A Tour of "My Rotary" for Club Officers

PETS Training – April 2016

Chuck Lubbers – Vermillion

Chuck.Lubbers@usd.edu

Rotary

VermillionRotaryClub.org

A Tour of "My Rotary"

Rotary

My Rotary | Exchange Ideas | Take Action | Learning & Reference | Manage | The Rotary Foundation | News & Media | Member Center

GIVE JOIN

MY ROTARY

FOLLOW LIVE COVERAGE OF THE COUNCIL ON LEGISLATION

Representatives from around the world are discussing changes to the policies that guide Rotary International and its clubs. See live updates and daily vote totals

ROTARY SPOTLIGHT

Going to Korea? Don't miss these events. >

My Rotary: Exchange Ideas

My Rotary: Take Action

GIVE

GIVE NOW

Ways to Give
Planned Giving
Donor Recognition

END POLIO

DEVELOP PROJECTS

Lifecycle of a Project
Rotary Club Central
Rotary Ideas
Rotary Showcase

APPLY FOR GRANTS

Grant Application Tool
District Grants
Global Grants
Grant Process
Qualification
Grant Activities
Grant Travel
Original Foundation Grants

EMPOWER LEADERS

Sponsor a Rotaract club
Sponsor an Interact club
Organize a RYLA Event
Create a Scholarship
Start an Exchange
Support Peace Centers
Join a Rotarian Action Group
Form a Rotary Fellowship
Organize a Rotary Community Corps

DEVELOP PROJECTS

LIFECYCLE OF A PROJECT

Get everything you need to take your project from idea to completion. Find information, resources, and online tools to help you accomplish each stage of your project's lifecycle:

Planning & organizing
Acquiring resources
Implementing your project
Evaluating & promoting

ROTARY CLUB CENTRAL

GIVE

Your generous donation to The Rotary Foundation will support projects in your community at home and around the world. Find out more:

Ways to give
Planned giving
Donor recognition

GIVE NOW

APPLY FOR GRANTS

My Rotary: Learning & Reference

ABOUT ROTARY

We connect leaders, link diverse perspectives and build lasting relationships to take action in our communities at home and around the globe. Discover who we are, what we do, and how we take on some of the world's most challenging problems.

OUR STRUCTURE

LEARN BY ROLE

Learn about Rotary club and district roles, as well as their impact on your community. Find resources and tools that support members in these roles.

New member

Trainer

CLUB ROLES

My Rotary: Manage

CLUB & DISTRICT ADMINISTRATION

Access applications, forms, and documents to carry out club and district tasks, such as updating club, officer, and member data; running reports; paying dues; viewing contribution information; chartering a club; and more. You will need to sign in to access this section. (Note: Club & District Administration contains many of the links formerly available via Member Access.)

View all forms and reports

Pay or view your club invoice

PRODUCTS & SERVICES

ORDER MATERIALS FROM OUR SHOP

Our online catalog includes a wide selection of membership, training and public relations materials, DVDs and books, certificates and awards, and more.

SHOP

LICENSED VENDORS

Find Rotary-themed products from more than 160 licensed vendors around the globe.

Licensed vendors

RELATED DOCUMENTS

Contribution and Recognition Re Guide

What Will You Say When You're . Is Rotary?

Exchange Rates - October 2015

Member Data Form

Lead Your Club: President

See more >

My Rotary: The Rotary Foundation

Rotary | My Rotary | Exchange Ideas | Take Action | Learning & Reference | Manage | The Rotary Foundation | News & Media | Member Center

APPLY FOR GRANTS
- District Grants
- Global Grants
- Packaged Grants
- Grant Application Tool

GIVE
- Ways to Give
- Planned Giving
- Donor Recognition

ABOUT

FOUNDATION REPORTS

FOUNDATION CENTENNIAL

HISTORY

The Rotary Foundation transforms your gifts into projects that change lives both close to home and around the world. As the charitable arm of Rotary, we tap into a global network of Rotarians who invest their time, money, and expertise into our priorities, such as eradicating polio and promoting peace. Foundation grants empower Rotarians to approach challenges such as poverty, illiteracy, and malnutrition with sustainable solutions that leave a lasting impact.

REPORTS

View or run your club and district reports for Rotary Foundation contributions and recognition.

