

(Audience: Rotaract Club Presidents)

Log into Member Access via the Rotary Website here: <http://www.rotary.org/en/selfservice/Pages/login.aspx>

NOTE: If 2011-12 contact information for your Rotaract club was not provided, you cannot log in. You will need to complete the Rotaract update form here:

<http://www.rotary.org/en/StudentsAndYouth/YouthPrograms/Rotaract/Pages/Updatecontactinfo.aspx>. Please wait at least 72 hours before attempting to log in again.

Update Membership Data

Here you can add, view, edit and terminate Rotaractors.

How to Add a Rotaractor

1. Once logged-in, click on **Update Membership Data**
2. Click on **Add new Rotaractors**
3. Enter all required fields (marked with a red asterisk) as well as all other fields for which you have information
4. Click **Submit**
5. Repeat this process for each Rotaractor in your club

How to Edit a Rotaractor

1. Click on **Edit Contact Info** next to the name of the Rotaractor you would like to edit
2. Scroll through the options (address, phone, fax, email, website, and language) until you find the field you need to edit
3. Update relevant fields, and click "Save Changes"

How to Terminate a Rotaractor

1. Click on **Edit/Terminate** next to the name of the Rotaractor you would like to terminate
2. Select the effective date for the field **Terminate as of:**
3. Select a termination reason from the required **Termination reason** drop-down menu
4. Click the **Terminate** button

Note:

The first time you login, you may find a number of Rotaractors and/or Rotaract Advisers listed who are no longer active. You should confer with your club's membership records to determine their membership dates and terminate those individuals accordingly.

Update Club Data

Here you can record your meeting details, view/edit mailing address, and add the incoming Rotaract club president.

How to edit Meeting Details

1. Click on **Edit** under the **Meeting Details** Section
2. Enter all required fields (marked with a red asterisk) as well as all other fields for which you have information
3. Click **Submit Changes**

How to view/edit your club's Permanent Mailing Address

1. Click on **View/Edit** under the **Club's Permanent Mailing Address and Contact Information** section
2. Scroll through the options (address, phone, fax, email, and website) until you find the field you need to add or edit
3. Update relevant fields, and click "Save Changes"

How to add Incoming Officers

1. Click on **Add Incoming Officer** under the Incoming Officer section. You will be directed to a three-step process
2. (Step 1 of 3) Click on the **Add** button next to the name of the incoming officer
3. (Step 2 of 3) Click on **Add Incoming Officer**
4. (Step 3 of 3) Ensure the start date and end date for the next Rotary year are correct, and click **Submit**



Here you can **Contribute to The Rotary Foundation** using a credit card.

(Audience: Sponsoring Rotary Club presidents)

Log into MAP via the Rotary Website here: <http://www.rotary.org/en/selfservice/Pages/login.aspx>

In your capacity as a president of a Rotary club that sponsors a Rotaract club, you, your club secretary, and executive secretary will now have access Rotaract membership reports.

HOW TO PULL A ROTARACT MEMBERSHIP REPORT

1. Click on **Update Club Data**
2. Scroll to the end of the page.
3. Click on *Download All Rotaractors* or *Download All Rotaract Club Officer Information*