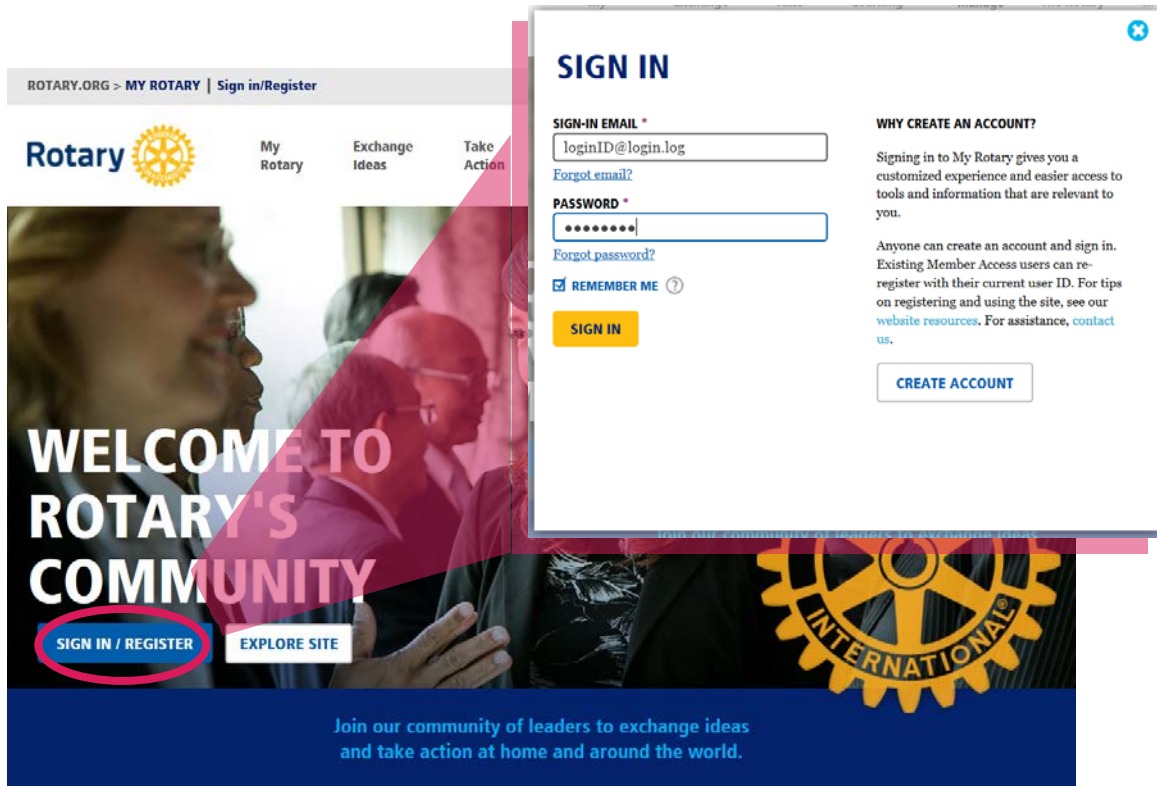