View reports

GIVING

When you give to The Rotary Foundation, you support Rotary's work across the world and help ensure our future. You can choose where to direct your donation and how you wish to give. Recognition is offered at many giving levels.

My Rotary: News & Media

Rotary

My Rotary | Exchange Ideas | Take Action | Learning & Reference | Manage | The Rotary Foundation | News & Media | Member Center

OFFICE OF THE PRESIDENT

- About the President
- Presidential Theme
- Presidential Message
- President's Representatives
- Committees
- Presidential Citation
- President-elect

MAGAZINES

- The Rotarian
- Regional Magazines

NEWSLETTERS

ROTARY VOICES BLOG

ROTARY LEADER

NEWS & FEATURES

ANNOUNCEMENTS

CALENDAR

MEDIA CENTER

BRAND CENTER

ROTARY IMAGES

ROTARY VIDEO

NEWS & MEDIA

A WAVE OF COMPASSION

1-Apr-2016

From the April 2016 issue of The Rotarian
What Kerstin Jeska-Thorwart remembers is the silence. No birds chirping, no dogs barking, no car engines revving. Nothing. "I've never heard such a si... Read more

GRANT BRINGS CLEAN WATER TO THOUSANDS IN GHANA

22-Mar-2016

Worldwide, more than 748 million people live without access to clean water and at least 3,000 children die each day from diarrheal diseases

What do you want to do?

I want to...

My Rotary: Member Center

Rotary

My Rotary | Exchange Ideas | Take Action | Learning & Reference | Manage | The Rotary Foundation | News & Media | Member Center

JOIN US!

REFER A NEW MEMBER

REJOIN OR CHANGE CLUBS

INTERNATIONAL CONVENTION

Register

ROTARY GLOBAL REWARDS

Explore Rewards

ONLINE TOOLS

Rotary Club Central
Brand Center
Rotary Showcase
Rotary Ideas
Learning Center

AWARDS & RECOGNITION

Awards
Donor Recognition

PRODUCTS & SERVICES

Shop.rotary.org
Licensed Vendors
Rotary Credit Card
Community Marketplace
Official Rotary Apps

THE ROTARIAN

Regional Magazines

RESOURCES & REFERENCE

Profile/Account Settings
Membership Materials
Club & District Administration
Calendar
Official Directory

BRAND CENTER

JOIN US!

Tell us why you're interested in Rotary and we'll help you get started.

I'm interested in:

- Select -

REFER A NEW MEMBER

ROTARY GLOBAL REWARDS

Explore our member benefit program for discounts on travel, hotels, dining, and entertainment.

EXPLORE REWARDS

Learn more

ONLINE TOOLS

INTERNATIONAL CONVENTIO

Plan now to attend Rotary's biggest eve
year. It's your chance to connect with r
from around the world.

