ClubRunner

What is the club updates archive?

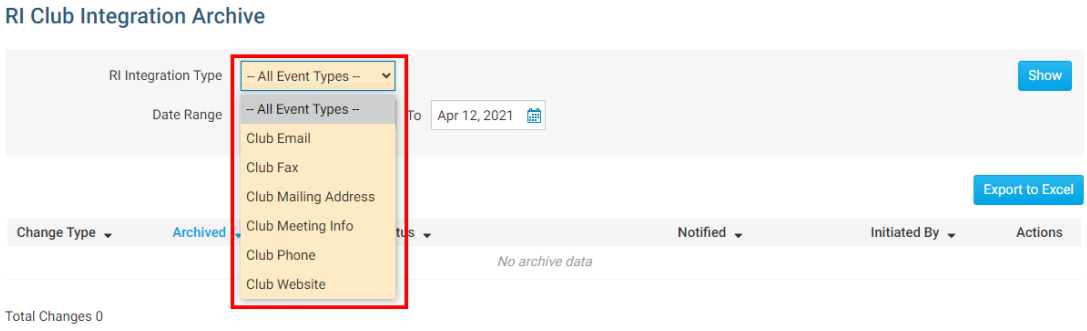
Omar S. - 2021-04-12 - Club Integration

With the **Club Updates Archive** tool in ClubRunner, it's easy to track all changes made to your Club in one convenient location! To learn how to best make use of this function, please follow the directions below.

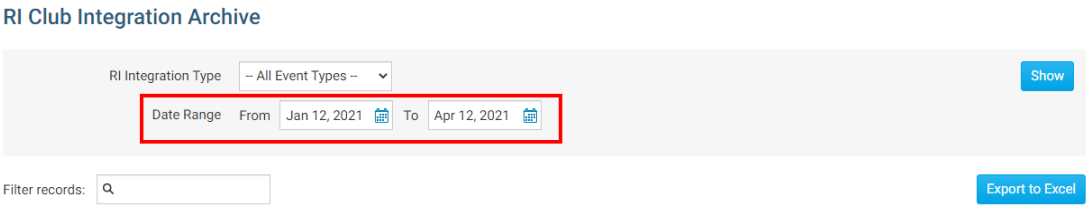
1. To access this function, first login to your **Member Area**, click the **RI Integration** tab at the top, and select **Club Updates Archive**.

2. This will take you to the **RI Club Integration Archive**. From here, in the **RI Integration Type** field, you may choose to display Club **E-mail, Fax, Mailing Address, Meeting Info, Phone,** and/or **Website** changes from the list below.

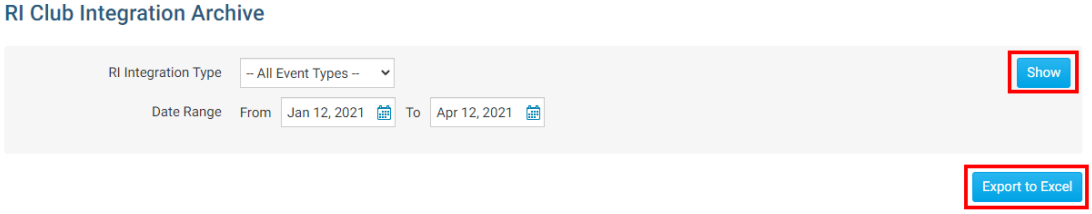
Note: When you first access the Archive Page, all Club updates made within the **past 90 days** will be displayed by default until a date range is specified at step 3.



3. Below the **RI Integration Type**, you may specify the **Date** range of the targeted Club changes, or leave it blank to display all changes made in the past.



4. After setting the above parameters, you may either click **Show** to have the results displayed directly on the page or **Export to Excel** to generate an excel spreadsheet of the data.

