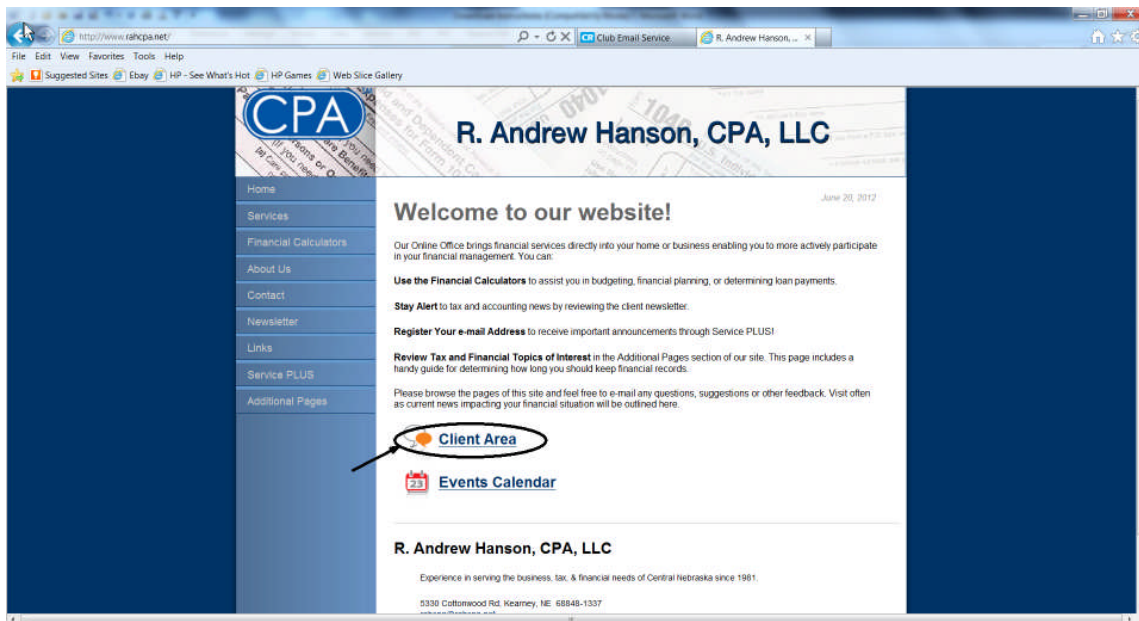


How to Download Recordings of Rotary Meetings from the Internet

The Kearney Noon Rotary Club makes digital recordings of meetings to allow members the opportunity to make up a missed meeting. If you listen to the meeting within 14 days of the missed meeting you will be allowed to make up the meeting for attendance purposes. Just send an email to the Club Secretary, Andy Hanson at rahcpa@charter.net so that he can record your make up activity. You may also want to check out the story on “Make-ups” on the Club’s website at www.knrotary.org for other make-up options.

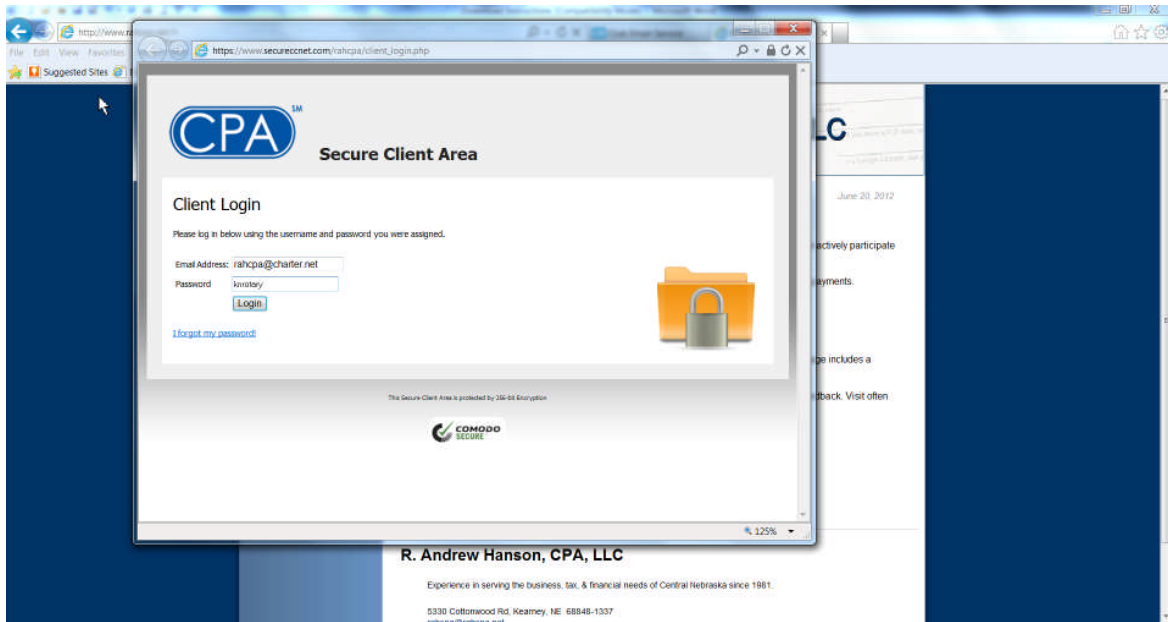
To download a MP3 copy of a missed meeting you will need to access the following website: www.rahcpa.net.