A Closer Look at: Club Administration and Brand Center

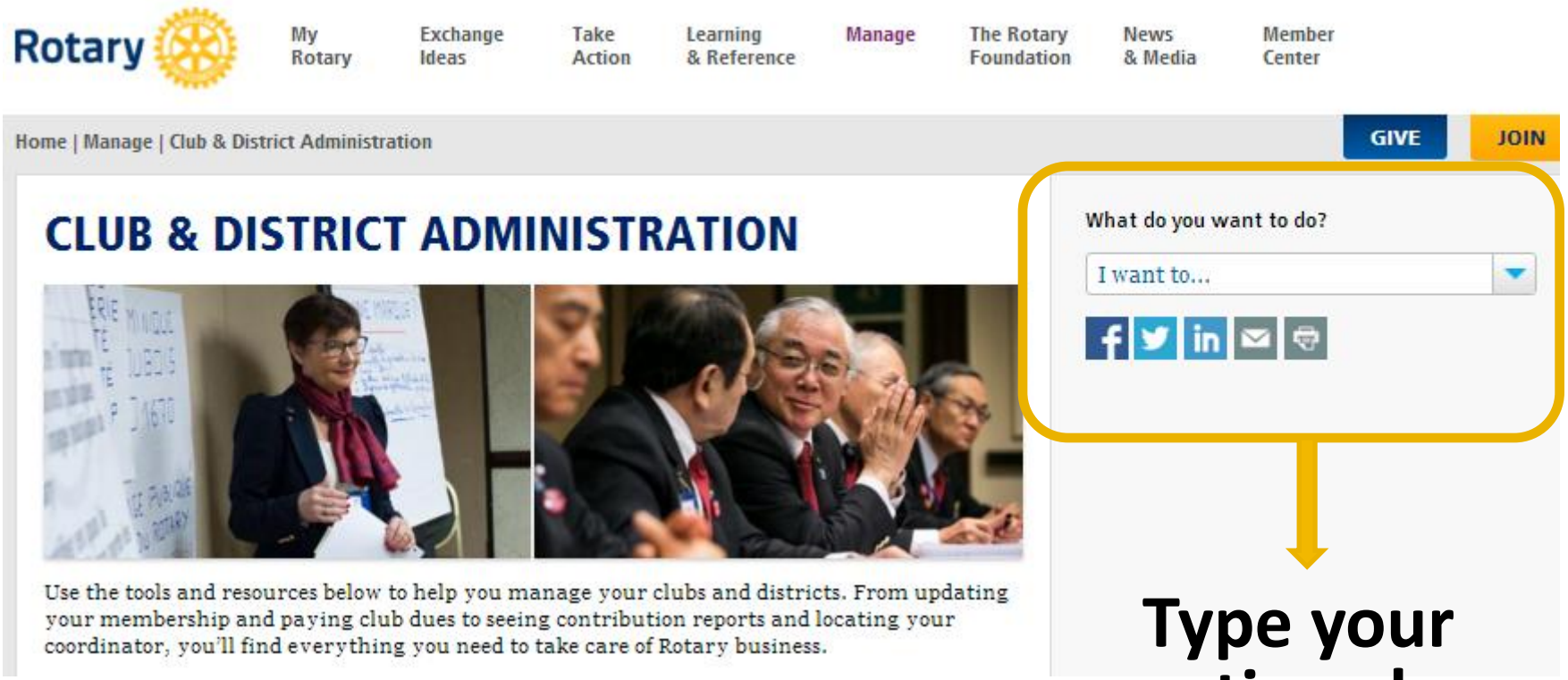
PETS Training – April 2016

Chuck Lubbers – Vermillion

Chuck.Lubbers@usd.edu

Rotary

VermillionRotaryClub.org



Type your questions here at any time.

Club & District Admin:

- Club Administration
- District Administration
- Reports
- People and Directories
- My Quick Links
- FAQ and Help

Manage ▸ Club Admin ▸ Club Admin

CLUB ADMINISTRATION

Update Rotary member and club data, pay Rotary club dues, download club sponsorship materials, donate, and find forms and instructions. You can also update Rotaract member and club data.

MANAGE MY CLUB

RESOURCES & REFERENCE

Be a Vibrant Club

Strategic Planning Guide

Learn about club roles

DISTRICT ADMINISTRATION

Review club finances, update district appointments, submit conference information, recognize volunteers, donate, and find forms and instructions.

MANAGE MY DISTRICT

RESOURCES & REFERENCE

District Leadership Plan

Lead Your District: Committee

Learn about district roles

REPORTS

Find club, district, and regional reports for membership, contributions and recognition, Presidential Citation, and program participants and alumni.

VIEW REPORTS

PEOPLE & DIRECTORIES

Find your club and district representatives and regional leaders, locate club meetings around the world in the Official Directory, and learn about Rotary's leadership team.

Regional leaders

Club & District Support and Financial representatives

Official Directory

Rotary leadership

MY QUICK LINKS

Click ★ to remove links, visit the CDA pages to add new links. Learn more.

★ **Update Member Data**

Add, edit, or remove members |

Add, edit, remove club officers |

Record a new member sponsor

FAQ & HELP

Learn how to create a MyRotary account, pay your invoice, update club officers, and more.

FREQUENTLY ASKED QUESTIONS

Club & District Administration

Club Invoice

Paul Harris Society (PDF)

RI Payment Guidelines (PDF)

Rotary.org

Rotary Grants Travel Insurance (PDF)

Satellite Club (PDF)

HELP

How to create a My Rotary account

How to pay your club invoice

How to add a member

How to remove a member

Manage ▸ Club Admin ▸ Club Admin

CLUB ADMINISTRATION

PAGE GUIDE

CLUB FINANCES

Club Invoice
View your club's invoice, pay dues with a credit card, or update invoice preferences
Club invoice | Daily club balance report | Edit invoice preferences | About the club invoice | Rotary exchange rates

