ClubRunner

What is the RI Updates Archive? (District Executive)

Omar S. - 2023-06-29 - District Integration

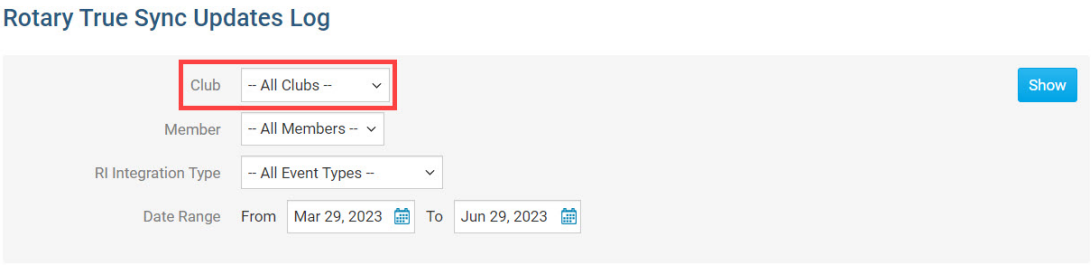
With the **RI Updates Log,** it's easy to track any and all changes made to members from the automatic Rotary Integration 2-Way True Sync feature. To learn how to review and filter for member profile updates in ClubRunner from the Rotary 2-Way True Sync integration feature, please follow the directions below.

1. To access this function, first login to your District Member Area, click the **Membership** tab at the top, then click **RI Updates Log**.

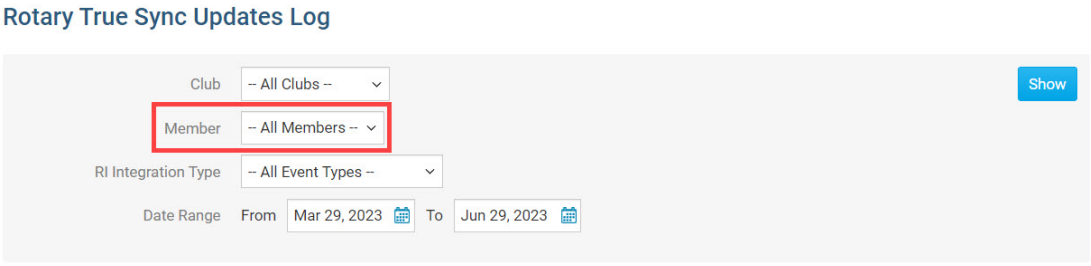
2. This will take you to the **Rotary True Sync Updates Log** page. In the **Club** field, you may select an individual club to filter for changes to member profiles in the selected club.

Note

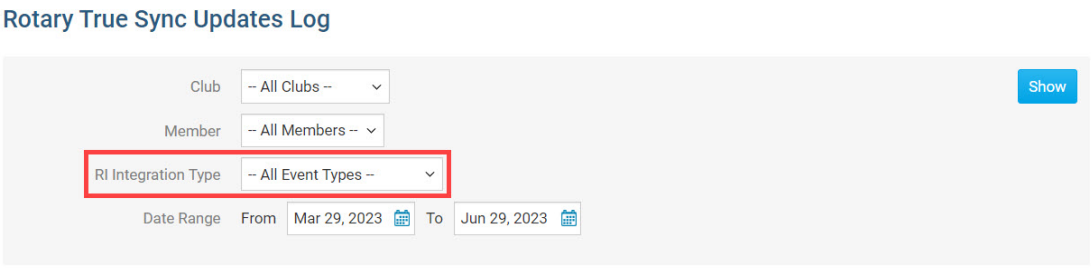
When you first access the RI Updates Log, all member updates from the 2-Way True Sync made within the **past 90 days** will be displayed by default until a date range is specified.



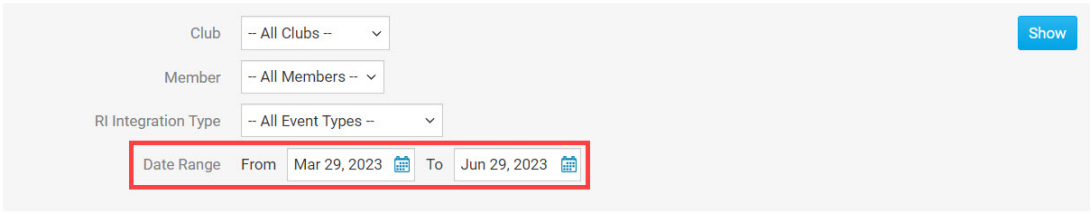
1. In the **Member** field, you may select an individual member in a club or display the changes for all members.



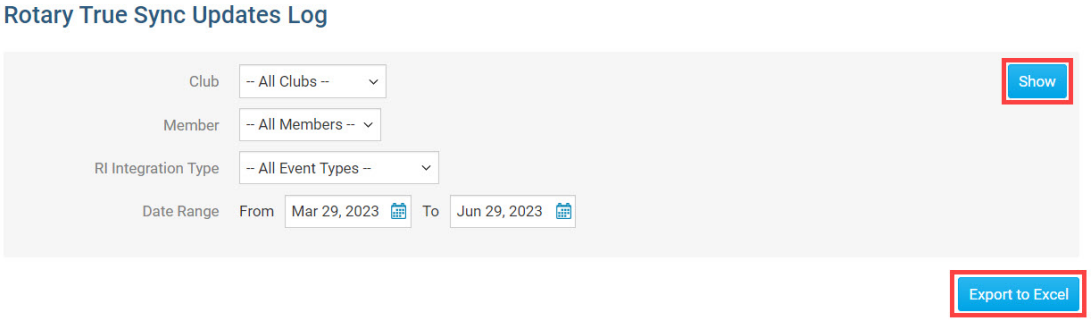
1. Below the Member field, in the **RI Integration Type** field, you may specify a specific account change for the specified member(s) or all of the below.



1. Select a **Date Range** to display results for a certain date.



1. After selecting the desired 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.



1. There are 6 columns of data that will be generated based on the above options:
    - The **Name** column indicates the member whose profile information or membership was updated.
    - The **Club** column indicates which club the member's profile was updated in.
    - The **Change Type** column displays the nature of the change that was made the the member.
    - The **Updated Date** column indicates the date the change was made to the member's ClubRunner profile.
    - The **Status** column indicates the status of the change.
    - Clicking **Details** under the **Actions** column will show you the exact change that was made so you can compare the new and old values.

Related Content

- What is RI 2-Way True Sync?
- Opting In & Out of RI Integration & RI Integration settings on the District