

## What is the member profile, and how do I edit it?

Michael C. - 2022-10-21 - Membership Management

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, access level and more. If you want to view or edit a member's profile, this article will help.

1. To start, go to your Club'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. Click on **Member Area** near the top right.
2. Click on **Membership** tab in the top blue bar.
3. Click on the **Member Lists** tab in the grey bar that will appear just below.
4. 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. For more information read the [New Member](#) article.
  - **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.

**Members**

Active Member List

Other User List

Inactive Members List

**Download the Mobile App**

Access your member directory on the go!

**Help**

Support Center

On Demand Videos

Webinars

Submit a Ticket

**Help Articles**

How to add a new member

How to set up a member's access rights

How to delete a member

How to upload member photos

Change an inactive member to an active member?

## 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

[Add New Member](#)

| Email | By First Name     | Name | Type     | Access | Action   |
|-------|-------------------|------|----------|--------|--|
|       | Abrams, Zerker    |      | Active   | 70     | <a href="#">Change Status</a>   <a href="#">Reset Password</a> |
|       | Adamec, Flora     |      | Active   | 70     | <a href="#">Change Status</a>   <a href="#">Reset Password</a> |
|       | Adkins, Earl      |      | Active   | 70     | <a href="#">Change Status</a>   <a href="#">Reset Password</a> |
|       | Bartel, Micki     |      | Honorary | 70     | <a href="#">Change Status</a>   <a href="#">Reset Password</a> |
|       | Benedtli, Karleen |      | Active   | 70     | <a href="#">Change Status</a>   <a href="#">Reset Password</a> |
|       | Bengoechea, Lyssa |      | Active   | 30     | <a href="#">Change Status</a>   <a href="#">Reset Password</a> |

- 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    | <a href="https://site.clubrunner.ca">https://site.clubrunner.ca</a> |
| 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      | <a href="#">Change Status</a> |
| 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      | <a href="#">View Report</a> |

[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.
- **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.

Personal Rotary Biography **Commitments** Settings Privacy

---

Club Events

| Date        | Event Name                           | Location | Member/Friend |
|-------------|--------------------------------------|----------|---------------|
| Jul 25 2019 | <a href="#">Summer BBQ 2019</a>      |          | Kathy Arnold  |
| Dec 17 2019 | <a href="#">Christmas Party 2016</a> |          | 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                              |           |                                |
| <a href="#">Website Committee</a> | Secretary | <a href="#">View Committee</a> |
| <a href="#">Communications</a>    | Chair     | <a href="#">View Committee</a> |
| <a href="#">Social Committee</a>  | Member    | <a href="#">View Committee</a> |

## 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.
- **Login Name:** This is the members login name. The member and members with access level 50 to 30 can change the login name, to make the login process easier.
- **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.

---

#### 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**, **Search Privacy**, 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

- [Reversing a member termination within ClubRunner](#)
- [How to fix members missing in ClubRunner and Rotary International in Compare and Synchronize](#)
- [How do I download member data?](#)
- [How do I upload a profile photo for a member?](#)
- [How do I add a new member?](#)
- [How do I create custom fields?](#)
- [How do I request member profile updates?](#)
- [How can I prevent an ex-member from receiving invoices?](#)
- [How do I find and transfer new members?](#)
- [What access levels are there in ClubRunner?](#)
- [How do I change a member's access level?](#)