To Contribute to TRF online using Rotary Direct

1. **Do you have a log in for www.rotary.org? If so, go to Step 2.**
   If not, create one:
   - **You will need your Rotary Member ID.**
     It is on the mailing label of your copies of the *Rotarian* magazine.
     Or call the Club Office.
   - Go to www.rotary.org, the *public-facing* side of Rotary International's website.
   - Click on "My Rotary" at the upper-left to go to the *Rotarian* side of www.rotary.org.
   - Click on the blue "Sign In/Register" option at the lower-left of the screen.
   - Click "Create Account" on the pop-up screen.
   - Enter your information.
     The email account that you enter here will become your **log-in**.
   - Click "Continue."
   - Fill out additional information as prompted and click "Continue."
   - Follow prompts until you are registered and create a password.
     Make sure to remember your **password**!
   - Log out and close your internet browser.

2. **Log in to "My Rotary":**
   - Go to www.rotary.org.
   - Click on "My Rotary" at the upper left side of the screen.
   - Click on the blue "Sign In/Register" at the lower-left of the screen.
   - Enter your **log-in** and **password** and click "Sign In".
   - Place your cursor over "The Rotary Foundation" and click "Give" on the pop-up menu.
     You can also enter the page url directly: www.rotary.org/myrotary/en/take-action/give.
   - You will see TRF donation options from which to choose:
     - ➢ Annual Programs Fund - SHARE:
       Donations here eventually fund Clubs' local and international projects.
       Earn points toward Paul Harris Fellow recognition.
     - ➢ PolioPlus Fund:
       Donations here are matched by the Bill & Melinda Gates Foundation.
       Earn points toward Paul Harris Fellow recognition.
     - ➢ All other TRF donation types:
       Do NOT earn points toward Paul Harris Fellow recognition.
   - Choose where to contribute.
   - Click "Give Now".
   - Follow prompts to make your contribution.
     - ➢ The website can be slow - go at its pace for best results.
     - ➢ Carefully check your entries to be certain everything is correct.
     - ➢ Print or save the receipt screen shown after you make your contribution.
   - Log out and close your internet browser.
   - Watch USPS for TRF to send a letter for tax purposes confirming your contribution.

3. **Log in at TRF later to check the status of your contributions.**
   - Go to www.rotary.org.
   - Click on "My Rotary" at the upper left side of the screen.

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- Enter your **log-in** and **password** and click "Sign In".
- Place your cursor over "The Rotary Foundation" and click "Give" on the pop-up menu. You can also enter the page url directly: www.rotary.org/myrotary/en/take-action/give.
- Look for the "What do you want to do?" box at the upper-right.
- Click on "View my giving history."
- From the Individual Report screen, Click on Donor History Report. Wait for the report data to be collected and formatted. Review it or print it.
- Log out and close your internet browser.

4. **Let the Club Office know in written form that you made a contribution to TRF.**
   This is especially important when Boulder Rotary Club has a Challenge Match.
   <u>This is the only way to be sure your contributions will be matched</u>!