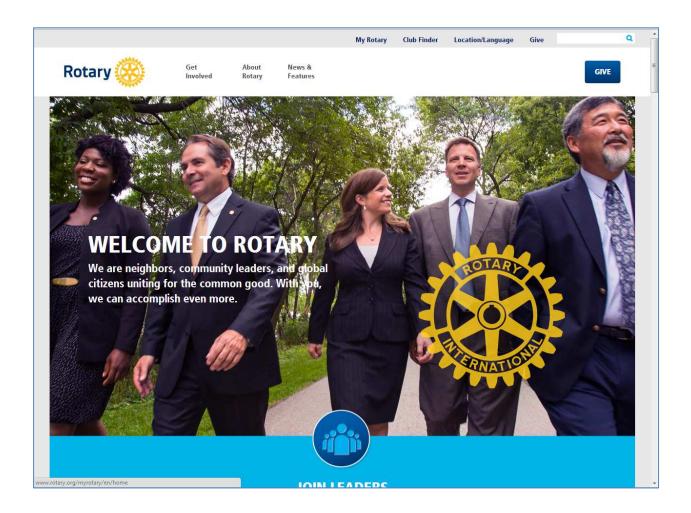
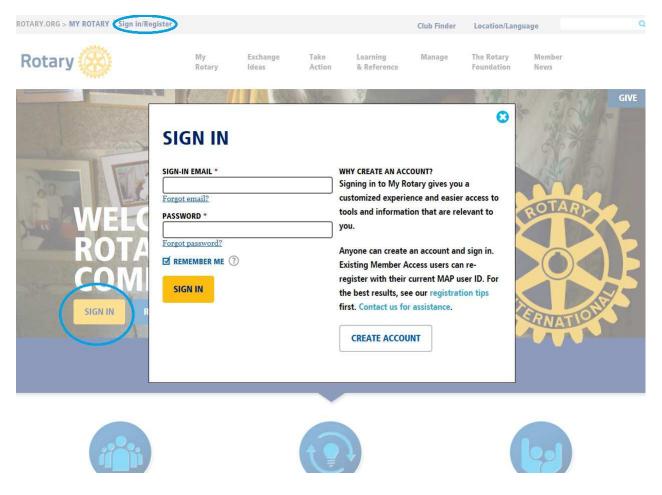
How to generate the pre-populated Multiple Donor form:

1. Login to www.rotary.org

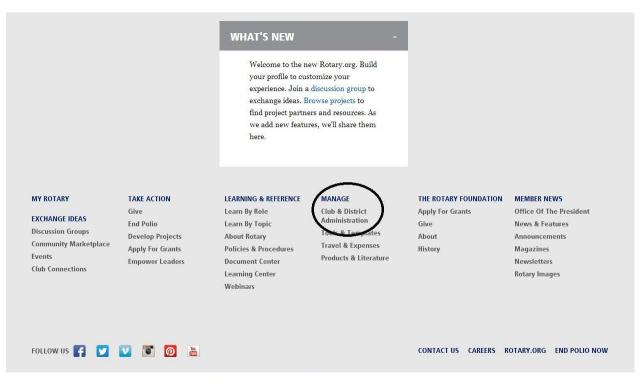


2. Click on Sign in tab. This will populate an additional sign in screen. Please login with your sign in email address as your user ID and your password and click Sign in.



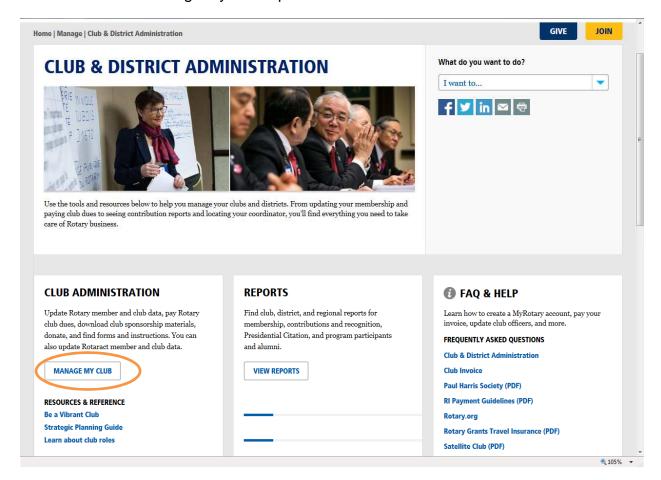
(Note: If you have not yet registered then click on create account and you will be able to complete the registration process).

