

DISTRICT 7280 CLUB SECRETARY TRAINING SEMINAR
PROCEDURES AND TIPS FOR USING
THE DISTRICT 7280 WEB SITE

Log on to www.district7280.org and open to the Home Page of District 7280. If your Internet Provider has the option to Bookmark this site, do so now. At your leisure, take the time to familiarize yourself with the many options on the Home Page.

Let's discuss the features of the 12 tabs on this page. The first tab is the **HOME PAGE** and this is where the web site always opens up to. You now have a new feature that shows any current topics for your review. Also, please be sure to check the links at the bottom of this page to find all other Rotary site our district may use.

The **CLUB PAGE** is next and gives you a chance to see just what your fellow Rotarians are doing in their clubs by giving you a hot link to the President and Secretary in addition to their meeting location and date and time.

The next button is for the **CONTACT PAGE** and this shows you every person in the district with a responsibility to the District Governor. If you every have a need to contact a member about any subject, most likely their name and a hot link may be found on this page.

On the **EVENT PAGE** I have listed every event in the district and if your club plans to hold a fundraiser that may be of interest to other nearby clubs you may send the information to me and I will post it on this page.

Everything you need to know about the Group Study Exchange Team may be found under the **G. S. E. PAGE** button.

The next button I would like to discuss is the **NEWSLETTER PAGE**. Once a month, usually in the third week, you will be alerted via e-mail that the District Governor's Monthly Newsletter has been posted to this site. It may be your responsibility to open and print out this newsletter for your Club President. There are always 12 monthly newsletters that will change as each month replaces last year's issue. Your club should decide just how you use this, either by reading it at the next meeting or as some clubs do, by printing out a copy for each member. You will see two options, a **READ ONLY VERSION** for each current month and an **ADOBE ACROBAT** version for printing. If you do not have **ADOBE ACROBAT** software you will see a link to download a free version to allow you to open the newsletter and print it.

Next comes the **NEWS PAGE** button. I have tried to keep this page current with both Rotary International news and local Rotary Club news as it is supplied to me. If you have an article about your club that you would like to put on this page you may send a concise recap in Microsoft Word format.

The **PHOTOS PAGE** has a new section called "Club Photos" and has thumbnail photos of each club's activities. If there are no photos for your club it is because you have not given me any. Please send only two at a time in a ".jpeg format" so I can download them and resize them for this page.

On the Rotary Outstanding Vocational Award page you can learn about our **R.O.V.A.** program and how to register your students each year.

The **SCHOLARSHIPS PAGE** offers you some very important opportunities for your club. Here you will learn about all of the valuable RI scholarships that are available to students and young professionals in our district. Be sure to tell your members about this page so you may broaden your base to help you identify potential recipients.

Now click on the [SECRETARY'S PAGE](#) button. You will be directed to your own personal page on the District site. No other club members should open this button but if they happen to open it there is no harm that they can do.

Here you will have the option to open any listing and in a few easy steps inform the District (specifically, Lee Ahlum and Pete Richdale) of your monthly attendance figures, changes to meeting locations, times or days, changes to President, Secretary, Foundation Chair, or Membership Chair, plus four other pages of answers to questions you may have about your District Responsibilities and finally, a page of frequently asked questions.

And finally, the [SPEAKER'S BUREAU](#) tab will give you and your club many great resources for speakers for your club. If you would like to have one of them speak at a regular meeting please be sure to extend them the courtesy of an advanced notice and if they will be traveling a long distance you may want to consider a reimbursement for their mileage.

Now that this site is up and working, there is **NO LONGER A NEED TO SEND PAPER FORMS** to the District or to RI! If you as Club Secretary do not have a computer, we strongly urge you to find someone in your club who would be willing to access this site for you so you can send us your **REQUIRED MONTHLY ATTENDANCE REPORT BY THE 10th OF EACH MONTH**. If we do not receive this report by the deadline you can be sure that you will receive a phone call from Lee or Peter. The other club reports should be submitted in a timely fashion so we may keep your club records up to date. We will notify DG Detweiler if you send us a change to your club's location, day or time in addition to a change in leadership.

This concludes our tours of the two Rotary web sites. We hope that we have improved your knowledge of the vast array of information that is at your fingertips. We readily admit that we do not have all of the answers but we are committed to you to get you the information that you need to do the best job possible as your club's Secretary and/or President.