The following screen should appear:



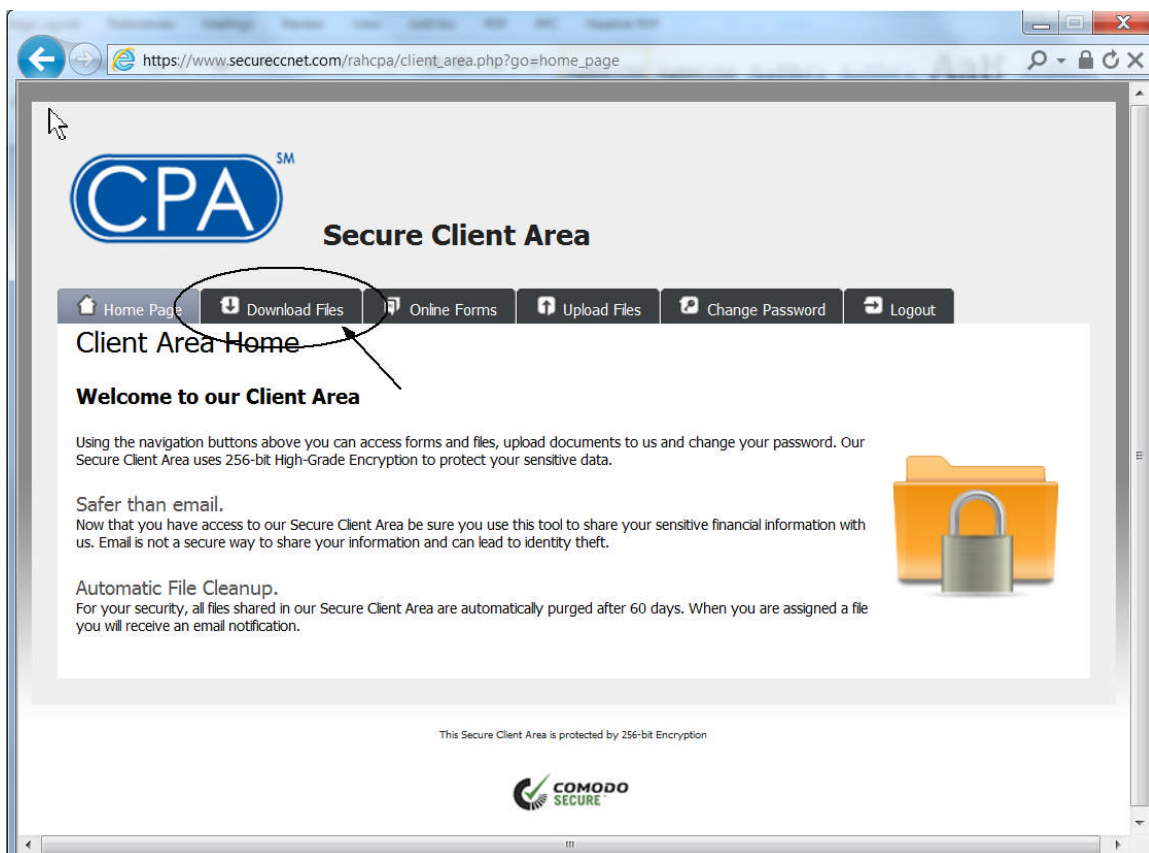
In the middle of the page, click on the “Client Area” icon (see circled section above).

The following pop-up should appear.