CLUB & MEMBER DATA

Update Member Data
Report membership changes within 30 days, or by 1 January or 1 July, to ensure your club invoice reflects the latest information. Record new member sponsors so they receive recognition.
Add, edit, or remove members | Add, edit, remove club officers | Record a new member sponsor

Update Club Data
Provide club information for the Official Directory.
Update meeting details | Update mailing address and contact information | Edit vendor partner organization

Manage Membership Leads
Review your online membership leads for prospective, referred, and relocating or returning members. Then assign and track your candidates through the membership process – from inquiry to induction.
View or manage leads | About the membership leads program

Manage ▸ Club Admin ▸ Club Admin

CLUB SPONSORSHIPS

Rotaract
Help young adults develop leadership skills and take action in your community.
Rotaract club certification form | About Rotaract club sponsorship

Interact
Sponsor a club for youth ages 12-18.
Interact club certification form | About Interact club sponsorship

Satellite Club
A satellite club is a transitional step on the way to becoming a full, independent Rotary club.
Satellite club member information form | Satellite club application | Satellite club FAQ

Rotary Community Corps
A Rotary Community Corps is a group of non-Rotarians who carry out and support local Rotary club projects.
Sponsor a Rotary Community Corps

Twin Club
Commemorate your twin club partnerships.
Certificate of Recognition

Manage ▸ Club Admin ▸ Club Admin

CLUB GIVING

Online

Make a contribution to The Rotary Foundation or to a Foundation-approved project on behalf of your club or club members.

Contribute to a Foundation-funded project | Contribute on behalf of club or club members | Multiple donor form | Individual contribution form

Printable Forms

Send printed forms to The Rotary Foundation with your credit card number or check, or as soon as a wire transfer is initiated.

Multiple donor form | Individual contribution form

Manage ▸ Club Admin ▸ Club Admin

FORMS & INSTRUCTIONS

Name Change
Notify Rotary about a proposed change to your club's name or locality.
Name change form and instructions | Locality change form and instructions

Merger
Step-by-step instructions on how to merge two clubs.
Club merger forms and instructions

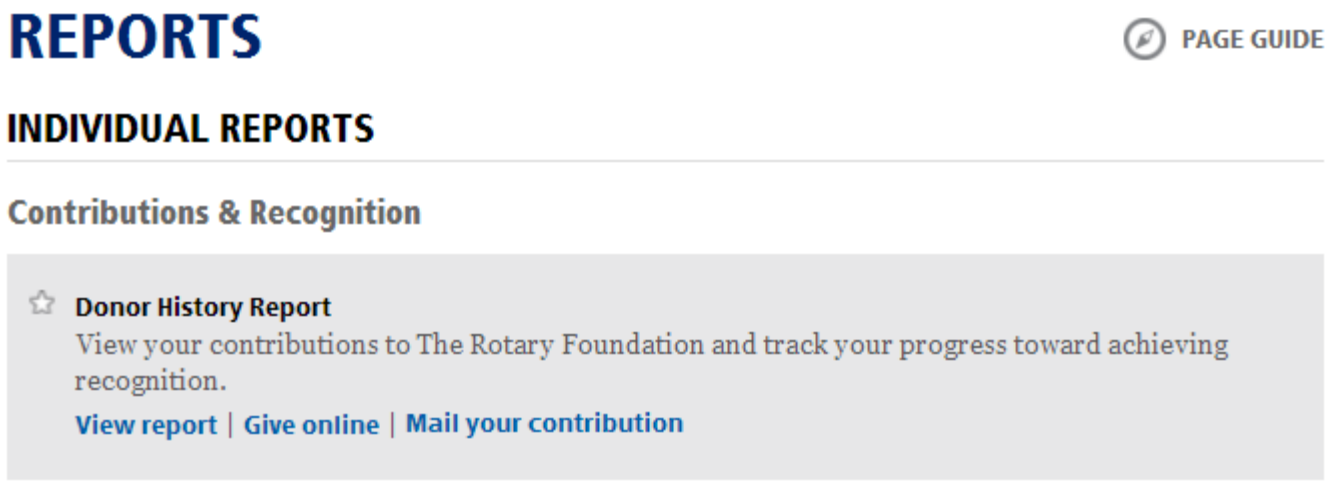
Member Confirmation
Confirm membership and financial standing for former club members.
Confirmation form

