

ClubRunner

Help Articles > District Help > District - Administration Guide > Membership Management > How do I view and edit a member's profile? (District)

How do I view and edit a member's profile? (District)

Michael C. - 2021-07-26 - Membership Management

This article will help you view the members of the Club and their members' profile. 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, and more. If you want to view or edit a member's profile, this article will help.

1. To start, go to your the District'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. Then click on **Member Area** near the top right.
2. Click on **Membership** on the grey menu bar.
3. Click on **Clubs & Membership** on the blue menu bar.
4. Find the Club you would like to see the member/members in and click on the **Members** link.

Clubs & Membership

[Create New Club](#) [Export to Excel](#)

RI	Club Administration	Internal	External	Action
✗	Azure Metro		Website	Executives Club Info Club Logo Members Users Inactive Delete
✗	Blue Village			Executives Club Info Club Logo Members Users Inactive Delete
✗	Green Town		Website	Executives Club Info Club Logo Members Users Inactive Delete
✗	Orange City			Executives Club Info Club Logo Members Users Inactive Delete
✗	Plum Grove			Executives Club Info Club Logo Members Users Inactive Delete
✗	Purple Metro	+ Website		Executives Club Info Club Logo Members Users Inactive Delete
✗	Red Town			Executives Club Info Club Logo Members Users Inactive Delete
✗	Rotaract Azure (Rotaract Club)			Executives Club Info Club Logo Members Users Inactive Delete
✗	Teal County			Executives Club Info Club Logo Members Users Inactive Delete

Total Clubs: 9

5. 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 into the Club.
- **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.






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
		Alexander, Judy	Active	70	Designation Change Status Reset Password
		Bell, Christine	Active	70	Designation Change Status Reset Password
		Brown, Billy	Active	70	Designation Change Status Reset Password
		Fisher, Kenneth	Active	70	Designation Change Status Reset Password
		George, Theresa	Honorary	70	Designation Change Status Reset Password
		Hamilton, Arthur	Active	70	Designation Change Status Reset Password
		Harper, Joshua	Active	70	Designation Change Status Reset Password

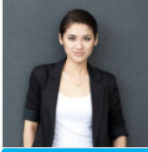
6. Once you click on the name of the member, it will take you into their **Member Profile**. As you see, at the very bottom of the screen, it will display the date and who was the last person to update the member's profile.

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.
- **District Events:** This displays the events the member registered for in the District.
- **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.

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. Access rights on the District are given by a different way. To learn about this, please read the article called [Change a member's District Access Level](#).
- **Login Name:** This is the members login name. You could change the login name, to make the login process easier for the member.
- **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.

Personal Rotary Biography Commitments Settings Privacy

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** 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](#).

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

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

- [How do I search for a member?](#)
- [How do I request member updates? \(District\)](#)
- [How do I add a member designation?](#)
- [How do I look up member data changes?](#)