

# ClubRunner

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## How do I add a new member on the district's website?

Omar S. - 2021-03-31 - Membership Management

When you recruit a new member, or discover an active member is missing from your database, you can use your ClubRunner District site to add a new member to your **Members List**. This guide covers both our new Add Member form, and our Classic Add member form using the District website.

### Add Member







1. To access the **Member List** feature, you must go to your District homepage and log in. Then, click on **Member Area** near the top right of the page.
2. Along the top of the screen you will see several tabs. Click on the **For Clubs** tab.
3. Now, click on **Membership Lists**.
4. You are now on the Active Members List page, where you can browse a list of all currently active members.

### Active Members List

Members per Page: 25 ▾

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

[Transfer New Member](#) [Add New Member](#)

Email	<input type="checkbox"/> By First Name	Name ▲	Type	Access	Action
		Aaronson, Aaron	Active	30	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
		Adams, Sarah	Honorary	40	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
		Barnes, Steve	Honorary	60	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
		Bennett, Shawn	Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
		Boyd, Pam	Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
		Burke, Carol	Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
		Burke, Martin	Honorary	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>
		Carpenter, Phyllis	Active	70	<a href="#">Change Status</a>   <a href="#">Reset Password</a>

5. To add a new member, simply click the **Add New Member** link at the top right side of your active member list.







## Active Members List

Members per Page: 25 ▾

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Transfer New Member

Add New Member

Email	<input type="checkbox"/> By First Name	Name ▲	Type	Access	Action
		Aaronson, Aaron	Active	30	Change Status   Reset Password
		Adams, Sarah	Honorary	40	Change Status   Reset Password
		Barnes, Steve	Honorary	60	Change Status   Reset Password
		Bennett, Shawn	Active	70	Change Status   Reset Password
		Boyd, Pam	Active	70	Change Status   Reset Password
		Burke, Carol	Active	70	Change Status   Reset Password
		Burke, Martin	Honorary	70	Change Status   Reset Password
		Carpenter, Phyllis	Active	70	Change Status   Reset Password

6. You are now on the **New Member** page, where you can enter the members details.


7. First you will enter the new members club details, such as: the type of membership, their sponsor, member number, the date that they're joining the club, and for Rotary customers if this members addition should be integrated with Rotary International.

### Rotary Information and Integration

Membership Type: Active ▾ \*

Sponsor: N/A ▾ ?

Rotary Member No.

Date Joined Club: Jul 30, 2020  \*

Integration Options:  Report this new member to Rotary International  
 Do NOT report this new member to Rotary International

### Notes for Rotary Clubs:

- Rotary International requires that the **Date Joined Club** must be within the last 30 days. *Note that this date cannot be in the future, only the current date or earlier.*
- When choosing not to integrate the new member, we will also not search for matching members at Rotary International.

8. Next you will setup the member's personal details like their name, email address, and gender.

**Note:** While the gender field is required, you can choose to opt out by selecting Prefer not to identify

## Member Details

Title	<input type="text"/>
First Name	<input type="text"/> *
Middle Name	<input type="text"/>
Last Name	<input type="text"/> *
Suffix	<input type="text"/>
Email	<input type="text"/>
Gender	<input type="text"/> *

9. Now you will enter the address details for your new member in the fields provided.

## Address

Preferred Address  Home  Work

Address 1:	<input type="text"/> *
Address 2:	<input type="text"/>
City:	<input type="text"/> *
Country:	<input type="text" value="Canada"/> *
Province/Territory:	<input type="text" value="Select Province/Territory"/> *
Postal Code:	<input type="text"/> *

**Note:** The preferred address setting controls which address type you are entering. You can only enter a single address when adding a new member.

10. Next, we have the ClubRunner Account details. You will see the members automatically generated login details which can be changed, and you may also choose to send a welcome email to the new member.

## ClubRunner Account

Login Name	<input type="text" value="..13684"/> *		
Temporary Password	<input type="text" value="13684"/> *		
Send email notification to this member?	<input checked="" type="checkbox"/>	<input type="text" value="System"/>	<input type="text" value="Welcome New Member"/>

11. Click **Add Member** to save the new member to your Club's Active Members List.

## For Rotary Clubs with RI Integration Enabled

When your club has the integration service enabled before the member is added to ClubRunner or Rotary we now check the details of the new member with Rotary. We search

the Rotary database on the details provided in the form using their: Rotary ID , Email Address, Name & Location. Any matches will be displayed for you to choose.

