DATA INTEGRATION GUIDE

Use this checklist to ensure the data entered in your club management system is sent to My Rotary.

☐ Choose a **club management vendor** in My Rotary.

☐ Choose **direct integration** in your vendor's software setting to allow updates to be transferred to Rotary's database. If you choose **email integration**, updates will not be sent to My Rotary.

☐ Confirm that **CLUB ID** in your vendor's database matches the ID in Rotary's database.

☐ Confirm that all **member IDs** and members' **full names** match the information in Rotary's database.

☐ Use the **Compare** or **RI Integration** feature to validate your club's roster in Rotary's database. Contact the vendor to learn how to sync its database to Rotary's.

☐ Use the **Compare** or **RI Integration** feature periodically to compare to Rotary's database. If the information in Rotary's database doesn't match the vendor's, follow the prompts on the screen to correct the data.