Along the top of the screen you will see several tabs. Click on the **RI Integration** tab.

Admin	My Clubrunner	Communication	Bulletin	Membership	Organization	RI Integration	Website	Reports	Events	Help

Admin
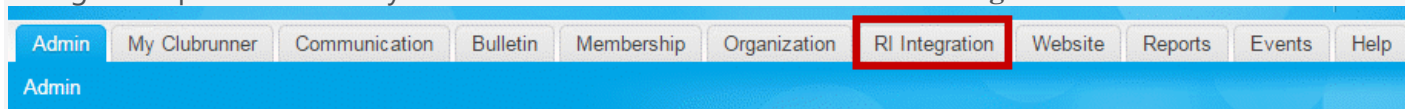
Then, click on **Compare & Synchronize.**

Admin	My Clubrunner	Communication	Bulletin	Membership	Organization	RI Integration	Website	Reports	Events	Help

RI Integration Settings   Missing Member ID Report   Updates Archive   Updates Queue   Compare & Synchronize   Help
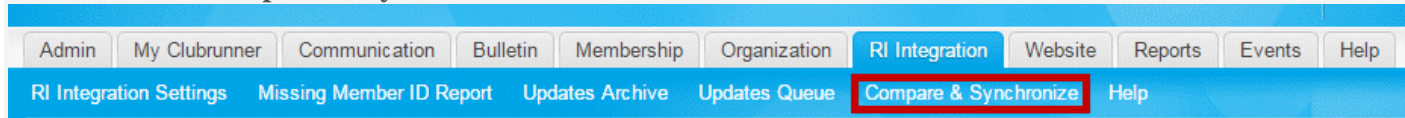
Click the button marked **Connect to RI Database & Start Compare.**

RI Compare and Synchronize

Club Name: Green Town
Rotary Club ID: 1234

This feature allows you to see the differences between your member lists on ClubRunner and the Rotary International database. Further, you are able to synchronize the information for a particular member, as well as add any missing members to either lists. To begin, click on the 'Connect to RI Database & Start Compare' button below. Please note that this will take up to several minutes to complete, depending on the number of members in your club.

Connect to RI Database & Start Compare

Once the page has loaded, you will see a list of members with a date stamp of when the account was last integrated. You will also see a list of ClubRunner Members Missing on RI Database and Members Listed on RI but Missing in ClubRunner. You have a number of options.

- Show: This function brings you to the member compare page, from here you will see what information has been entered in RI and ClubRunner and your changes.
- Add Member to RI: This function will send an email to data services at Rotary international. Once the email has been received from RI, they will process the request manually. This process could take 5-14 business days (dependant on the amount of Requests RI receives)
- Add Member to ClubRunner: This function will create a new profile on ClubRunner using the data from Rotary International's database.

However, most of the initial mismatches are due to missing or incorrect RI ID's. To correct these, you must edit each individual member record in Clubrunner and update their RI ID.

ClubRunner Members Matched at RI

This report displays a comparison of your member list between ClubRunner and Rotary International. Click on Show to view a more detailed comparison of that member's contact details. Note: Members marked with * have a discrepancy in their name between CR and RI. This will not affect integration as long as the last name and Member ID are correct.

Filter records: 🔍

Name ▼	ID	CR Member Type	RI Member Type	Last Updated	Actions
Abercrombie, George	8669295	Honorary	Honorary Member		Show
Abercrombie, Mike	9102147	Active	Member		Show
Abercrombie, Pat	9102148	Active	Member		Show
Fels, David	3195972	Active	Member		Show
Heays, Joseph	6286584	Active	Member		Show
Kearney, Alison	8669060	Active	Member		Show
Mackie, Bob *	3482880	Active	Member		Show
Percival, David	6690731	Active	Member		Show

ClubRunner Members Missing in RI

These members are active and honorary members in ClubRunner, but do not appear on the RI membership list. To add to RI, click on the link to the right.

