zigler

5. 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.

6. Also, you can 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.

Choose Club RI Integration Privacy

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Allow Name | <input checked="" type="checkbox"/> Allow Home Phone | <input checked="" type="checkbox"/> Allow Home Fax |
| <input checked="" type="checkbox"/> Allow Birthday | <input checked="" type="checkbox"/> Allow Cell Phone | <input checked="" type="checkbox"/> Allow Business Fax |
| <input checked="" type="checkbox"/> Allow Home Address | <input checked="" type="checkbox"/> Allow Business Phone | <input checked="" type="checkbox"/> Allow Primary Email |
| <input checked="" type="checkbox"/> Allow Business Address | | |

[Update Privacy](#)

Rotary Integration Notification Contact

The notification contact person listed below will be emailed up to two notifications per week, one for each RI Integration archive. This email lists only **RI integration conflicts or issues**. If the member responds to the email, this will get sent to ClubRunner support.

By default if no contact is specified below, our system will email your club's **current year secretary**. If one is not specified the system will then look to the next year club secretary, followed by the previous year secretary, followed by presidents in the same order. If none of those positions are defined, it will use the Club's website contact.

Select RI Notification Contact [Restore to default contact](#)

[Save](#)

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- [How do I set up automatic integration with Rotary International](#)
- [What is the club updates archive?](#)
- [What is the RI member update archive?](#)
- [How do I use the Compare & Synchronize tool?](#)