ClubRunner

What is the club updates archive on the District?

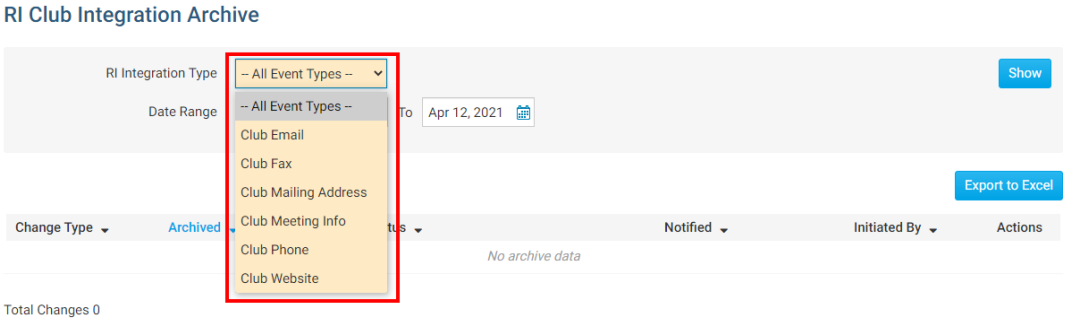
Omar S. - 2021-04-14 - Club Executives on the District

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.

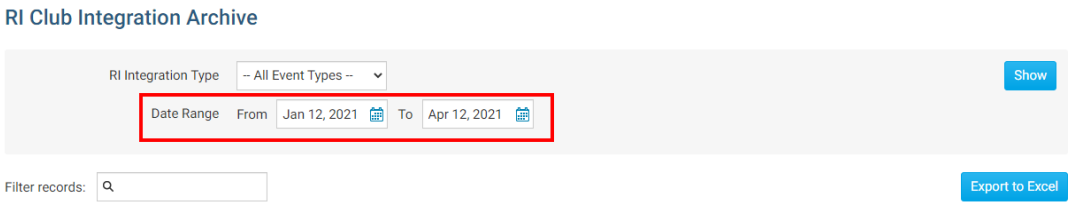
1. To access this function, first login to the District and access the **Member Area**, click the **For Clubs** tab at the top, and select **Club Updates Archive**.

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,** or **Website** changes from the list.

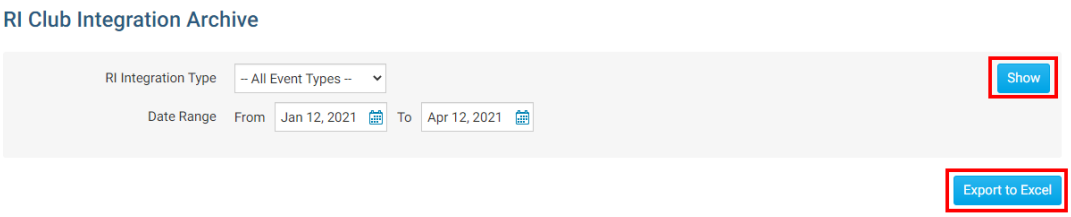
Note: When you first access the Archive Page, the default view displays Club updates made within the **past 90 days** until a date range is specified.



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.

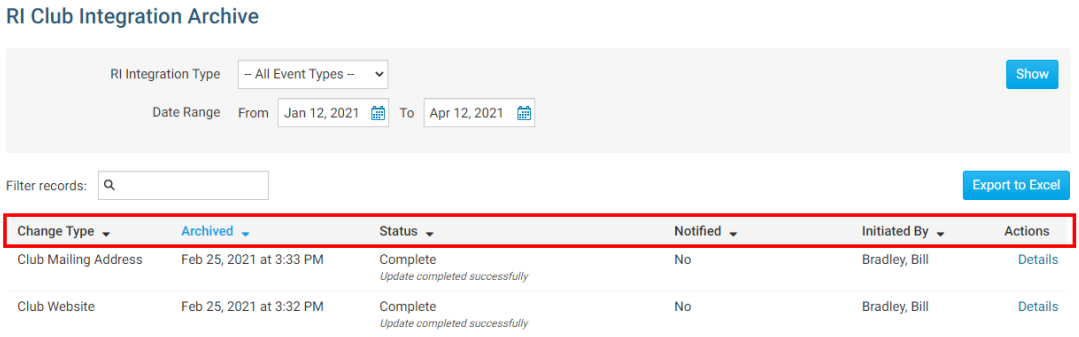


4. After setting the above parameters, you may either click **Show** to have the results displayed directly on the page or **Export to Excel** to generate an excel spreadsheet of the data.