Filter records: 🔍 [   ]   Display [25 ▾] records

Name ▾	ID	CR Member Type	RI Member Type	Date Added	Actions
Aislabie, Ted	6238	Active	-	Feb 29, 2016	Add Member To RI
Armstrong, Stuart		Active	-	Feb 29, 2016	Add Member To RI
Bayani, Matthew	18421	Active	-	Feb 29, 2016	Add Member To RI
Benoy, Jenny	20522	Active	-	Feb 29, 2016	Add Member To RI
Burton, Bruce		Honorary	-	Feb 29, 2016	Add Member To RI

RI Members Missing in ClubRunner

These members are active and honorary members currently listed on the RI database, but do not appear in your ClubRunner list. To add to ClubRunner, click on the link to the right.

Filter records: 🔍 [   ]   Display [25 ▾] records

Name ▾	ID	CR Member Type	RI Member Type	Date Joined	Actions
Aislabie, Ted	1998527	-	Member	Apr 01, 1992	Add Member To ClubRunner
Armstrong, Stuart	2235131	-	Member	Feb 15, 2000	Add Member To ClubRunner
Bayani, Matthew	8744586	-	Member	Oct 05, 2013	Add Member To ClubRunner
Benoy, Jenny	9485981	-	Member	Jan 03, 2016	Add Member To ClubRunner
Carroll, Mike	9486015	-	Honorary Member	Jan 05, 2016	Add Member To ClubRunner
Charkow, William	1859103	-	Member	Mar 28, 2006	Add Member To ClubRunner
Choski, Neville	9485984	-	Member	Jan 04, 2016	Add Member To ClubRunner

To Correct the RI ID

1. Click on the Member Profile in Clubrunner
2. On the Rotary tab, click edit and correct the Rotary Member No. Then click save

Member Profile

Ted Aislabie
Printable Version

Update

| Personal | Rotary | Biography | Commitments | Settings | Privacy |

Edit

Rotary Membership Details

Club Howick (Inc) (ID# 18526)	**Membership Type** Active
Rotary Member No. 6238	**Classification** Quantity Surveying
Membership	**Date Joined Club**
Office	**Date Joined Rotary**
Sponsor	

Member Profile

Ted Aislabie
Printable Version

| Personal | Rotary | Biography | Commitments | Settings | Privacy |

Save   Cancel

Fields marked in red are required.

Rotary Membership Details

Club	Howick (Inc) (ID# 18526)	Membership Type	Active ▾
Rotary Member No.	1998527	Classification	Quantity Surveying
Membership		Date Joined Club	
Office		Date Joined Rotary	
Sponsor			

Correcting a Member with a * Beside Their Name

As you see above Mackie, Bob has a * beside his name. If you have a member(s) with the same issue you should correct it, so ClubRunner and Rotary International information matches 100%.

1. To correct this you would click on the member's name to access the Member Profile Comparison.

2. From the Member Profile Comparison page you can compare ClubRunner information on the left with Rotary International on the right. The checkmark boxes on the left mark which data you want to send from ClubRunner or receive from Rotary International. Checkmark the box to select which data you want to send or receive.

3. The middle column has 3 different icons:

- ═ This image means ClubRunner and Rotary International's data matches.

- ➡ This image means it will send the data from ClubRunner to replace the data on Rotary International.

- ⬅ This image means it will receive the data from Rotary International to replace the data on ClubRunner.

To change the icon from ➡ to ⬅ please click on it. Click on the icon for the reverse.

Once you are done, click the **Synchronize Selected Fields** button to send/receive the data.

Member Profile Comparison for Mackie, Bob

Member:	Mackie, Bob
Rotary Member Number:	3482880
Rotary Club Id:	18526

The following chart displays this member's information as it currently appears on both ClubRunner and RI. For any discrepancies, you can copy over either the ClubRunner value or the RI value by checking the box for the corresponding field, then clicking on the arrow to reflect the direction of the copy. Once you have selected all your values, click on the Synchronize button below.

Field	ClubRunner	← →	Rotary International
☑ Name			
☐ Prefix		═	
☑ First Name	Bob	➡	Robert
☑ Middle Name		⬅	S.
☐ Last Name	Mackie	═	Mackie
☑ Suffix	R.S.	➡	
☑ Address			
☐ Address Type	Business* ▾	═	Business* ▾
☑ Address1	21-23 Timothy Place	➡	
☑ Address2	Avondale	➡	