Insurance and IRS (U.S. only)
Access resources about the U.S. Rotary club and district liability insurance program and tax forms.
U.S. Rotary club and district liability insurance program | IRS forms and instructions

OFFICIAL DIRECTORY

Official Directory
Search clubs and districts in the Official Directory, or update your preference.
Search | Update preferences

Manage ▸ Club Admin ▸ Reports



Manage ▸ Club Admin ▸ Reports

CLUB REPORTS

Membership

Rotary Club Members
Active and terminated members of your Rotary club
View list

Club Data
Club Growth, Member Viability and Growth, Membership Termination Profile, Members in a Club, Goal History by Club, Goals and Achievements by Club, Sponsor Relationship Information
View reports

Membership Leads
Find a list of active and historical leads in the Membership Leads Report. Review demographics of your leads, and see the average time to admit them in the Membership Leads Executive Summary.
View reports | About the membership leads program

Manage ▸ Club Admin ▸ Reports

Contributions & Recognition

Club Giving
Benefactor Report, Club Recognition Summary, EREY Eligibility, Major Donor, Arch Klumph Society and Bequest Society Report, Club Fundraising Analysis, Paul Harris Society Report
View reports

SHARE
Annual Fund-SHARE contributions for each club in a district, source of District Designated Fund.
View report

Awards

Presidential Citation
Plan and report your club's accomplishments for the Presidential Citation.
View Rotary club report | View Rotaract club report | Verify Interact clubs | About the program

Alumni

Program Participants & Alumni
Current and past program participants by district.
View report

Manage ▸ Club Admin ▸ Reports

DISTRICT REPORTS

Membership

Trends by District
New Clubs Chartered by Rotary Year, Terminated Clubs by Rotary Year, 5-Year History of Membership Start Figures, Membership Comparison to 1 July, Membership Progress to Goal
View reports

Member Recognition by District
Member Sponsorship Recognition Summary
View report | About the program