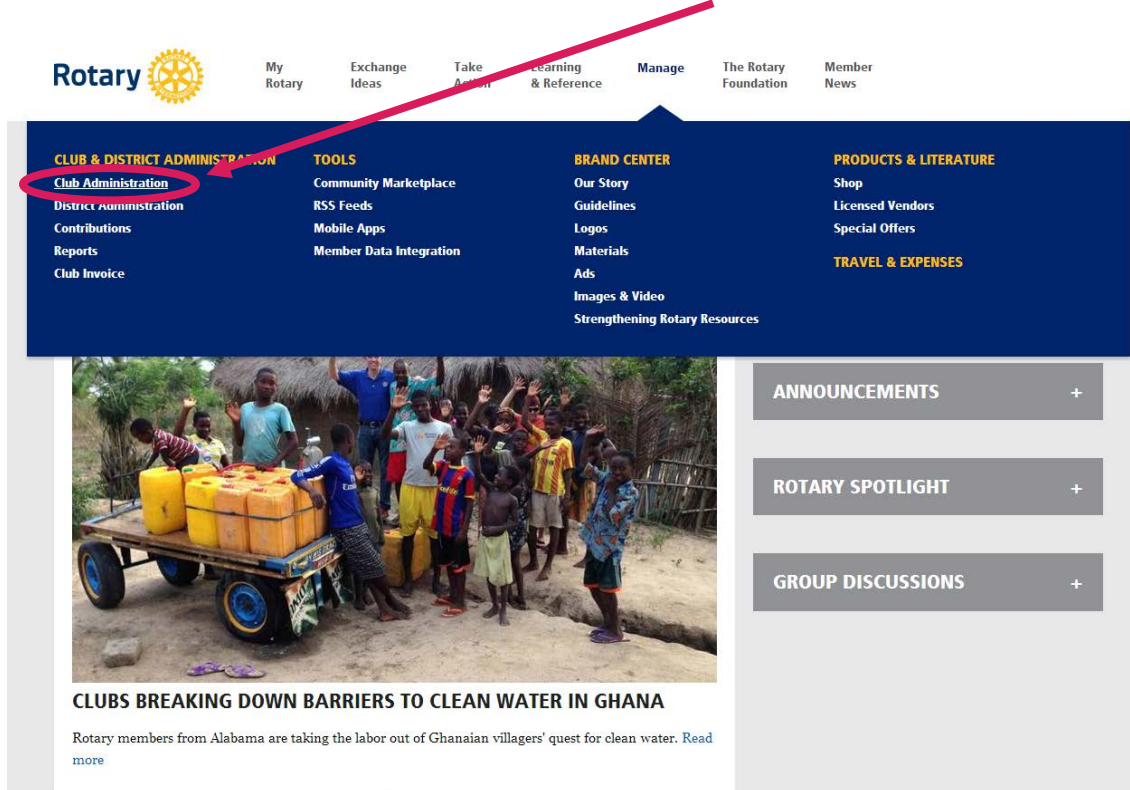


