INSTRUCTIONS FOR ADDING A TRANSFERRING OR FORMER MEMBER TO YOUR ACTIVE MEMBER LIST:

If you are NOT using ClubRunner as your Club Website, you will need to re-add this former member to your ACTIVE member list on both the District and Rotary International Websites.

Rotary International Website:
1. Go to www.rotary.org and click on MY ROTARY. When the SIGN-IN/REGISTER box appears, click on it and login.

2. Click on MANAGE and then CLUB ADMINISTRATION.
3. Click on Add/Edit/Remove Member. (At this point, you may be asked to Confirm your Role in the Club. Click on the Button that shows your Club Office and then click on Continue.) The page with your current Club Membership Roster will come up.
4. Click on Add Members.
5. Click on Search for an Existing Member.
6. If you have the member's ID number, type that into the proper box and click on SUBMIT at the bottom. If you do not have this number, type in the member's Last Name and in the Select Country Box drop-down menu, choose United States. Then click on SUBMIT. A list will come up that shows your member's name and their last Rotary Club.
7. Click on the member's name and their profile page will appear.
8. At the bottom of the page, select the Member Type (Active) and the Date of Admission.
9. Click on the Add Member and Update Contact button at the bottom.
10. Return to your Members Page and your previous member should now appear on your roster. If any of his/her contact information has changed, click on the Contact Information at the top of the page and make the changes.

Rotary District 5580 Website:
1. Go to www.clubrunner.ca/5580 and login.
2. Click on Member Area at the top of the HOME page. This will take you to the Admin Page.
3. In the FOR CLUB EXECUTIVES Section (bottom right of page), click on **Inactive** Members List. (Note: This instruction will work provided that your member was terminated on the District Website. If you do NOT see your member's name on the Inactive Members List, contact Diane at the District Office for other instructions.)
4. On your Inactive Members List, click on the name of the Inactive Member. His/Her Profile page will appear. Click on the Rotary Tab. Click the Edit button.
5. In the Membership Type drop-down menu, select Active. Insert the date of reactivation. Type in the Membership Number if you have it. Click the SAVE Button.
6. Return to the Admin page. This member should now appear in your ACTIVE Members List.

For questions or assistance, contact the District Office.
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Rev. 09/24/14