**Potential Matching Members at Rotary International**

### Select a Member to Transfer to your Club

*i* We have searched the RI database for possible matching members. Review the records and select the best match.

Select	Member Details	Club Associations	Matched By
<input type="radio"/>	Add as a new member		
<input type="radio"/>	<b>Name:</b> Zach Smiths <b>Rotary ID:</b> 10058168181 <b>Location:</b> Hartland, AB, Canada	No Clubs	Name and Country
<input type="radio"/>	<b>Name:</b> Zachary Smithsfield <b>Rotary ID:</b> 10068162181	Kitchener-Westmount - <b>Current Member</b> Warning: This member already has an active membership with	Name and Country

Cancel OK

1. Review your list of potential matches, if you are able to locate a match at Rotary for your member select the member and click the **OK** button. If you are unable to locate a match, skip to step 3.

**Potential Matching Members at Rotary International**

Select	Member Details	Club Associations	Matched By
<input type="radio"/>	Add as a new member		
<input type="radio"/>	<b>Name:</b> Zach Smiths <b>Rotary ID:</b> 10058168181 <b>Location:</b> Hartland, AB, Canada	No Clubs	Name and Country
<input type="radio"/>	<b>Name:</b> Zachary Smithsfield <b>Rotary ID:</b> 10068162181 <b>Location:</b> Toronto, ON, Canada	Kitchener-Westmount - <b>Current Member</b> Warning: This member already has an active membership with Kitchener-Westmount	Name and Country
<input type="radio"/>	<b>Name:</b> Zacharias Smith <b>Rotary ID:</b> 10089645212 <b>Location:</b> Ottawa, On, Canada	Oakville-West - <b>Current Member</b> Warning: This member already has an active membership with Oakville-West	Name and Country

Cancel OK

**Note:** If a member has an active relationship with another club, you will not be able to add them to your membership at Rotary International. You can still add the member in ClubRunner, but the integration will not be successful.

2. You will now be prompted to review the updated information. Based on your member selection, we have updated the form to match the members details at Rotary International in order to help ensure a successful integration. Once ready to proceed click **Add Member**.

**Member Information**
✕

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## Please confirm the following

### Rotary Information and Integration

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Sponsor	Gates, William
Rotary Member No.	10058168181
Date Joined Club	Jul 30, 2020

### Member Details

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First Name	Zach
Last Name	Smiths
Gender	Male

### Address

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Cancel
Add Member

3. If there are no matches that seem to be related to your member you should choose **Add as a new member**. The member will be added directly to ClubRunner and sent to be processed at Rotary as a brand new Rotarian.

**Potential Matching Members at Rotary International**
✕

Select	Member Details	Club Associations	Matched By
<input type="radio"/>	Add as a new member		
<input type="radio"/>	<b>Name:</b> Zach Smiths <b>Rotary ID:</b> 10058168181 <b>Location:</b> Hartland, AB, Canada	No Clubs	Name and Country
<input type="radio"/>	<b>Name:</b> Zachary Smithsfield <b>Rotary ID:</b> 10068162181 <b>Location:</b> Toronto, ON, Canada	Kitchener-Westmount - <span style="background-color: #c8e6c9;">Current Member</span> <div style="background-color: #fff9c4; padding: 2px;">Warning: This member already has an active membership with Kitchener-Westmount</div>	Name and Country
<input type="radio"/>	<b>Name:</b> Zacharias Smith <b>Rotary ID:</b> 10089645212 <b>Location:</b> Ottawa, On, Canada	Oakville-West - <span style="background-color: #c8e6c9;">Current Member</span> <div style="background-color: #fff9c4; padding: 2px;">Warning: This member already has an active membership with Oakville-West</div>	Name and Country

Cancel
OK

**Note:** If for any reason there are no matches, the system will automatically select this choice on your behalf and directly add the member to both ClubRunner and Rotary without further prompts.

### Add New Member (Classic)

1. To add a member through the District site, go to your District webpage and click on the **Login** link at the top right of the page. Then, enter your login details on the page that appears.
2. You are now logged in. To access the District Administration page, click on **Member Area** on the top right.
3. You are now on the **District Administration** page. Click the **For Clubs** tab just under the header.
4. Next, click on **Membership Lists**.
5. You are now presented with an **Active Members List** for your own club. You can view and edit member details as on your own club webpage.

