

# ClubRunner

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## 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.



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

The screenshot shows the filter interface for the Rotary True Sync Updates Log. It includes the following elements:

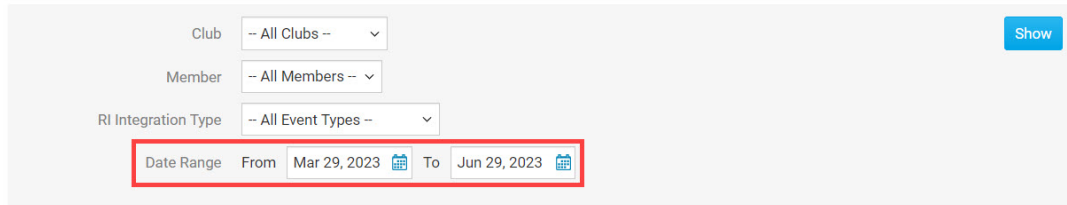
- Club:** A dropdown menu with "-- All Clubs --" selected.
- Member:** A dropdown menu with "-- All Members --" selected, highlighted by a red box.
- RI Integration Type:** A dropdown menu with "-- All Event Types --" selected.
- Date Range:** Fields for "From" (Mar 29, 2023) and "To" (Jun 29, 2023), each with a calendar icon.
- Show:** A blue button in the top right corner.

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.



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

## Rotary True Sync Updates Log



Club -- All Clubs --

Member -- All Members --

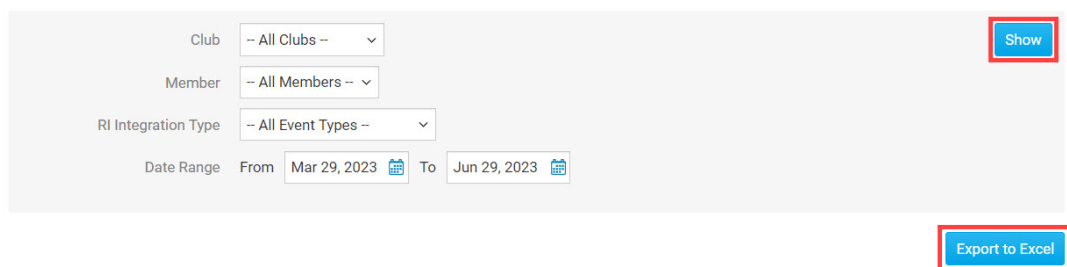
RI Integration Type -- All Event Types --

Date Range From Mar 29, 2023 To Jun 29, 2023

Show

1. 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



Club -- All Clubs --

Member -- All Members --

RI Integration Type -- All Event Types --

Date Range From Mar 29, 2023 To Jun 29, 2023

Show

Export to Excel

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](#)