LINKING ROTARY.ORG WITH CLUBRUNNER – A GUIDE FOR CLUB OFFICERS

Begin by logging in to www.rotary.org/myrotary:

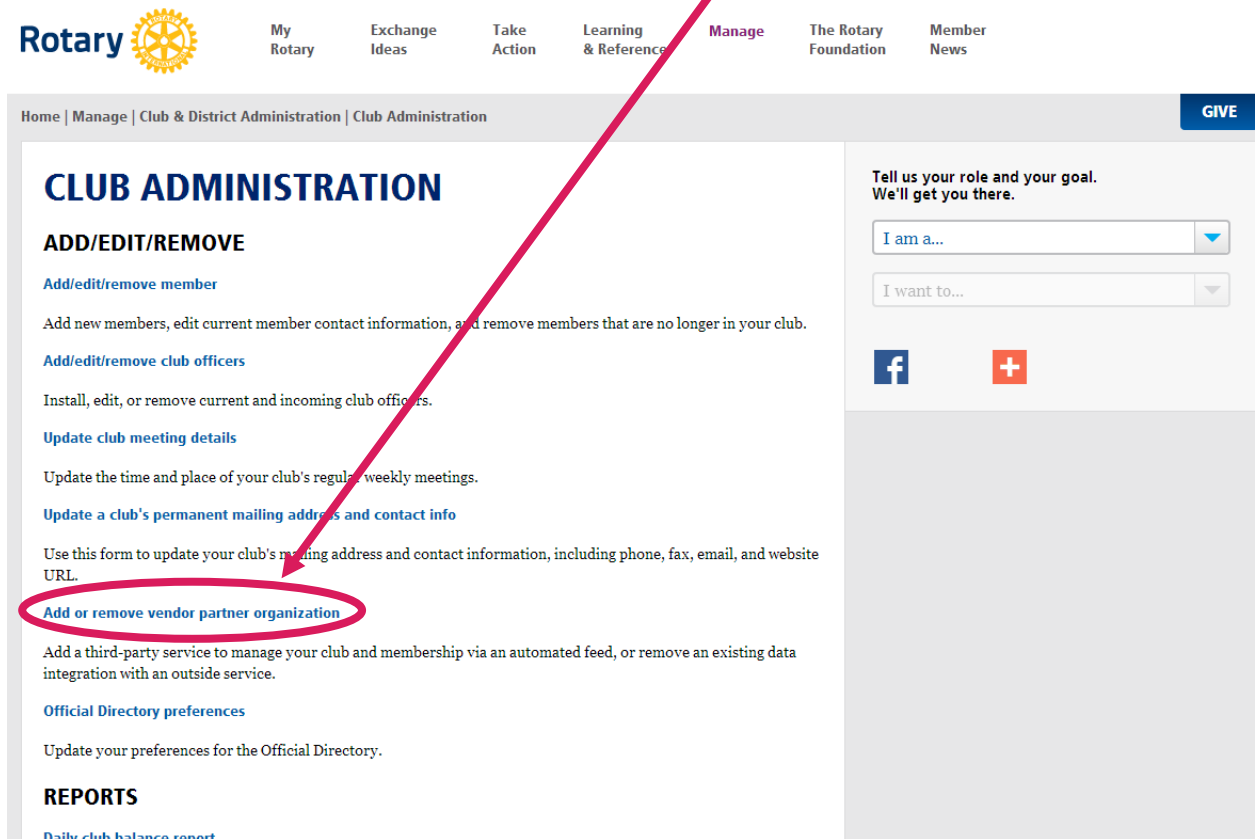



Once through, hover over "Manage" and select the "Club Administration" quick link from the menu:



LINKING ROTARY.ORG WITH CLUBRUNNER – A GUIDE FOR CLUB OFFICERS

From the list provided, select “Add or remove vender partner organization”:



Rotary  My Rotary Exchange Ideas Take Action Learning & Reference **Manage** The Rotary Foundation Member News

Home | Manage | Club & District Administration | Club Administration GIVE

CLUB ADMINISTRATION

ADD/EDIT/REMOVE

[Add/edit/remove member](#)
Add new members, edit current member contact information, and remove members that are no longer in your club.

[Add/edit/remove club officers](#)
Install, edit, or remove current and incoming club officers.

[Update club meeting details](#)
Update the time and place of your club's regular weekly meetings.

[Update a club's permanent mailing address and contact info](#)
Use this form to update your club's mailing address and contact information, including phone, fax, email, and website URL.

Add or remove vendor partner organization
Add a third-party service to manage your club and membership via an automated feed, or remove an existing data integration with an outside service.

[Official Directory preferences](#)
Update your preferences for the Official Directory.



REPORTS

[Daily club balance report](#)

