ClubRunner

What is the member profile, and how do I edit it?

Michael C. - 2022-10-21 - Membership Management

Every ClubRunner user has a **Member Profile.** The Member Profile contains all of the information about the member. It contains the member's name, address, Rotary Member Number, access level and more. If you want to view or edit a member's profile, this article will help.

1.
   To start, go to your Club's homepage. Click on **Member Login** near the top right. Enter your login information to login. Once done click **Login** and it will take you back to the home page. Click on **Member Area** near the top right.

2. Click on **Membership** tab in the top blue bar.

3. Click on the **Member Lists** tab in the grey bar that will appear just below.

4. This will take you to the **Active Member List**. On the left hand side, you will find links for the **Active Member List**, **Other User List** or **Inactive Members List**. In the middle of the screen, look for the member that you want to view or edit their member profile. Above the member list You could click on a letter to filter the members by last name or click **All** to clear the filter. Once you find the member, click on their name. You can also do other things from this page.

   - **Add New Member**: Lets you add a new member. For more information read the New Member article.
   - **Change Status**: This lets you change the status of a member. The member could change to active, type of active, honorary or get terminated if the member left the club.
   - **Reset Password**: This lets members with access level 50 to 30 reset the member's password for ClubRunner.

5. Once you click on the name of the member, it will take you into their **Member Profile**. As you see, at the very bottom of the screen, it will display the date and who was the last person to update the member's profile.

Personal Tab

On this page it displays personal information about the member. This is useful to see if the profile is up to date. If you want to edit any of this information click on the **Edit** button and once done click **Save**.

- **Member Details**: This area displays the member's Title (Eg. Mr, Mrs, Dr, Rev), First Name, Middle Name, Last Name, Nickname (Eg. Dave, Mike, Bill), Suffix (Eg, Jr, Sr), Preferred Address, Preferred Phone, Preferred Billing E-mail, E-mail, Alternate E-mail, Gender, Date of Birth, Anniversary, Spouse/Partner First Name, Last Name, Nick Name, and Date of Birth.

- **Home**: This area displays the member's home address and phone numbers.

- **Work**: This area displays the member's Work Address, Position/Title, Phone number, Fax, and Website URL.

- **Custom Fields**: This displays the fields that were created by the Club. These fields are used to gather additional information about the member. The data could be a date, flag, or field/text. For more information read the Custom Fields article.

Member Profile

Kathy Arnold
Printable Version

Update

Personal Rotary Biography Commitments Settings Privacy

Edit

Member Details

Title		Gender	Female
First Name	Kathy	Date of Birth	Aug 11 1981
Middle Name		Anniversary	Feb 05 2009
Last Name	Arnold	Spouse/Partner First Name	James
Nickname		Spouse/Partner Last Name	
Suffix		Spouse/Partner Nick Name	Jim
Preferred Address	Home	Spouse/Partner Date of Birth	Jan 11 1982
Preferred Phone	Home	Dues & Billing Preferred Email	Primary Email
Email	karnold@example.com	Alternate Email	

Home

Address Line 1	123 LaPlace Road	Home Phone	1 212-555-1234
Address Line 2		Cell	1 323-555-1234
City	Purple City	Home Fax	
Country	Canada		
State/Province	ON		
Zip/Postal Code	H0H 0H0		

Work

Company Name	ClubRunner	Position/Title	Product Specialist
Address Line 1	2060 Winston Park Drive	Business Phone	1 877-469-2582 2
Address Line 2		Business Fax	
City	Oakville	Website URL	https://site.clubrunner.ca
Country	Canada		
State/Province	ON		
Zip/Postal Code	L6H 5R7		

Custom Fields
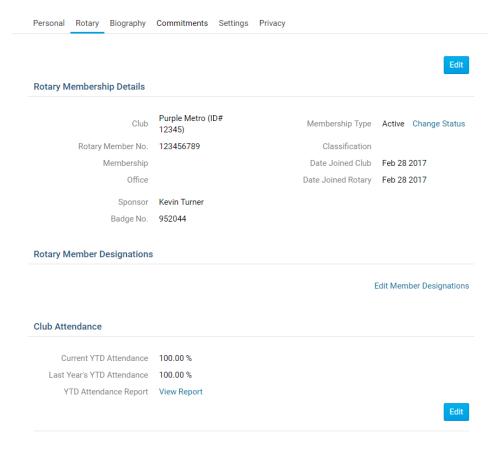
Edit

Last updated on Nov 22 2018 by Turner, Kevin

Rotary Tab

On this page it displays information about the Rotary and attendance. If you want to edit any of this information click on the **Edit** button and once done click **Save**.

