My Rotary, your site for online Rotary business, can be reached directly at www.rotary.org/myrotary or by clicking on My Rotary on www.rotary.org (A).

FIRST TIME USERS
1. Click on Sign in / Register (B), then on Create account (C).
2. Enter your name, e-mail address and confirm that you are older than 18.
3. If your e-mail address is in the Rotary International (RI) member database, you will receive an activation e-mail. Click on the link in the activation e-mail sent to you by RI to complete the online registration process.
4. Create your password, select your secret question and enter your response for use if you need to reset your password, and click Submit.

Note: If your e-mail address is not in the RI member database, you will be asked for additional identifying information as part of step 2. RI will contact your club to confirm your membership, add you to the RI member database, and send you an automated e-mail to complete the registration process.

FOR RETURNING USERS
1. Enter your login e-mail address.
2. Enter your password.
3. Click the Sign in button (C).

NEED HELP?
Consult the list of Frequently Asked Questions or send us an e-mail.
The main section for club officers is under (1) Manage -> (2) Club Administration. This section is only available from 1 July to 30 June of your year of service.

In this reference guide you will learn:

- how to update membership data ................................................................. 3
- how to update club officer data ................................................................. 4
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- how to view the club’s balance? .............................................................. 5
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Note:
The functions described in this infosheets are available to all club officers that are reported as such to RI. It includes president, secretary, executive secretary, treasurer, foundation chair and membership chair.
All membership changes have to be announced within 30 days, but no later than 1 July and 1 January.

**ADD A MEMBER**
1. Click on Add/edit/remove member in the main menu.
2. Choose the Add Members link near the top of the page.
3. Click on Search for an existing member if the member is already (or has been) a Rotarian or on Continue to create a new record.

**TERMINATE A MEMBER**
1. Click on Add/edit/remove member and choose the Terminate link next to the member’s name.
2. Use the drop down fields to indicate the member’s Termination Reason and effective Termination Date.
3. Click on Terminate and OK on the confirmation page.

**UPDATE MEMBER INFORMATION**
1. Click on Add/edit/remove member and choose the Edit link next to the member’s name to do the following:
   - Change a member’s admission date (For dates more than 30 days in the past, send an e-mail to data@rotary.org indicating the member’s name, ID number, and correct date.)
   - Change a member’s type of membership.
   - Add the name of the sponsor.
   - Update a member’s contact information (address, e-mail, phone, spoken languages, etc) by clicking on contact information at the top of the page.
MY ROTARY FOR CLUB OFFICERS
UPDATING CLUB DATA

CLUB OFFICERS
(CLUB PRESIDENT, SECRETARY, EXECUTIVE SECRETARY, TREASURER, FOUNDATION CHAIR, MEMBERSHIP CHAIR)

1. Click on Add/edit/remove club officers in the Club Administration menu.

   A. MODIFY CURRENT OFFICERS
   1. Under Assigned Current Year Officers and next to an existing position, click on Edit Term to modify the End Date. Click on Remove to remove the current officer from history.

   B. ADD CURRENT OR INCOMING OFFICERS
   1. Click on Assign under Unassigned Current Year Officer Positions or under Unassigned Incoming Year Officer Positions, next to the position that you would like to assign.

      Click on Add in front of the name of the club member. Then click on Add Current Officer or Add Incoming Officer.

      3. Verify the Position from the drop down menu and verify the Start and End Date. To validate, click on Submit.

MEETING PLACE DETAILS
1. Click on Update club meeting details in the Club Administration menu.
2. Click on Edit under Meeting Details to modify the meeting date, time or place. To validate, click on Submit Changes.
3. To submit alternative meeting dates, times or places, please contact Data Services at data@rotary.org.

CLUB’S CONTACT INFORMATION
1. Click on Update a club’s permanent mailing address and contact info.
2. Click on View/Edit to enter or modify the club’s address, phone, fax, e-mail or website. To validate, click on Save Changes.

OFFICIAL DIRECTORY (OD)
1. Click on Edit Official Directory Preferences to change the version of the OD received.
2. Select CD-ROM or online from the drop down menu and click on Submit Changes.

Note: the online version is the one available in My Rotary under Learning & Reference -> About Rotary -> Official Directory (see picture)

INVOICE PREFERENCE
If your club wishes to receive the electronic version only of the club invoice, check the box and click on Save.
To allow the club treasurer to view, print and pay the semi-annual dues invoice online, the club president or secretary must first add the club treasurer to RI's database via Add/edit/remove club officers -> Add Club Officers.

**VIEW THE AMOUNT OWED TO RI**

Click on Pay or view club invoice in the Club Administration menu.
The outstanding balance is shown is USD and in your local RI currency, converted with the current month's exchange rate.

**PAY ONLINE**

1. Under Account Overview, select the items you wish to pay and modify if necessary the payment currency.
2. Click on Continue.
3. Enter or confirm the billing information and click on Continue.
4. If the amount and contact information are correct click on continue, if you wish to make any changes click on edit.
5. Enter your credit card information and click on continue to finalize the payment.

**GET A COPY OF THE CLUB INVOICE AND DETAILS**

1. Click on Pay or view club invoice on the main menu.
2. In the download section, click on View current Invoice and View Current Invoice Details.

**NEW BILLING SYSTEM**

Since January 2015, each club receives a one-page invoice that clearly states the amount of membership dues, subscriptions, and any outstanding balances owed to Rotary. This replaces the former SAR mailing that included a cover page, the semiannual report, worksheets, new member forms, the club roster, and a set of detailed instructions.

The club invoice is based on the membership numbers reported to Rotary by 1 January and 1 July of each year. Adjustments to the bill are no longer possible.

It is therefore very important that the club secretary reports all membership changes in My Rotary within 30 days, but no later than 1 July and 1 January.

For more information, consult the list of Frequently Asked Questions available on Rotary.org.