ClubRunner

What types of changes does Rotary International Integration support?

Omar S. - 2025-12-16 - Overview

This integration initiative is part of an ongoing project which will continually be enhanced with further options. At this time, the API Integration supports **changes made to existing members**, with the following fields available to be opted in:

- Name (mandatory - cannot opt out)
- Birthday (optional)
- Home Address (optional)
- Business Address (optional)
- Home phone (optional)
- Cell phone (optional)
- Business phone (optional)
- Home Fax (optional)
- Business Fax (optional)
- Primary Email (optional)
- Member Terminations (Added October 20, 2011)
- Club Officer Information (Added December 15, 2011)
- Club Chair Membership Position (Added March 21, 2013)
- Date of Birth (optional) (Added August 5, 2016) - The member is opted out of this by default. If the member is under 18, no information will be passed to RI. If the member is over 100, a manual email will be sent to RI.
- Sponsor (Added August 5, 2016) - Another active member's full name of the same Club listed on RI. If the member is not found, no information will be passed to RI.
- Classification (Added August 5, 2016) - No validation. Most Clubs use this field for what the person does for a living. This field has a 50 character limit.
- Work Website (Added August 5, 2016)

Here are the eleven club executive positions that are synchronized with RI:

1. Club President
2. Club Vice President
3. Club Secretary
4. Club Treasurer
5. Club Foundation Chair
6. Club Executive Secretary/Director
7. Club Membership Chair
8. Club Service Projects Chair
9. Club Public Image Chair
10. Club Learning Facilitator
11. Club Young Leaders Chair

While you you are able to define many other Club executives using the Club & District websites, these are the 11 positions that sync between ClubRunner and RI.

Note

The President-Elect position does not sync between ClubRunner and RI. When you define your President Elect, it will automatically add them as the upcoming year President.

Data updates are transmitted to the RI databases, a check is done by last name and RI member number (except for birth date which is first name, last name and RI member number), and are typically updated within minutes to the member profile on ClubRunner.

However please note if any human intervention is required, for example a Rotary staff member manually verifying information, **changes may take 24 hours to reflect**.

Effective October 20, 2011, Terminations performed on ClubRunner are synced in real-time on RI's databases. Members can only be terminated within 30 days of the current date. It is important to understand that there are strict business logic rules that take effect when an update is attempted to be made to the RI database. If for any reason an update fails this business logic phase, an automatic email will be generated and sent to Rotary's data services division to be manually updated. These email updates will require longer to be processed, and you should not expect the changes to take effect on RI until at least one week later.

When **adding a new member** the following fields will automatically be transmitted to the RI databases regardless of your privacy settings, because RI needs this information to create a new member:

- Name
- Gender

- Membership Type (Active or Honorary)
- RI Member Number
- Sponsor (Added August 5, 2016) - Another member's full name of the same Club. If the member is not found, no information will be passed to RI.
- Date Joined Rotary
- Date Joined Club - Must be within the past 30 days.
- Mailing Address (Home)
- Email

If a **member is transferring** from a different Club, and that option is selected when creating a new member, the following fields will be integrated with RI:

- Rotary Member No.
- Former Rotary Club and District

If the member's RI member number is blank, RI will do a search in their database by first name and last name to find the member. If RI finds a unique record for the member, with a unique email address, RI will add the member and they will provide the RI member number back to ClubRunner which automatically updates in the member's profile. If RI found a unique record for the member with an email address that is not unique, it will automatically send an email to RI to add the member. If no unique record is found or if multiple members are found, it will automatically send a manual email to RI. Once RI processes the request they will add the new member to RI and they will provide a new RI member number back to ClubRunner which automatically updates in the member's profile. It could take RI up to two weeks to process the manual email.

Membership type changes are supported.

- Active to Honorary - Please change the Date Joined Club to the date it would take effect, so the dates will not overlap. If the dates overlap, this will generate an error which would automatically send a manual email to RI. It could take up to a week for RI to process the email.
- Any type to Active - Please enter the member's RI member number in the member's profile (if they have a RI member number) and then change the Date Joined Rotary to the date the member became an active member. If the Date Joined Rotary overlap, it generates an error which would automatically send a manual email to RI to correct the member's profile. If the member's RI member number is blank, RI will do a search in their database by first name and last name to find the member. If RI finds a unique record for the member, with a unique email address, RI will add the member and they will provide the RI member number back to ClubRunner which automatically updates in the member's profile. If RI found a unique record for the member with an email address that is not unique, it will automatically send an email to RI to add the member. If no unique record is found or if multiple members are found, it will automatically send a manual email to RI. Once RI processes the request they will add the new member to RI and they will provide a new RI member number back to ClubRunner which automatically updates in the member's profile. It could take RI up to two weeks to process the manual email.
- Honorary/Active to Inactive Member - This will send a termination to RI with the termination date. The termination date is the date the member was changed to an Inactive Member.

Club information is also integrated with RI. When the following fields are changed they are sent to RI.

- Club ID
- Meeting Date & Time (Added December 15, 2011)
- Club Officer Information (Added December 15, 2011)
- Club Chair Membership Position (Added March 21, 2013)
- Club Website (Added August 5, 2016) - No validation. If the Club has ClubRunner and no website is entered RI will receive the Club's ClubRunner website URL/address. (http://portal.clubrunner.ca/#### - The #### is the ClubRunner account number.)
- Email Address (Added August 5, 2016)
- Phone Number (Added August 5, 2016)
- Fax (Added August 5, 2016)
- Mailing Address (Added August 5, 2016)

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- How to use the RI Integration Member Updates Archive (District Executive)
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- Activating RI Synchronization on the District by a District Administrator
- How to use the Compare & Synchronize tool on the District
- How to use the RI Integration Member Updates Archive on the District
- What is the club updates archive on the District?
- How do I use the Compare & Synchronize tool?
- What is the RI member update archive?
- What is the club updates archive?
- What is the difference between "Read Only" and "Read and Update" RI Integration