- **Rotary Membership Details:** this area shows the Club name, Rotary Member Number, Membership, Office, Sponsor, Badge Number, Membership Type, Classification, Date Joined Club, and Date Joined Rotary. If you click Change Status it lets you change the status of the member. You could terminate the member or change the type of membership.

- **Rotary Member Designations**: this displays the member's designations. For more information read the Member Designations article.

- **Club Attendance**: shows their current year to date attendance percentage, last year's year to date attendance percentage, and year to date attendance report.

Note: The Badge Number field is used with the Attendance Barcode Scanner module. Updating this number will cause any barcode attendance data that has not yet been imported to become invalid.

Ensure that there all barcode attendance information has been uploaded before updated the Badge Number field in a member's profile.

Personal	Rotary	Biography	Commitments	Settings	Privacy

Edit

Rotary Membership Details

Club	Purple Metro (ID# 12345)		Membership Type	Active Change Status
Rotary Member No.	123456789		Classification	
Membership			Date Joined Club	Feb 28 2017
Office			Date Joined Rotary	Feb 28 2017
Sponsor	Kevin Turner			
Badge No.	952044			

Rotary Member Designations

Edit Member Designations

Club Attendance

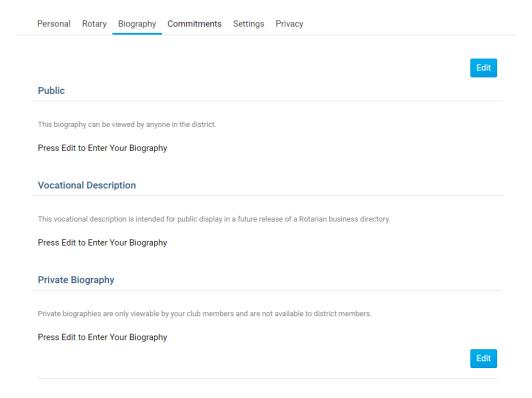|	
Current YTD Attendance	100.00 %
Last Year's YTD Attendance	100.00 %
YTD Attendance Report	View Report

Edit

Biography Tab

This page displays the biography of the member. If you want to edit any of this information click on the **Edit** button and once done click **Save**.

- **Public**: this area can be view by anyone in the District.

- **Vocational Description**: this is for anyone to see in the future release of a Rotarian business directory.

- **Private Biography**: this can only be viewed by your Club members, it cannot be view by the District or the public.

Personal Rotary **Biography** Commitments Settings Privacy

Edit

Public

This biography can be viewed by anyone in the district.

Press Edit to Enter Your Biography

Vocational Description

This vocational description is intended for public display in a future release of a Rotarian business directory.

Press Edit to Enter Your Biography

Private Biography

Private biographies are only viewable by your club members and are not available to district members.

Press Edit to Enter Your Biography

Edit

Commitments Tab

This page displays the **Club Events**, **Volunteer Tasks**, **Meeting Responsibilities**, **New Member Program**, and **Current Committees** the member is in.

- **Club Events**: This displays the events the member registered for. For more information read the EventPlanner and MyEventRunner articles.

- **Volunteer Tasks**: This displays the volunteer list the member signed up for. For more information read the Volunteer article.

  - **Note**: This will display "Loading Volunteer Data..." for a few seconds as it loads.

- **Meeting Responsibilities**: This displays the meeting responsibilities the member has. For more information read the Meeting Responsibilities article.

- **New Member Program**: This displays the activity the member has in the New Member Program. For more information read the New Member Program article.

- **Current Committees**: This displays the committees the member is in. For more information read the Committees article.

Personal   Rotary   Biography   **Commitments**   Settings   Privacy

Club Events

Date	Event Name	Location	Member/Friend
Jul 25 2019	Summer BBQ 2019		Kathy Arnold
Dec 17 2019	Christmas Party 2016		Kathy Arnold

Volunteer Tasks

Date	Schedule	Name	Task
Apr 13, 2019	8:30 AM - 11:30 PM	Kathy Arnold	Spring Park Cleanup - Cleanup 1
Dec 05, 2018	2:00 PM - 10:00 PM	Kathy Arnold	Bell Ringing 2018 - Shift 5

Meeting Responsibilities

Group	Position
No meeting responsibilities assigned.	

New Member Program

New Member	Action	Date Completed
Adam Mitchell	Download & Login to the ClubRunner App	Open
Timothy Parker	Download & Login to the ClubRunner App	Open

Current Committees

Committee	Role	Action
Club		
Website Committee	Secretary	View Committee
Communications	Chair	View Committee
Social Committee	Member	View Committee

Settings Tab

On this page it displays the **Access Level**, and **Login Information**, **Member Roles** and **Custom Email Signature**. If you want to edit any of this information click on the **Edit** button and once done click **Save**.

- **Club Access Level**: This is the level of access the member has to the Club. For more information read the Access Levels article.

