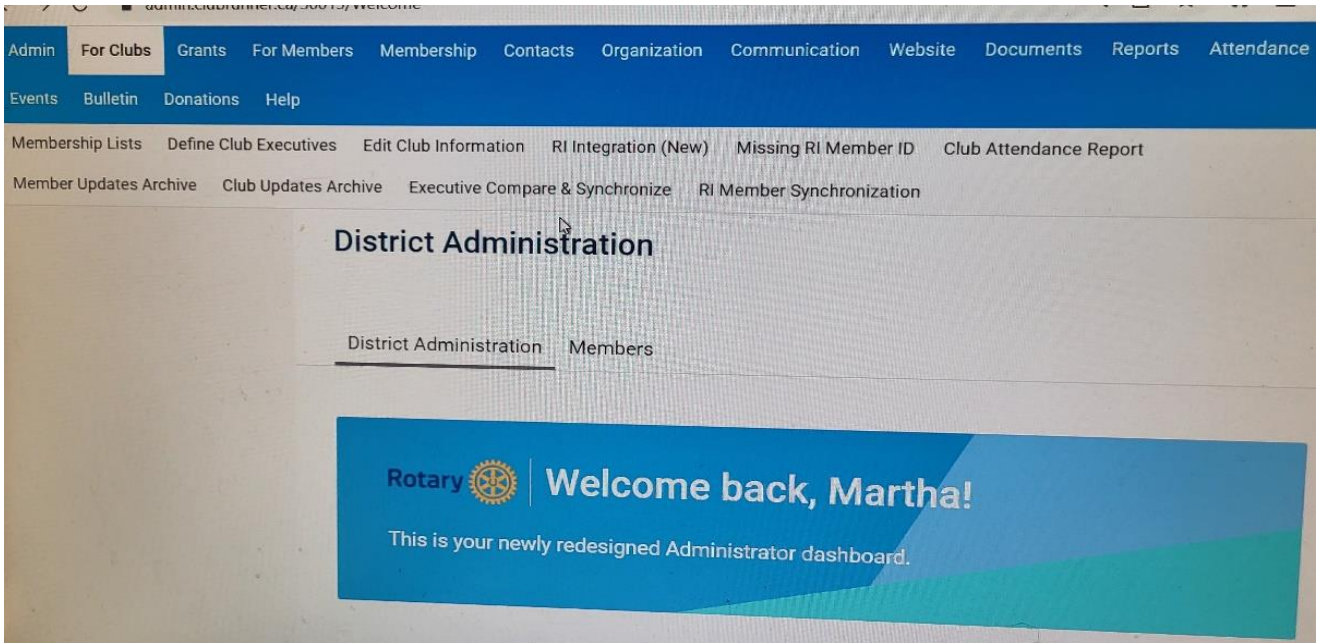


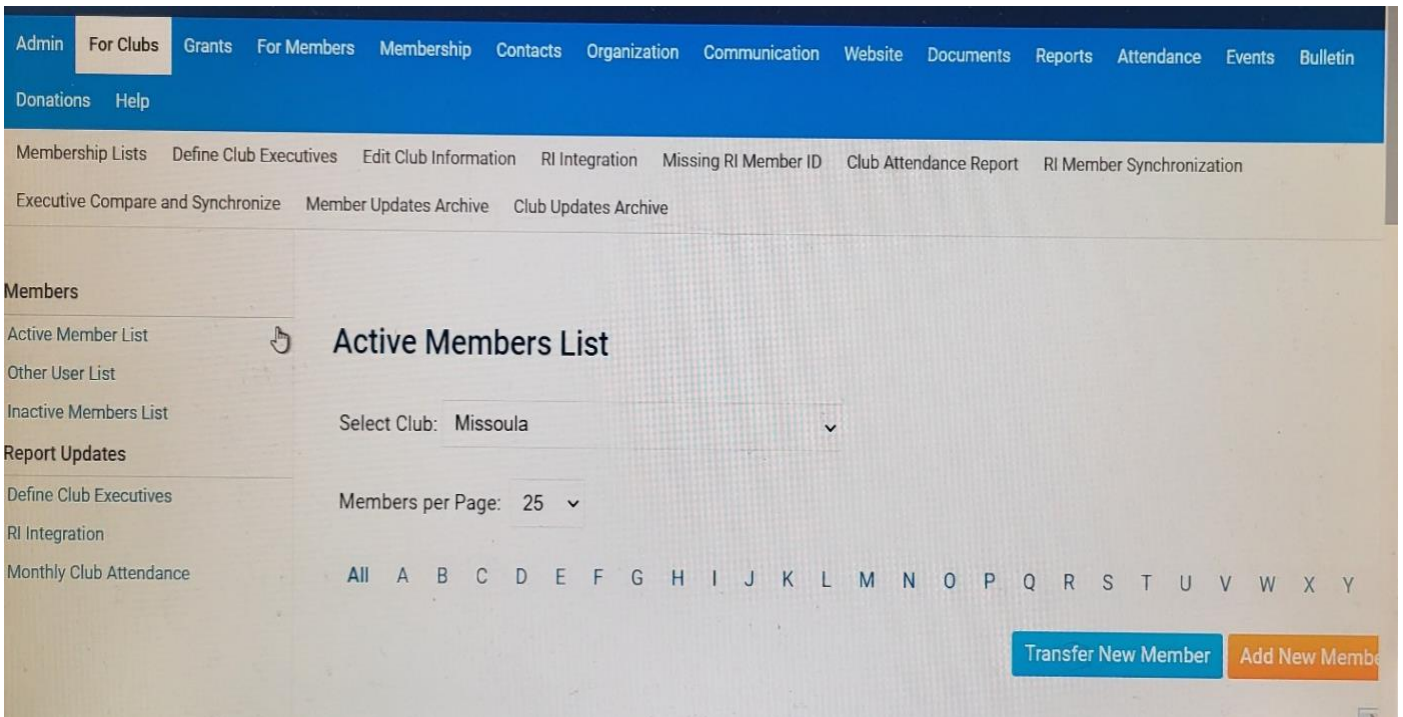
DISTRICT TRAINING JANUARY 2023

ADDING A NEW MEMBER

On Website click on FOR CLUBS



Click on Membership Lists



Click on Add New Member

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Transfer New Member Add New Member

Email	<input type="checkbox"/> By First Name	Name ▲	Type	Access	Action
		Albrecht, Fran	Active	70	Designation Change Status Reset Password
		Beach, Greg	Active	70	Designation Change Status Reset Password
		Belts, Laurreta	Active	70	Designation Change Status Reset Password
		Bender, Ronald	Active	70	Designation Change Status Reset Password
		Colman, Rebecca	Active	70	Designation Change Status Reset Password
		Conklin, Robert	Active	70	Designation Change Status Reset Password
		Covert, Robert	Active	70	Designation Change Status Reset Password
		Curtis, Kim	Senior Active	70	Designation Change Status Reset Password
		Dale, Lon	Active	70	Designation Change Status Reset Password
		Dawson, Diane	Senior Active	70	Designation Change Status Reset Password

Enter Information on Member (You need to assign a number to member)

Membership Type * Active

Sponsor N/A

Rotary Member No.

