

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

Log onto www.rotary.org and open to the Home Page of Rotary International. 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.

The first item that you should be aware of is located at the top of the Home Page in the white section. It is the **CLUB LOCATOR** button and is useful in letting members find the nearest club in every country in the world should they have the opportunity to visit one of these clubs. This button is accessible to every Rotarian but many of them do not know about it much less the RI web site in general. You should make it your responsibility to educate your club about what has been declared one of the best organizational web sites in the world!

For now, look for **MEMBER ACCESS** on the far right of the topic bar and click on it once. If you have previously registered you may now enter your **USER NAME** and **PASSWORD**. If this is your first visit, scroll down to REGISTER NOW and follow the instructions on the next page

Enter our **DISTRICT NUMBER 7280**, your **CLUB NUMBER** (found on your Club's Foundation Report and on your SAR) and finally **YOUR MEMBERSHIP NUMBER** (a 6 or 7 digit number that identifies you to RI and is found above your name on the ROTARIAN magazine address label or on your Club's Foundation Report)

You will then go to the next page that will tell you that a **PASSWORD** will be sent to you very soon. Verify that your correct email address is shown or enter the address that you use for emails in the box provided.

In most instances, RI will send an automatic response with a **PASSWORD** for your use. You can then use this **PASSWORD** to get into the **MEMBER ACCESS** site and you can also change this **PASSWORD** to one of your own at this time. Please note here that **ONLY** the President and the Secretary are able to access this **MEMBER ACCESS SITE** to view Club information! Also remember that if you or someone in your club has not notified RI that you are the President or Secretary, you will not be allowed access and you will need to discuss the next steps with me to gain access.

Now, for those of you who have already registered and are on the **MEMBER ACCESS** site, let's check your **CLUB INFORMATION** first. Please click on **UPDATE CLUB DATA** and a page will open that will show your club's **NAME**, **ADMISSION DATE** and **NUMBER OF MEMBERS**. Note that all of the information on this page is what RI will use to print the 2006 Directory and it must be accurate as of March 10th so remember to make your changes as they occur during the year.

Now scroll down and check your **MEETING INFORMATION** and make any changes in the boxes provided. Remember to add directions to your meeting place for visiting Rotarians to see on the Home Page.

Finally, scroll down to the **OFFICER'S SECTION** and make sure this information is correct for this year and next year. If not, enter the correct names and dates for both current and incoming officers and check the corresponding year to the right. Note that if one of these officers changes during the year, this is where you must notify RI of the new officer and the length of the term.

When you are satisfied with all of your changes, scroll to the bottom and click **SUBMIT CHANGES**. This will show you your new information and if you are satisfied with your changes, look up to the upper left of the page and click on **MEMBER ACCESS** once again. If you click on **HOME PAGE** you will have to re-log onto the site.

Now let's click on [UPDATE MEMBERSHIP DATA](#) and your Club's roster will appear. First check the number of members and see if your records agree with RI's number as of this date. This is where you will ADD, TERMINATE, or UPDATE any member information.

First, before ADDING a NEW MEMBER, always check to see if he or she was ever a Rotarian before so you do not create a duplicate record. (Remember, whatever you enter here will update all other RI reports, including the FOUNDATION REPORT and the SEMI-ANNUAL REPORT – SAR at the same time).

Next, to [TERMINATE](#) a member, click on TERMINATE and follow the simple directions. You DO NOT have to send a paper form to RI any longer!

You may get a printout of your membership roster by clicking on [DOWNLOAD](#) at the top to review what you have entered for each member. If you are current, this report will show the complete Name, their Date Admitted, Address and as much Contact Information as you have submitted to RI. You can decide just how much info you want to enter here by clicking on EDIT for each member and reviewing what has been entered. If you change or add new info, remember to scroll back to the top and click SAVE CHANGES before you close this page.

Please note that when you add a new member and have saved the input, you must then click on EDIT once again to find their newly assigned ROTARY INTERNATIONAL MEMBERSHIP NUMBER. Please fill in all of the other information requested, including the CLASSIFICATION and DESCRIPTION that best defines your new member's position. You may now add any CONTACT INFO to each member's account such as all phone numbers, all other addresses for business and home and all e-mail addresses. If your membership listings are completely filled out you can then have a complete roster by hitting the DOWNLOAD button again.

Finally, while you are on this membership page, take a moment to open the [TERMINATED MEMBERS](#) button at the top of the Member Access page. I have found this to be a very good tool for your Membership Chairperson to use to contact past members who may have left your club for business reasons and may now find more time to rejoin your club as a reinstated member with Rotary experience.

Quarterly, you should open the [VIEW CLUB RECOGNITION SUMMARY \(CRS\)](#) and the [VIEW MONTHLY CONTRIBUTION REPORT \(MCR\)](#) on the MEMBER ACCESS PAGE and print out these Rotary Foundation Reports for your Club's Foundation Chairperson.