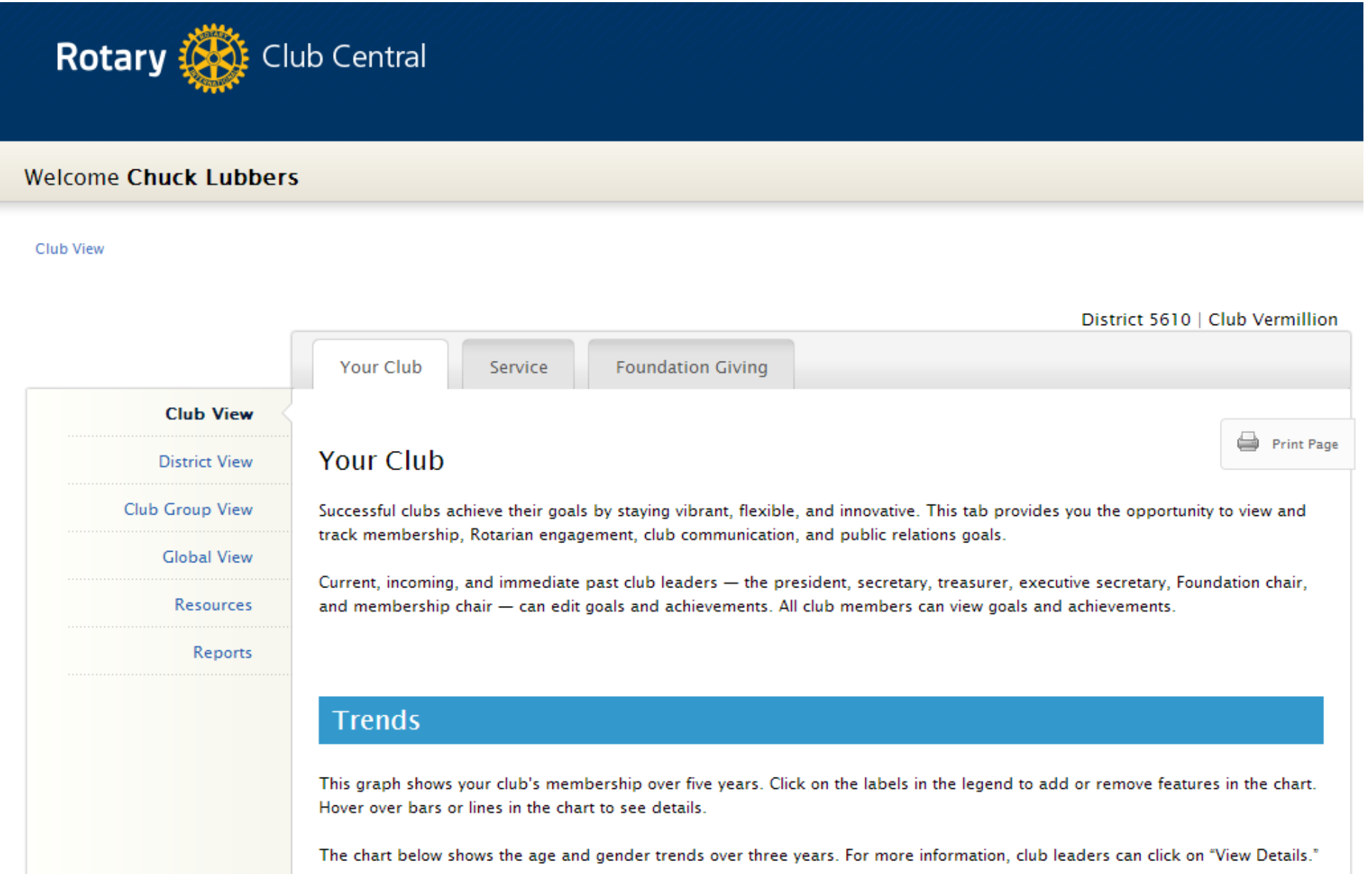
Contributions & Recognition

SHARE
Annual Fund-SHARE contributions for each club in a district, source of District Designated Fund.
View

Awards

Presidential Citation
Check the progress for the clubs in your district toward earning a Presidential Citation.
Verify Interact clubs

Manage ▸ Club Admin ▸ Club Central



Manage ▸ Club Admin ▸ ???

Questions about the Club Administration site?

Manage ▸ Brand Center ▸

Rotary

Our Story | Guidelines | Logos | Materials | Ads | Images & Video

GUIDELINES

Apply our messaging and visual guidelines to your communications to tell Rotary's story in a consistent and

LEARN MORE

Rotary

LOGOS

Download high-resolution logos and Rotary graphics.

LEARN MORE

Brand Center:

- Our Story
- Guidelines
- Logos
- Materials
- Ads
- Images & Video

Manage ▸ Brand Center ▸ Our Story

Rotary

Our Story | Guidelines | Logos | Materials | Ads | Images & Video

Brand Center | Our Story

TELLING OUR STORY

Our identity is more than our logo and colors. It is the essence of who we are and what we do. The Strengthening Rotary initiative helps us tell that story in a compelling way. By providing a clear and consistent image of what Rotary stands for and how we differ from other charitable organizations, we offer prospective members, donors, and other stakeholders a compelling reason to engage with us.

Research conducted among Rotary members worldwide revealed insights about who we are

- Rotary members are responsible leaders, both socially and ethically. We define leadership by mindset and approach, not labels or titles.
- Connecting with each other and our communities will always be the driving force behind Rotary.
- Rotary affects local communities on a global scale to create lasting change.

We found our voice:

DOWNLOADS

Identity at a Glance >

Voice and Visual Identity Guidelines >

Messaging Guidelines >

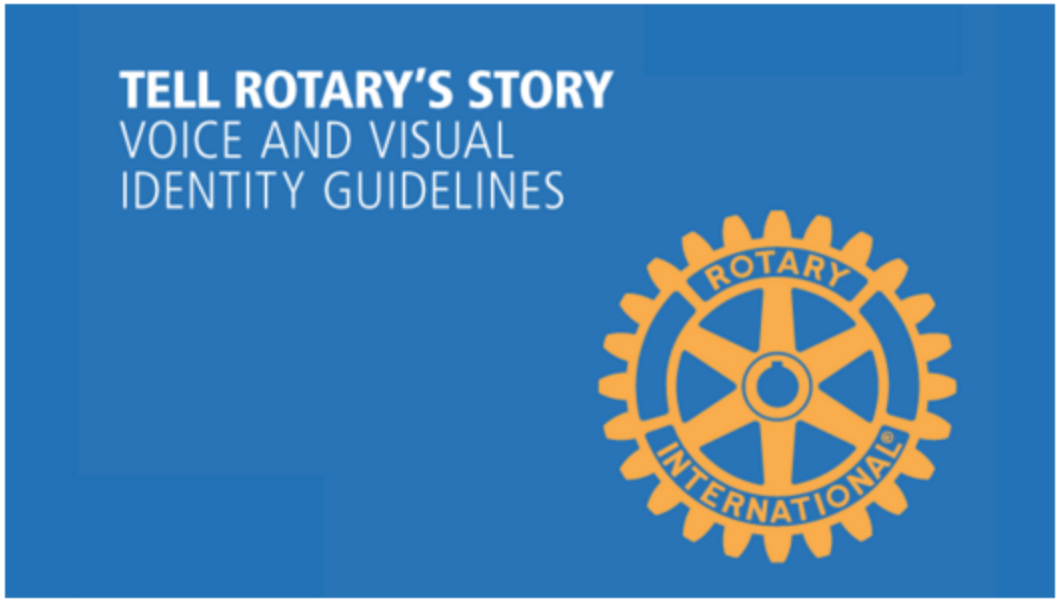
Ideas book: Our Identity in Action >

Rotary Brand FAQs >

Quick Start Guide for Club Websites >

Manage ▸ Brand Center ▸ Guidelines

GUIDELINES



We have a powerful story to tell, and it's up to all of us to protect, promote, and deliver our message in all of our interactions. By speaking, writing, and designing in a unified voice and look, we ensure that our communications are unmistakably Rotary.

Applying a consistent and clear Rotary style in all of our communications is vital to strengthening our image and enhancing our reputation as a world-class organization. These downloadable resources and guidelines allow each club and district to work independently while maintaining a consistent identity throughout the organization.

These materials are just the beginning of what we plan to offer. Check back often over the coming months to see what new resources are available to help you tell Rotary's story.

Use these supporting resources to help you apply Rotary's logo and graphics guidelines.

- Rotary Brand FAQs
- Voice and Visual Identity Guidelines
- Messaging Guidelines
- Identity at a Glance
- Ideas Book: Our Identity in Action
- Quick Start Guide for Club Websites

DOWNLOADS

Identity at a Glance >

Voice and Visual Identity Guidelines >

Messaging Guidelines >

Ideas book: Our Identity in Action >

Rotary Brand FAQs >

Quick Start Guide for Club Websites >

Visual Identity Guidelines: Young Leaders >

Manage ▸ Brand Center ▸ Logos

Rotary

Our Story | Guidelines | **Logos** | Materials | Ads | Images & Video

ROTARY LOGOS | TEMPLATE | PROGRAM LOGOS | FOUNDATION LOGOS | THEME LOGOS

ROTARY LOGOS

Incorporate Rotary's logo into your club or district communications.

VIEW

TEMPLATE

Create your own club, district, or program logo.

VIEW

PROGRAM LOGOS

Use logos and graphics to promote Rotary's programs, including Rotaract and Interact.

VIEW

FOUNDATION LOGO

Use The Rotary Foundation logo in your club or district communications.

VIEW

THEME LOGOS

Use the theme logos to promote the presidential theme and citation in your Rotary club or district communications.

View >

ABOUT ROTARY LOGOS

Read an overview on how to use Rotary logos.

Learn more >

FURTHER ASSISTANCE

If you can't find the logo you're looking for, contact Rotary staff.

graphics@rotary.org >

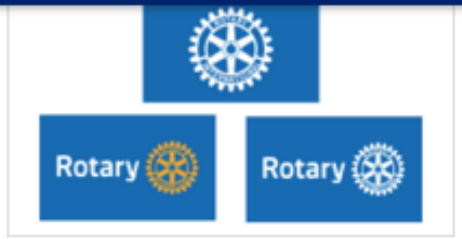
Manage ▸ Brand Center ▸ Materials

Rotary

Our Story | Guidelines | Logos | Materials | Ads | Images & Video

FLAGS AND BANNERS | PRESENTATIONS | CREATE YOUR OWN | MEMBERSHIP MATERIALS

EVENT RESOURCES | PRESS RELEASE | NEWSLETTERS



FLAGS AND BANNERS

Give your Rotary flag or banner a fresh and professional look. Download the color and background that best fits your needs.