Date Joined Club * Jan 06, 2023

Integration Options

Report this new member to Rotary International

Do NOT report this new member to Rotary International

Member Details

Title

First Name *

Middle Name

Last Name *

NOTE: Make sure you check Report this new member to Rotary International

ENTER MEMBER DETAILS

Member Details

Title

First Name *

Middle Name

Last Name *

Suffix

Email

Gender *

Address

Preferred Address Home Work

ENTER ADDRESS

Address

Preferred Address Home Work

Address Line 1 *

Address Line 2

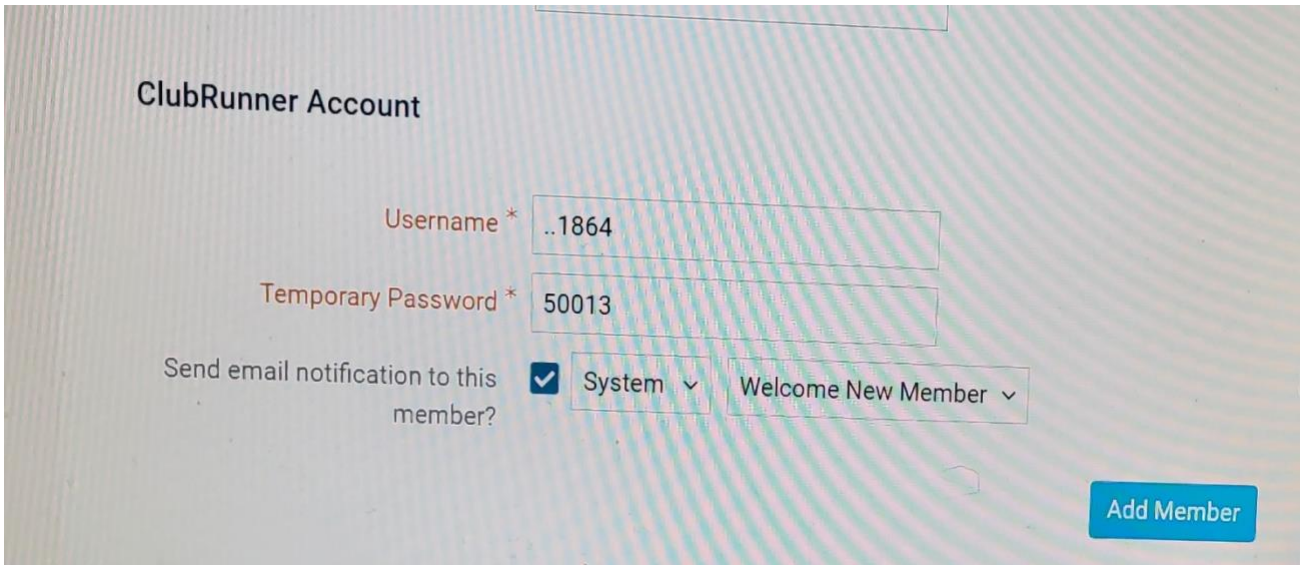
City *

Country *

State:

Zip Code

ASSIGN USER NAME AND PASSWORD FOR MEMBER – CLICK ON SEND EMAIL TO NEW MEMBER



ClubRunner Account

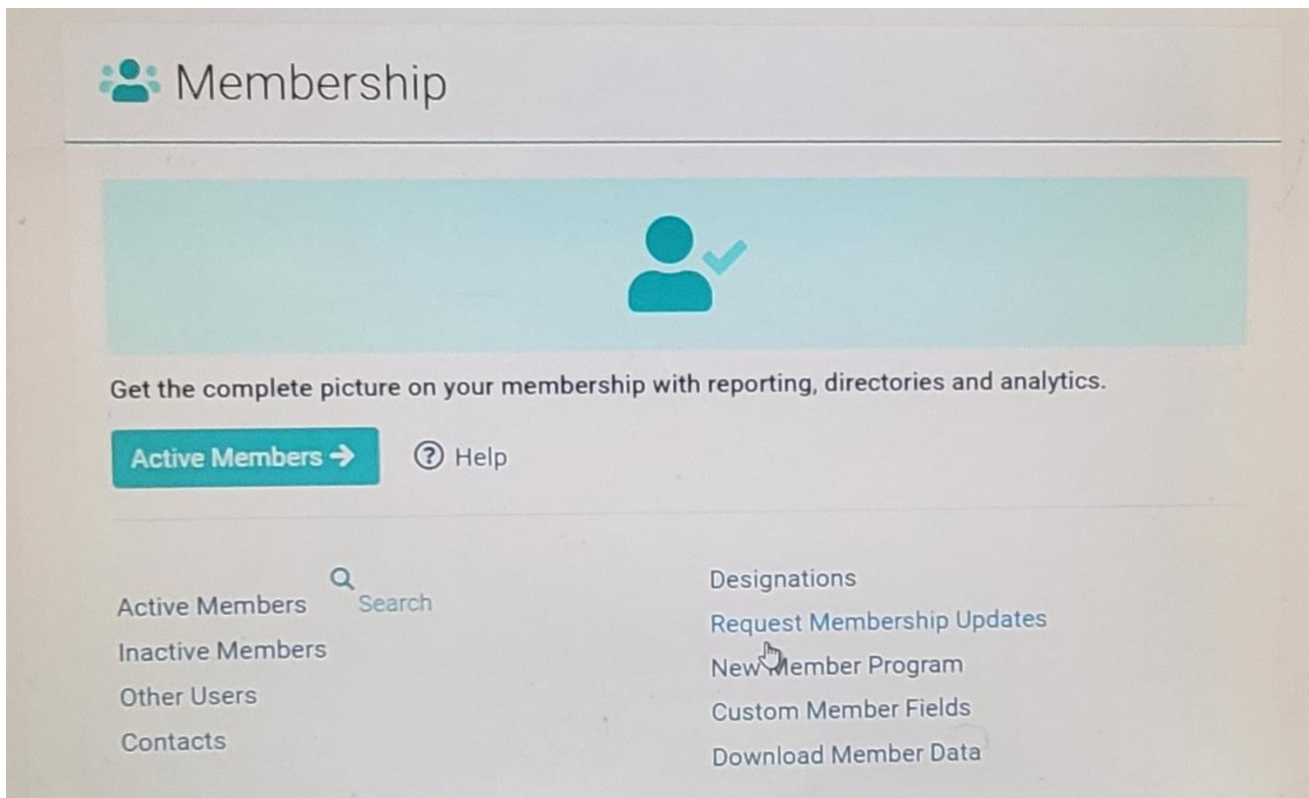
Username * ..1864

Temporary Password * 50013

Send email notification to this member? System Welcome New Member

Add Member

IF USING YOUR CLUB WEBSITE GO TO THIS SECTION AND FOLLOW SAME STEPS



Membership

Get the complete picture on your membership with reporting, directories and analytics.

Active Members → ? Help

Active Members Search

Inactive Members

Other Users

Contacts

Designations

Request Membership Updates

New Member Program

Custom Member Fields

Download Member Data