- **Login Name**: This is the members login name. The member and members with access level 50 to 30 can change the login name, to make the login process easier.

- **Password**: This lets you reset the member's password.

- **Member Roles**: This displays if the member has read only access to MyEventRunner. To give the member read only access click the **Edit** button, then click the checkbox, and then click **Save**.

- **Custom Email Signature**: This displays the member's email signature.

System Login

Club Access Level   70 - Member   Login Name   Kathy.Arnold.13684
                                                    Password   Reset Password

Member Roles

Custom Email Signature

K. Arnold
Purple Metro Public Relations Chair
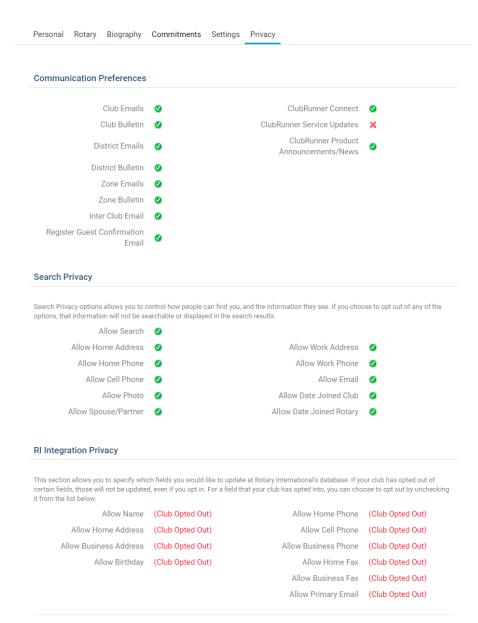
Privacy Tab

This page shows the member's **Communication Preferences**, **Search Privacy**, and Club's **RI Integration Privacy**. If you want to edit any of this information click on the **Edit** button and once done click **Save**.

- **Communication Preferences**: The member can choose not to receive certain emails. For more information read the Email Privacy article.

- **Search Privacy**: These options allow you to control what information is available to members who are not in your club when they use features such as the District's Member Search and view your Club in the ClubRunner Mobile app.

Note: The ClubRunner mobile app stores cached data for offline use and when internet connectivity is limited. This means that changes made to your privacy settings may take time to update and display in the mobile app. The mobile application caches member data for 14 days.

Note: Any individuals who are listed in their Club's Executives & Directors list will have their Name and Position listed in the Mobile app. All other privacy options will be respected.

- **RI Integration Privacy**: This displays the Rotary International Integrations settings for the members. For more information read the RI Integration Guide.

Personal Rotary Biography Commitments Settings **Privacy**

Communication Preferences

Club Emails	✓	ClubRunner Connect	✓
Club Bulletin	✓	ClubRunner Service Updates	✗
District Emails	✓	ClubRunner Product Announcements/News	✓
District Bulletin	✓		
Zone Emails	✓		
Zone Bulletin	✓		
Inter Club Email	✓		
Register Guest Confirmation Email	✓		

Search Privacy

Search Privacy options allows you to control how people can find you, and the information they see. If you choose to opt out of any of the options, that information will not be searchable or displayed in the search results.

Allow Search	✓		
Allow Home Address	✓	Allow Work Address	✓
Allow Home Phone	✓	Allow Work Phone	✓
Allow Cell Phone	✓	Allow Email	✓
Allow Photo	✓	Allow Date Joined Club	✓
Allow Spouse/Partner	✓	Allow Date Joined Rotary	✓

RI Integration Privacy

This section allows you to specify which fields you would like to update at Rotary International's database. If your club has opted out of certain fields, those will not be updated, even if you opt in. For a field that your club has opted into, you can choose to opt out by unchecking it from the list below.

Allow Name	(Club Opted Out)	Allow Home Phone	(Club Opted Out)
Allow Home Address	(Club Opted Out)	Allow Cell Phone	(Club Opted Out)
Allow Business Address	(Club Opted Out)	Allow Business Phone	(Club Opted Out)
Allow Birthday	(Club Opted Out)	Allow Home Fax	(Club Opted Out)
		Allow Business Fax	(Club Opted Out)
		Allow Primary Email	(Club Opted Out)

Related Content

- [Reversing a member termination within ClubRunner](#)
- [How to fix members missing in ClubRunner and Rotary International in Compare and Synchronize](#)
- [How do I download member data?](#)
- [How do I upload a profile photo for a member?](#)
- [How do I add a new member?](#)
- [How do I create custom fields?](#)
- [How do I request member profile updates?](#)
- [How can I prevent an ex-member from receiving invoices?](#)
- [How do I find and transfer new members?](#)
- [What access levels are there in ClubRunner?](#)
- [How do I change a member's access level?](#)