VIEW

CREATE YOUR OWN

Use our online tool to customize your club's logo and create a brochure that showcases your activities and projects.

VIEW

MEMBERSHIP MATERIALS

Download Rotary's Membership Certificate and Membership card.

VIEW

EVENT RESOURCES

Download and create a poster or flier to promote your club's next project or event.

View >

PRESENTATIONS

These templates, available in light and dark backgrounds, give your presentation a professional look so you can focus on creating your content.

View >

NEWSLETTERS

Give your club's newsletter a fresh new look by downloading our new templates.

PRESS RELEASE

Give your press release a clean and professional look by downloading this updated template.

Manage ▸ Brand Center ▸ Ads

Rotary

Our Story | Guidelines | Logos | Materials | Ads | Images & Video

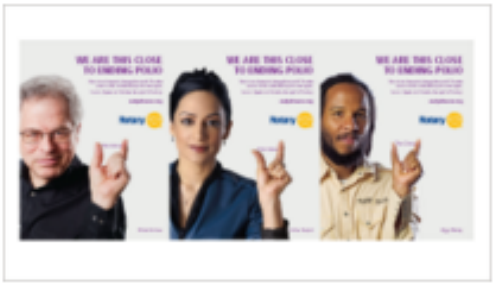
BROADCAST | PRINT | OUTDOOR

ADS

BROADCAST

Spotlight Rotary's efforts to eradicate polio on your local television stations with a 30-second broadcast-quality This Close public service announcement.

VIEW



PRINT

Promote polio eradication using This Close campaign print materials, which feature our celebrity polio eradication ambassadors.

VIEW

OUTDOOR

Promote Rotary in your community by creating billboards and other outdoor signage with our new visual identity.

VIEW

Manage ▸ Brand Center ▸ Images-video

Rotary

Our Story | Guidelines | Logos | Materials | Ads | Images & Video

BROADCAST ADS | ROTARY VIDEOS | IMAGES

BROADCAST ADS

Spotlight Rotary's efforts to eradicate polio on your local television stations with a 30-second broadcast-quality This Close public service announcement.

VIEW

ROTARY VIDEO

Capture Rotary's essence with one of our Doing Good in the World videos, or use the This Close video to keep the fight to eradicate polio moving forward.

VIEW

IMAGES

Images play an integral part in telling Rotary's story. Select photos that reflect Rotary's work and membership.

VIEW

LOOKING FOR MORE IMAGES?

Search our image database to find thousands of additional photos you can download free to enhance your club's website and publications.

View photo library >

Manage ▸ Brand Center ▸ ???

Questions about the Brand Center site?

COMMUNITY MARKETPLACE

What do you want to do?

I want to...

OFFICIAL ROTARY APPS

Use our free apps to search for clubs, make the most of the Rotary International Convention, and get discounts on products and services, all from your smartphone or tablet.

Learn more

MARKETPLACE APPS

See what apps are being created by Rotarians and friends of Rotary to help our members achieve more.

Learn more

CLUB MANAGEMENT SYSTEMS

Link your club or district database directly to Rotary International's member database.

Learn more

ONLINE RESOURCES

Find online tools and websites created just for Rotary and Rotaract members.

Learn more

SUBMIT A RESOURCE

Send us your online resource for review. It must be Rotary-related. Please include a brief description.

Contact us

PRODUCTS & SERVICES

As a service to you, we offer a variety of products and services to help you learn more and do more in Rotary. Visit shop.rotary.org to find a publication or video that meets your need. Contact one of our more than 160 licensed vendors for Rotary-branded merchandise or take advantage of exclusive membership benefits, like Rotary Global Rewards.

What do you want to do?

I want to...

SHOP.ROTARY.ORG

Whether you're looking for resources for your new member orientation, inspiration for your next club meeting, or manuals for your leadership training seminar, you'll find a wealth of materials in Rotary's online store.

Use your Amazon account to order books, DVDs, brochures, and training materials. Shipping is always free.

Take me to the shop

LICENSED VENDORS

SPECIAL OFFERS

Enjoy personal and professional savings through Rotary's credit card and Citrix Online.

See offers

ROTARY GLOBAL REWARDS

Explore the discounts and special offers available to Rotary club members through our member benefit program.

Explore rewards

SUBMIT A RESOURCE

Send us your online resource for review. It mu be Rotary-related. Please include a brief description.

Contact us