



## PROCEDURE FOR DISTRICT 7910 ROTARY CLUB MEMBER CONTRIBUTIONS TO ROTARY FOUNDATION DIRECTLY THROUGH MY ROTARY

**Note: The Rotary web site pages are used globally and can be slow at times. Be patient.**

### Create an Account

1. Connect to <https://www.rotary.org/myrotary/en/user/register>
2. Provide First and Last name and an email address. The email address is the sign-in or User ID.
3. Answer the question on whether you are 18 years or older and submit.
4. You will thus complete the first step in the process. You will receive an email on your email address with a link to activate your account. Click on [account](#) in the email.
5. You will be reach the ACCOUNT SET-UP page where you will Create a password, confirm the password, select a security question, provide the answer to that question and then click on **"CREATE ACCOUNT"**.
6. You may be asked to answer "Are you a current member of a Rotary or Rotaract Club or affiliated with a club?" If you say "Yes", and the web site can find your Club you will be done. If not (this is uncommon), you can still continue and sign in to make a contribution to the Rotary Foundation. Your account is set up. You will need to work with your Club Secretary to make sure your membership information is registered with Rotary International.

### Make a Contribution through Rotary Direct

1. Connect to <https://www.rotary.org/myrotary/en/give-0>
2. Select the first fund "Annual Fund – SHARE" and click on [Continue](#). This fund supports grants and activities chosen by clubs in our district. You may elect any other Fund you like.
3. You will get to the Donation step where you will "Enter Gift Details"
  - a. Select your country – United States (the default for your information)
  - b. Select your currency – US Dollar
  - c. Select the amount you want to donate; choices are 100, 25, 500, 250, 1000 and other, where you type in the amount you want to donate.
  - d. Select the frequency; choices are One Time, Monthly, Quarterly and Annual
  - e. Click on [Continue](#).
4. You will get to the Billing step where you will Enter Billing Information which includes billing address, telephone, gift options (anonymous, memorial/tribute and recognition details; most people will fill this out) and the credit card information. Then, click on [Continue](#).
5. You will get to the Summary step where you can review all the information and have an opportunity to edit any inaccuracies. When you are sure all information is correct, click on [Continue](#).
6. This initiates the Payment step and you will be asked to provide the credit card details; when you do so and click on [Continue](#) your credit card will get billed. You will receive a Receipt on screen which you can print and save for tax records. Also, you will get a letter from Rotary Foundation in a few weeks for your tax records.
7. You will have successfully supported the Rotary Foundation. Congratulations.