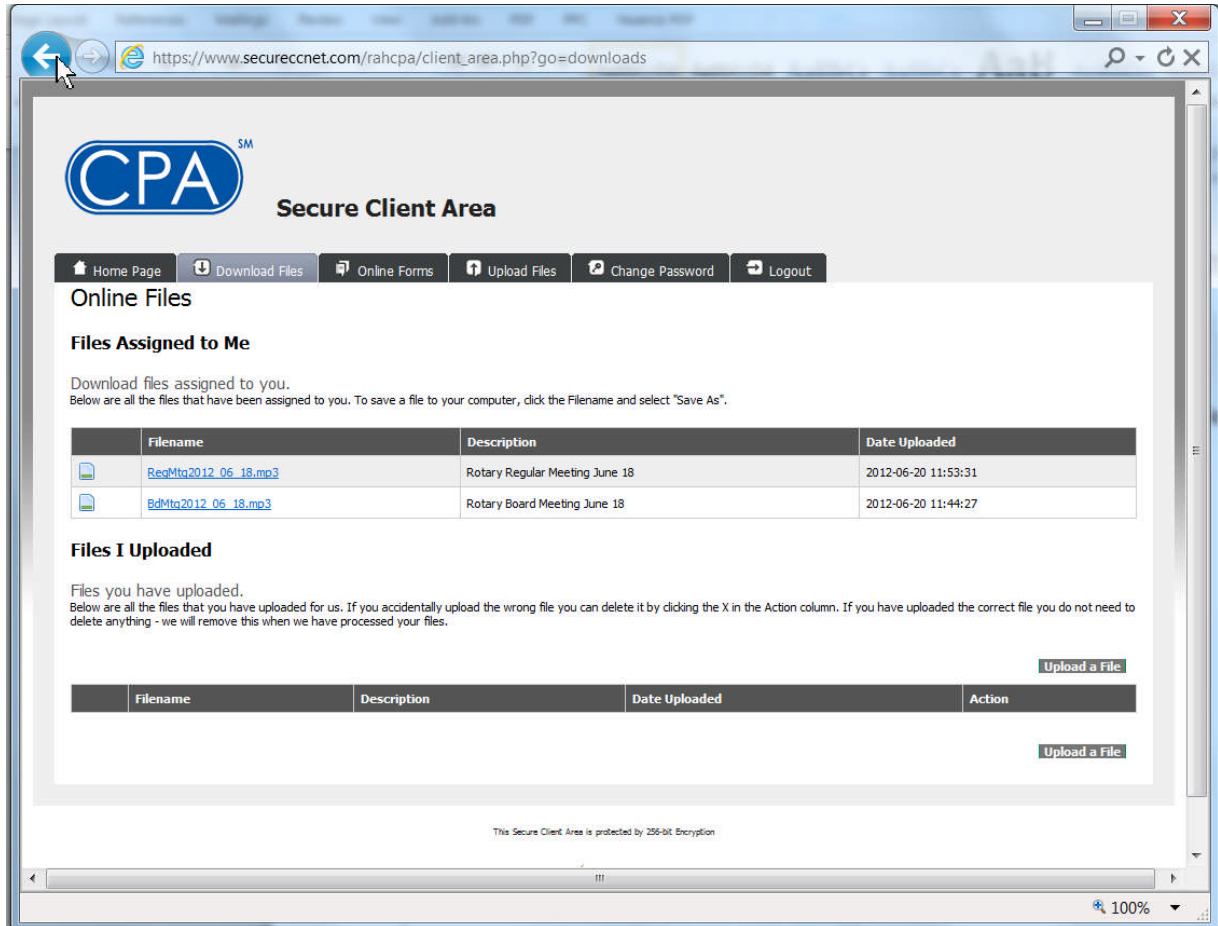


Type "rahcpa@charter.net" in the Email Address box and type "knrotary" in the Password box. Do not type in the quotation marks. Then click on the Login box.

The following screen should then appear:



Click on the "Download Files" tab, To access the file you want to download, double-click on the name of the file you want. The following screen should then appear:



A list of files will appear. Simply double click on the file you wish to download.

Save the file to your computer if you wish to listen to the meeting later or save to a MPEG device. Open the file if you wish to listen to the recording immediately.

When finished, be sure to logout from the site by clicking on the Logout tab.

If you have any problems, please contact Andy Hanson at rahcpa@charter.net or 238-3120.