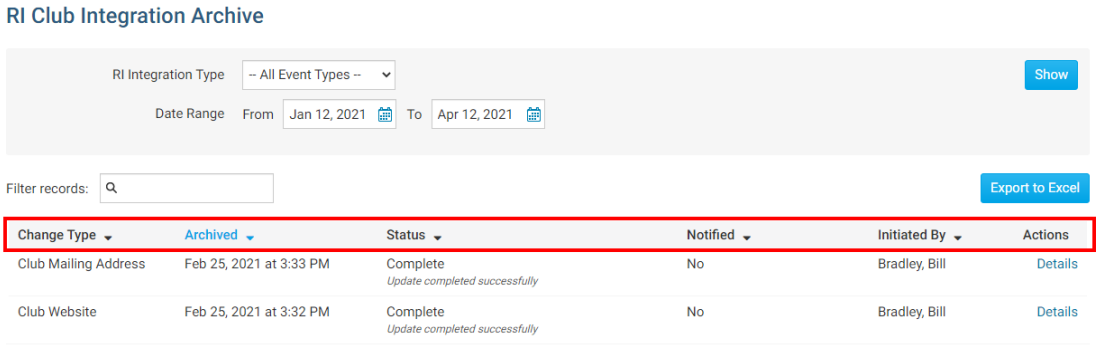


5. There will be 6 columns of data that will be generated:

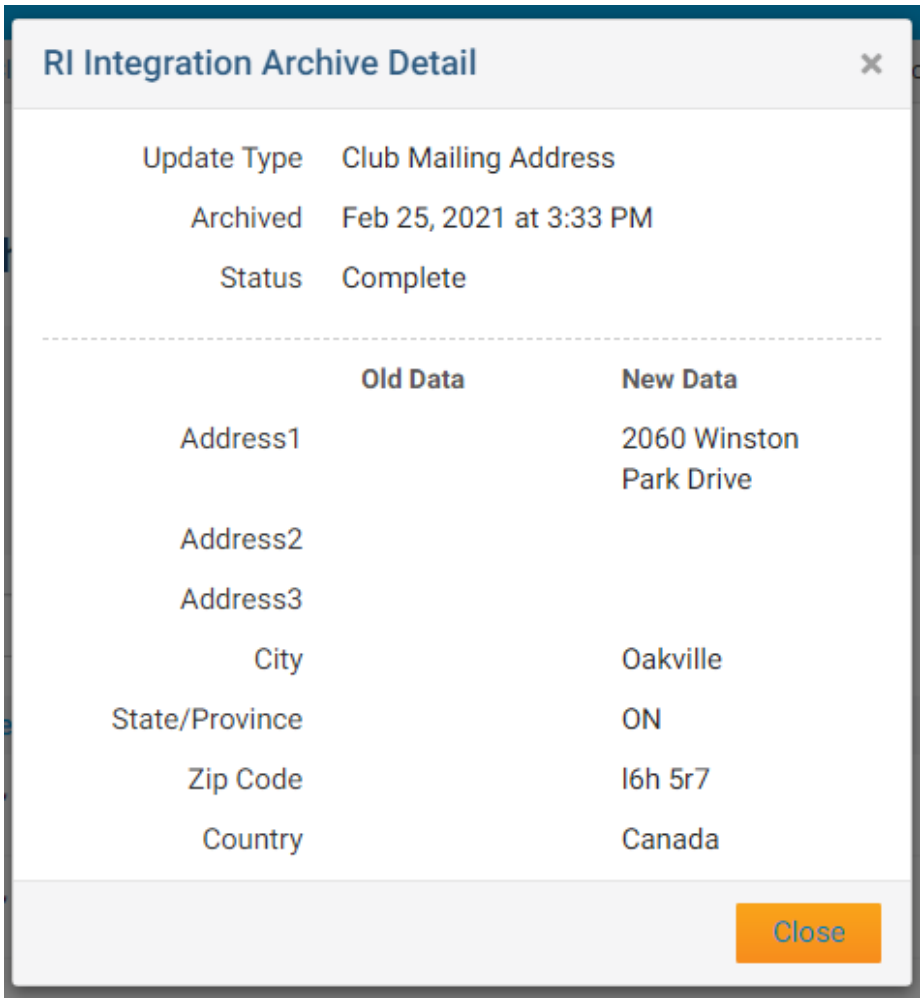
- **Change Type** - This column indicates the value that was changed.
- **Archived** - This column indicates the date the change was archived.
- **Status** - This column indicates the status of the change.
- **RI Notified** - This column indicates the date that RI was notified of the change. If you would like to

notify RI manually of this change, you may indicate this by clicking on the **Manually Fix** link and entering a comment in the provided section.

- **Initiated By** - This column indicates who made the change.
- **Actions** - This column displays the **Details** link. By clicking on **Details** it will show you the exact change that was made so you can compare the new and old values.



6. If you click **Details,** a window will appear with information about the change.



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