

Member List Updates – 8/16/17

Adding a New Member

If you need to add a new member to your directory, click on *Member Area > Active Members List > Add New Member*. Fill out all the required fields including their login name and temporary password. You can always change this information at a later date.

In order to edit one's information, click on *Member Area > Active Members List*. Browse through your members list until you locate whose information you want to edit. Click on their name and choose edit. You can also reset their passwords or mark them as ex-members. Always ensure that you save changes before proceeding to the next tab. Fill out all the relevant information needed in each tab. In the *Settings* tab, you may select the proper Club Access Level for the member. This allows you to set the website editing access rights for that member. You can now also add your member photos by clicking on their names within the Active Member List, then clicking on Update under the photo.

Removing or Changing Members' Statuses

You may encounter a time when you'll need to change the status of a member to on leave of absence or exmember or remove the member from your database permanently. In order to delete a member from your directory, click on *Member Area > Active Members List > Mark Ex*. Enter a termination reason and date and then select Terminate Member. Next, go back to the Admin page and click on Inactive Members List. Click on the delete button next to the member's name and confirm by clicking on OK. In order to reinstate an inactive member, click on *Member Area > Inactive Members List*. Click on the member's name and click on the Rotary tab. Select the edit button and change the 'Membership Type' to active. Remember to always save all your changes

Other Users

Other Users are considered to be non-members who are in your club's database. This feature allows you to add other membership types to your club website and allow them to receive news blasts, eBulletins, and login to register and volunteer for events. Other Users can be anyone from exchange students to prospective members to spouses.

In order to add another user, click on *Member Area > Other Users List > Add New Member*. Fill out the person's information and make sure to specify the Member Type. To delete the 'other user', click on *Member Area > Other Users List > Delete (next to member's name) > OK*.