

What is the RI Updates Archive? (District Executive)

Omar S. - 2023-06-29 - District Integration

With the **RI Updates Log**, it's easy to track any and all changes made to members from the automatic Rotary Integration 2-Way True Sync feature. To learn how to review and filter for member profile updates in ClubRunner from the Rotary 2-Way True Sync integration feature, please follow the directions below.

1. To access this function, first login to your District Member Area, click the **Membership** tab at the top, then click **RI Updates Log**.
2. This will take you to the **Rotary True Sync Updates Log** page. In the **Club** field, you may select an individual club to filter for changes to member profiles in the selected club.

Note

When you first access the RI Updates Log, all member updates from the 2-Way True Sync made within the **past 90 days** will be displayed by default until a date range is specified.

Rotary True Sync Updates Log

Club -- All Clubs --
Member -- All Members --
RI Integration Type -- All Event Types --
Date Range From Mar 29, 2023 To Jun 29, 2023
Show

1. In the **Member** field, you may select an individual member in a club or display the changes for all members.

Rotary True Sync Updates Log

Club -- All Clubs --
Member -- All Members --
RI Integration Type -- All Event Types --
Date Range From Mar 29, 2023 To Jun 29, 2023
Show

1. Below the Member field, in the **RI Integration Type** field, you may specify a specific

account change for the specified member(s) or all of the below.

Rotary True Sync Updates Log

The screenshot shows the 'Rotary True Sync Updates Log' form. It includes dropdown menus for 'Club' (set to '-- All Clubs --'), 'Member' (set to '-- All Members --'), and 'RI Integration Type' (set to '-- All Event Types --'). The 'RI Integration Type' dropdown is highlighted with a red rectangle. Below these is a 'Date Range' section with 'From' and 'To' date pickers, both set to 'Mar 29, 2023' and 'Jun 29, 2023' respectively. A blue 'Show' button is located in the top right corner.

1. Select a **Date Range** to display results for a certain date.

Rotary True Sync Updates Log

This screenshot is identical to the previous one, showing the 'Rotary True Sync Updates Log' form. In this version, the 'Date Range' section, including the 'From' and 'To' date pickers, is highlighted with a red rectangle. The 'Show' button remains in the top right corner.

1. After selecting the desired parameters, you may either click **Show** to have the results displayed directly on the page, or **Export to Excel** to generate an Excel spreadsheet of the data.

Rotary True Sync Updates Log

This screenshot shows the 'Rotary True Sync Updates Log' form with the same settings as the previous ones. In this version, the blue 'Show' button in the top right corner and the blue 'Export to Excel' button at the bottom right are both highlighted with red rectangles.

1. There are 6 columns of data that will be generated based on the above options:
 - The **Name** column indicates the member whose profile information or membership was updated.
 - The **Club** column indicates which club the member's profile was updated in.
 - The **Change Type** column displays the nature of the change that was made to the member.
 - The **Updated Date** column indicates the date the change was made to the member's ClubRunner profile.

- The **Status** column indicates the status of the change.
- Clicking **Details** under the **Actions** column will show you the exact change that was made so you can compare the new and old values.

Related Content

- [What is RI 2-Way True Sync?](#)
- [Opting In & Out of RI Integration & RI Integration settings on the District](#)