3. Scroll to the bottom of the page. Under "Manage" tab select the club and district administration tab.

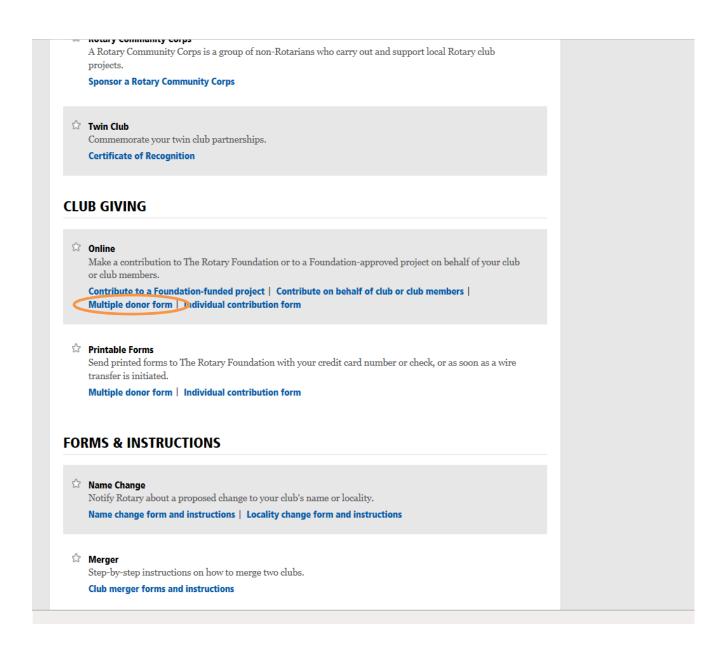


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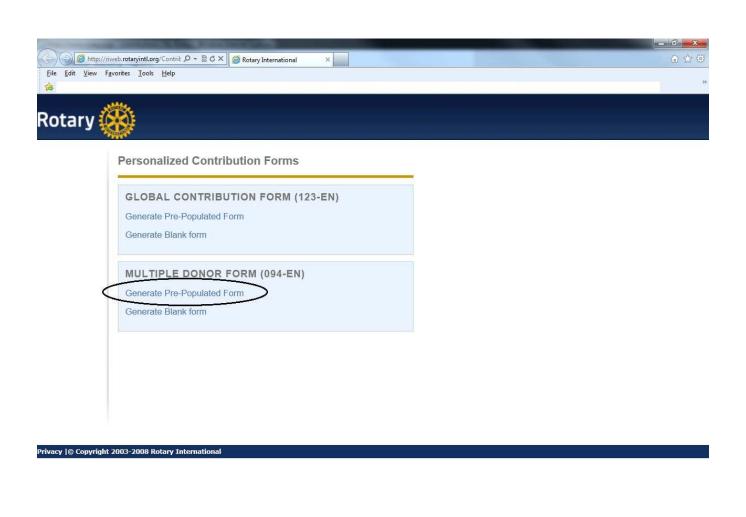
4. Select the Manage My Club option under the "CLUB ADMINISTRATION" tab:



5. Scroll down till you see the section titled Club Giving, select the Multiple Donor Form in the Online section



6. Select "Generate Pre-Populated Form" under "Multiple Donor Form (094-EN)".



7. Select the names of Individual members or use "Select All" at the top of the list. Once you click on Generate form on the bottom of your screen, you would see the form prefilled with names and Id of Club Members.

