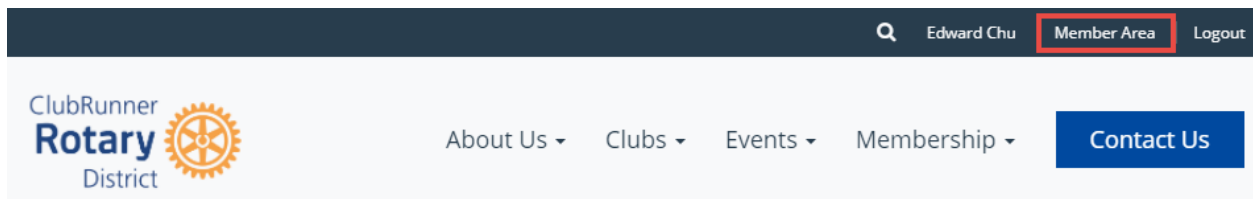


How Do I Download Member Data (District)?

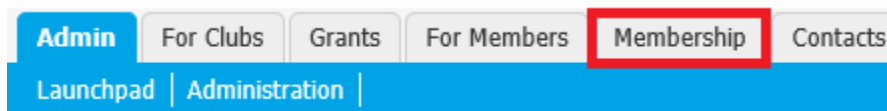
With ClubRunner, you have the ability to generate a document containing membership data. You can generate this spreadsheet according to the fields and filters you define, and save those parameters for the future.

Note: To access **Download Member Data** on the District, the member must have **Administrator** or **Download Member Data** level access.

1. To download member data, you must go to your District homepage and log in. Then, click on **Member Area** on the top right.



2. Along the top of the screen you will see several tabs. Click on the **Membership** tab.



3. Now, click on **Download Member Data**.



4. You are now on the **Download Member Data Screen**. Here, you can choose from a large number of variables to download. Click on the information fields you wish to extract in the download.

Download Member Data

1) Select the fields you would like to extract: [Select All](#) | [Unselect All](#)

- | | | | | |
|--|--|---|--|---|
| <input checked="" type="checkbox"/> Membership Type | <input checked="" type="checkbox"/> Preferred Address2 | <input checked="" type="checkbox"/> Home Phone | <input checked="" type="checkbox"/> Business Zip Code | <input checked="" type="checkbox"/> Date Joined Club |
| <input checked="" type="checkbox"/> Title | <input checked="" type="checkbox"/> Preferred City | <input checked="" type="checkbox"/> Home Fax | <input checked="" type="checkbox"/> Business Country | <input checked="" type="checkbox"/> Years of Service (Rotary) |
| <input checked="" type="checkbox"/> First Name | <input checked="" type="checkbox"/> Preferred State | <input checked="" type="checkbox"/> Pager | <input checked="" type="checkbox"/> Date of Birth | <input checked="" type="checkbox"/> Years of Service (Club) |
| <input checked="" type="checkbox"/> Middle Name | <input checked="" type="checkbox"/> Preferred Zip Code | <input checked="" type="checkbox"/> Cell | <input checked="" type="checkbox"/> Spouse/Partner First Name | <input checked="" type="checkbox"/> Personal URL |
| <input checked="" type="checkbox"/> Last Name | <input checked="" type="checkbox"/> Preferred Country | <input checked="" type="checkbox"/> Business Phone | <input checked="" type="checkbox"/> Spouse/Partner Last Name | <input checked="" type="checkbox"/> Termination Date |
| <input checked="" type="checkbox"/> Nickname | <input checked="" type="checkbox"/> Address Line 1 | <input checked="" type="checkbox"/> Business Fax | <input checked="" type="checkbox"/> Spouse/Partner Nick Name | <input checked="" type="checkbox"/> Reason For Termination |
| <input checked="" type="checkbox"/> Suffix | <input checked="" type="checkbox"/> Address Line 2 | <input checked="" type="checkbox"/> Company Name | <input checked="" type="checkbox"/> Spouse/Partner Date of Birth | <input checked="" type="checkbox"/> Date Created |
| <input checked="" type="checkbox"/> Gender | <input checked="" type="checkbox"/> City | <input checked="" type="checkbox"/> Position/Title | <input checked="" type="checkbox"/> Anniversary | <input checked="" type="checkbox"/> Last Modified On |
| <input checked="" type="checkbox"/> Club Position | <input checked="" type="checkbox"/> State/Province | <input checked="" type="checkbox"/> Classification | <input checked="" type="checkbox"/> Member No | <input checked="" type="checkbox"/> Access Level |
| <input checked="" type="checkbox"/> Email | <input checked="" type="checkbox"/> Zip/Postal Code | <input checked="" type="checkbox"/> Business Address1 | <input checked="" type="checkbox"/> Membership | <input checked="" type="checkbox"/> Last Login |
| <input checked="" type="checkbox"/> Alternate Email | <input checked="" type="checkbox"/> Country | <input checked="" type="checkbox"/> Business Address2 | <input checked="" type="checkbox"/> Office | <input checked="" type="checkbox"/> Privacy Options |
| <input checked="" type="checkbox"/> Preferred Address | <input checked="" type="checkbox"/> Preferred Phone Type | <input checked="" type="checkbox"/> Business City | <input checked="" type="checkbox"/> Sponsor | <input checked="" type="checkbox"/> Badge No. |
| <input checked="" type="checkbox"/> Preferred Address1 | <input checked="" type="checkbox"/> Preferred Phone | <input checked="" type="checkbox"/> Business State | <input checked="" type="checkbox"/> Date Joined Rotary | |

5. Now, select the filters you would like to apply. You can select **Active (Regular) Members**, **Active (Custom) Members**, **Honorary Members**, **Other Users** and **Inactive members**.

Note: Active (Custom) is for Clubs that have a custom member type with ClubRunner. Eg. Active - Satellite.

2) Customize the filters you would like to apply (all conditions must be met):

- Member Type: All
- Only: Active (Regular) Active (Custom) Honorary
- Other Users:
- Exchange Student Corporate Member Rotaract
- Staff Prospective Member Past Honorary (Ex Member)
- Other Visiting Member Past Honorary (Deceased)
- Leave of Absence Interact
- Inactive (Former) Members

6. You have the option to save the parameters of the search for use in the future. If you choose to do this, enter a name for the search in the field provided.

3) Click on the **Generate** button to extract your data in CSV format (compatible with most spreadsheet software):

Save this search for future use?

No

Yes:

Generate

7. When you have finished, click **Generate** to create a CSV format file with the data you have requested. This format is compatible with most spreadsheet software.

3) Click on the **Generate** button to extract your data in CSV format (compatible with most spreadsheet software):

Save this search for future use?

No

Yes:

Generate

8. The page will then refresh. Scroll down to the bottom of the page and click the **Download** button beside generate to download the file.