#### Active Members List

Select Club:

Members per Page:

[All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

[Add New Member](#)

Email	<input type="checkbox"/> By First Name	Name ▲	Type	Access	Action
		Applegate, John	Active	70	<a href="#">Designation</a>   <a href="#">Change Status</a>   <a href="#">Reset Password</a>
		Baker, Sue	Active	70	<a href="#">Designation</a>   <a href="#">Change Status</a>   <a href="#">Reset Password</a>
		Brackett, Leigh	Active	40	<a href="#">Designation</a>   <a href="#">Change Status</a>   <a href="#">Reset Password</a>
		Chu, Edward	Active	30	<a href="#">Designation</a>   <a href="#">Change Status</a>   <a href="#">Reset Password</a>
		Davis, Clare	Honorary	70	<a href="#">Designation</a>   <a href="#">Change Status</a>   <a href="#">Reset Password</a>

6. To add a new member, click the **Add New Member** link at the right side of the screen, just above the list of active members.

#### Active Members List

Select Club:

Members per Page:

[All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

[Add New Member](#)

Email	<input type="checkbox"/> By First Name	Name ▲	Type	Access	Action
		Applegate, John	Active	70	<a href="#">Designation</a>   <a href="#">Change Status</a>   <a href="#">Reset Password</a>
		Baker, Sue	Active	70	<a href="#">Designation</a>   <a href="#">Change Status</a>   <a href="#">Reset Password</a>

7. You are now on the **New Member** page. Fill in the contact details for your new member in the fields provided.

**Note:** For Rotary Clubs, Rotary International requires that the Date Joined Club must be today's date, or 30 days into the past. You cannot input a date in the future.

**Note:** For Rotary Clubs, The Date Joined Rotary and Date Joined Club field will be different

if your new member has transferred from another Club, or is a former Rotarian.

## New Member

Rotary Club of Green Town  
Oakville, ON, Canada

Title	Mr.
First Name	Dexter
Middle Name	Chester
Last Name	Ward
Suffix	
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female

Membership Type	Active
Sponsor	
Date Joined Rotary	May 01 2020
Date Joined Club	May 01 2020
RI requires that Date Joined Club must be within the past 30 days.	

8. In the fields under the heading **Transferring Member?** you can indicate whether or not your new member is transferring from another club and, if so, their club and district of origin.

### Transferring Member?

	<input type="radio"/> No <input checked="" type="radio"/> Yes
Rotary Member No.	5555
Former Rotary Club	Providence, RI
District	1234

9. Enter the new member's **Email** and define their user name and password in the fields provided. A **Login Name** and **Temporary Password** are automatically generated for you, but you may change this later as you wish.

You may also choose **Send Email notification** to send the member a welcome email, either using an existing template or one you compose yourself. Then, use the check box to set whether or not you wish to inform Rotary International of this new member enrollment.

#### ClubRunner Account

Email	cdexter@example.com	
Login Name	Dexter.Ward.123	
Temporary Password	123	
Send email notification to this member?	<input checked="" type="checkbox"/> Custom	New to Rotary - Template

- Report this new member to Rotary International
- Do NOT report this new member to Rotary International

Please note that member additions are performed manually by RI Data Services, and could take up to 5 business days to be processed.

Add Member

**Note:** If you are a Rotary Club, make sure **Report this new member to Rotary International** is selected, otherwise RI will not be aware of this new member addition at the Club.

10. Finally, click **Add Member** to save your details.

#### ClubRunner Account

Email	cdexter@example.com	
Login Name	Dexter.Ward.123	
Temporary Password	123	
Send email notification to this member?	<input checked="" type="checkbox"/> Custom	New to Rotary - Template

- Report this new member to Rotary International
- Do NOT report this new member to Rotary International

Please note that member additions are performed manually by RI Data Services, and could take up to 5 business days to be processed.

Add Member

This will add the Member to the Club's Member List.

#### Related Content

- [How do I add or delete a club on the district?](#)
- [How do I find club & membership information?](#)
- [How do I find and transfer new members? \(District Club Exec.\)](#)
- [How do I upload member profile photos on the district's website?](#)
- [How do I reactivate an inactive member on the district's website?](#)
- [How do I view and edit my club's membership on the district's website?](#)
- [How do I terminate a member on the district's website?](#)