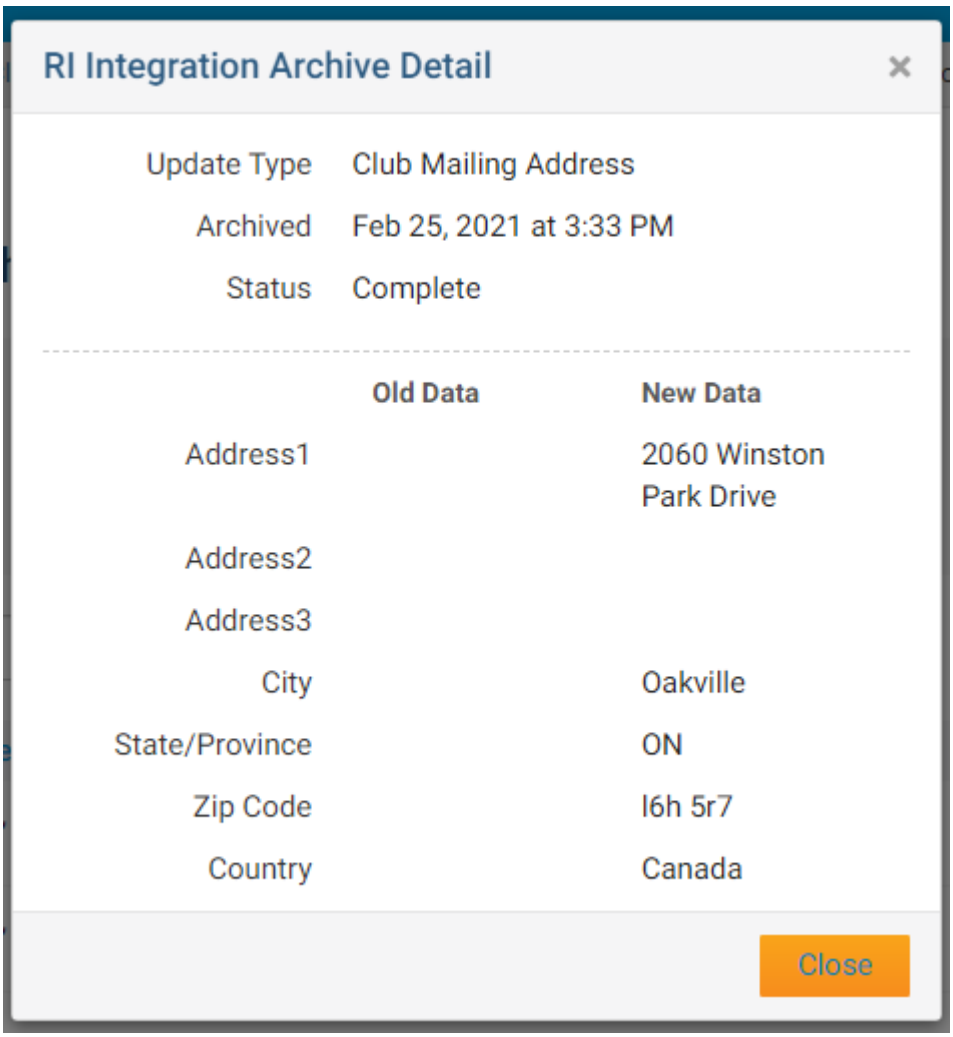


5. There will be 6 columns of data that will be generated.

- **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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- Opting In & Out of RI Integration & RI Integration settings on the District
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- Introduction to RI Integration
- RI Integration Terms and Conditions
- What types of changes does Rotary International Integration support?
- How do I update my club's meeting time and location on the District?