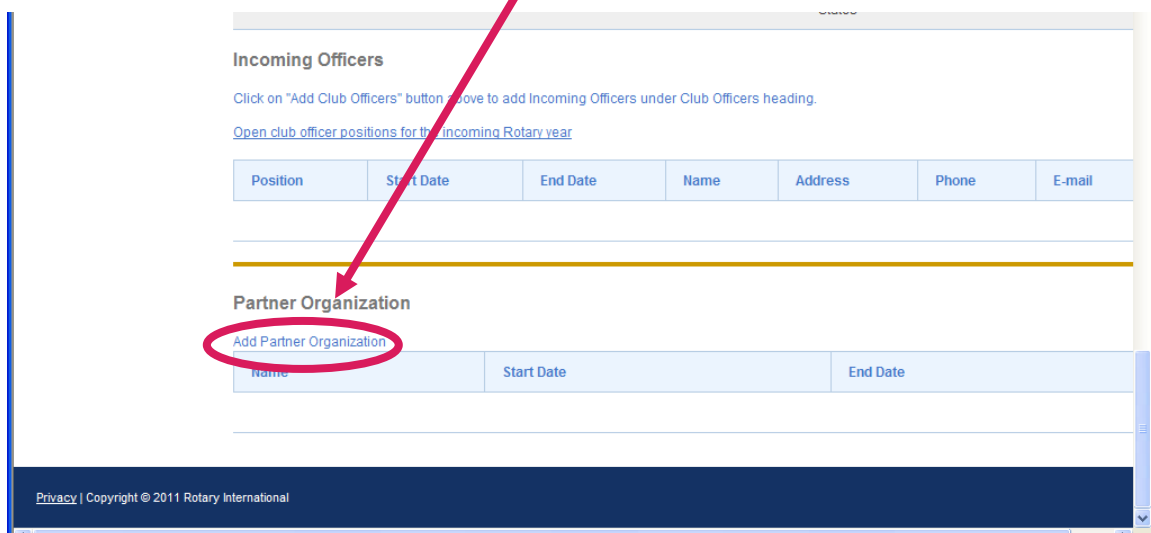
Tell us your role and your goal. We'll get you there.

I am a...

I want to...

After the page refreshes, click “Add Partner Organization”:



Incoming Officers

Click on “Add Club Officers” button above to add Incoming Officers under Club Officers heading.

[Open club officer positions for the incoming Rotary year](#)

Position	Start Date	End Date	Name	Address	Phone	E-mail
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Partner Organization

Add Partner Organization

Name	Start Date	End Date
------	------------	----------

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LINKING ROTARY.ORG WITH CLUBRUNNER – A GUIDE FOR CLUB OFFICERS

When the page refreshes, select “ClubRunner” from the drop-down window:
(The “Start Date” will automatically fill in with today’s date)

Home > Member Access > Official Club Data Form My Profile | Change Password | Logout

[Have a question?](#)
[Visit our FAQ.](#)

Add Partner Organization

Choose partner organization, enter a start and end date. Please review the license agreement and click on “Submit”.

Partner Organization

(dropdown menu open showing ClubRunner and Svensk Rotary Service)

By clicking the “I agree” button, I agree to make the representations and warranties and abide by the terms and conditions set forth below:

1. I represent and warrant that I have the authority to act on behalf of the Rotary club, of which I am the current president or secretary (the “Rotary Club”), for the purposes of access and use of the services available on this website.
2. The Rotary Club grants Rotary International (including its employees, agents and subsidiaries) (“RI”) express written consent to integrate data concerning the Rotary Club and its members with the “Partner Organization” identified above. Specifically, the Rotary Club grants the Partner Organization identified above express written consent to provide data concerning the Rotary Club and its members to RI, and the Rotary Club grants RI express written consent to provide the following data to the Partner Organization identified above: the identity of Rotary Club officers and contact information for Rotary Club members.
3. The Rotary Club understands that it can withdraw its express written consent at any time by returning to this website (or an RI-designated website if this website no longer exists) and following the appropriate steps or by contacting the appropriate RI personnel. The Rotary Club understands that such a withdrawal of consent is on a going-forward basis only and does not affect data that may have been integrated between RI and the Partner Organization identified above while consent was given.
4. The Rotary Club agrees that RI shall not be liable to the Rotary Club or its members (existing now or in the future) for any damages of any kind whatsoever related to the data integrated between RI and the Partner Organization identified above.

I agree to the license terms

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If you agree to the terms and conditions outlined below your selection, click “I Agree:”

By clicking the “I agree” button, I agree to make the representations and warranties and abide by the terms and conditions set forth below:

1. I represent and warrant that I have the authority to act on behalf of the Rotary club, of which I am the current president or secretary (the “Rotary Club”), for the purposes of access and use of the services available on this website.
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This completes the process on the Rotary side. **However**, you will need to log in to ClubRunner to make sure that your club has opted in to RI Integration in order for the connection to be properly established, and for information to be recorded. If you have any questions with this process, please contact your [Club and District Support Representative](#).