Mini-Guide for maintaining Club information on the District 6000 website
www.rotary6000.org

If your club pays for its own ClubRunner website, you should login to that instead of the district website but your same password will work on both sites.
If you don't have a ClubRunner website, you can use the District's site for some functions, please read on.

If you have been **defined** as a Club Executive (officer) on the District website, when you login, Club Executives have viewing and editing access rights to your club information. The following guide explains the club level access rights and responsibilities for maintaining club data. Maintenance of your club information is user friendly.

A download from the Rotary International database was done in 2004. After this initial download, it is not possible to get data from RI to keep the District website updated; the only data that RI DOES provide is new member ID #s. You are expected to make any changes or additions to your membership and/or club information on an ongoing basis. **Keeping the District website updated does not automatically upload that information to the RI database. UNLESS you have switched on "Data Integration with RI" you still need to inform Rotary International.**

RI Integration (highlighted in yellow) Switch on Data Integration with RI (automatic)
By completing the process shown in this tab, changes made on a ClubRunner club website or the district website **will** automatically update to Rotary International, eliminating the need to report changes in two places!

Having club and membership information entered and current on the District website allows visitors to the website to have current information on your club to assist them with visiting your club. In addition, many District requirements and communications rely on accurate officer and membership data on the website. Some of the reasons it's necessary to maintain this data:

- If a member is not added to your membership list, he/she will not be able to Login or register for Events.

- If a member's "Member Profile" is not updated, others cannot effectively communicate with them.

- Current and Club Executives for next year should be defined on the website. Any change in club executives or their contact information should be communicated by phone or email to the District office to keep our records current.

While the club Secretary generally has the responsibility for maintaining a club's data on the District website, all Club Executives (that are defined) have access to your membership and can maintain this data. Always click on "SAVE" after making any changes.

Active Members List:
This provides a list of your club members in alphabetical order by last name. On the page, you can click on a member's email address to send them an email. You can also do the following:

1) **Print Club Members List:** You can copy/paste then print your members list from this page.
2) **Adding a New Member**: Click on the blue "Add New Member" icon above Reset Password. This will allow you to add a new member and their contact information which then becomes their **Member Profile.**

   Any and all information is appreciated in the Member Profile, but specifically email address, mailing address and a phone numbers are the most important. If a member has his/her email address in their Member Profile, they will receive the Newsletter, the E-News and an automatic email confirmation each time they are registered for a District event on the website.

   Member Type: This drop down box in the Member Profile allows you to mark this person's profile with the appropriate member type: Active or Honorary.

   At the bottom of the Member Profile page assign a Login Name and Temporary Password for each new member. Generally the Login Name consists of the first name(dot)last name followed by a four-digit number The user can change their password any time by going to the Administration page and clicking the "For Members" category. Click "Add Member" when you finish entering all the information.

   Advise your new member of their assigned Login Name and Temporary Password and how they can change it under the "For Members" category on the Administration page.

3) **Editing Existing Member Contact Information:** Click on the member's name on the membership-list page, click Edit, then add or correct the necessary information and click "Save".
4) **Member's Password:** If a member has never logged in or has forgotten their password, they can click on Login, then on 'New and existing users – Retrieve login and/or reset password" and the information will be emailed to them or contact the District 6000 Administrator who can reset the password.
5) **Members Leaving Your Club:** Mark a member as an ex-member by clicking Change status on that member's line on the membership-list.

Other Users List:
1) **Add New Member:** Clicking on the blue "Add New Member" allows you to enter a profile for someone other than an active member. Examples of this for non-Rotarians would be if you have a Staff person, such as an executive secretary, or Exchange Students, Corporate Members that are not the primary member, Interact or Rotaract students. By establishing them with an Other User's profile, they will have access to the website. Complete the profile including the Login Name and Password, click "Add Member" at the bottom.

Inactive Member List:
1) **Ex-Member Rejoins:** If an ex-member rejoins, click on that member's name, then on the gray Rotary tab, click edit and change the Membership Type to Active. Click "Save". You don't need to create a new profile.

Club Information Page:
This contains information including the location and time of your meeting. A website user can click "Club Directory and Contacts" on the home page in the left column and find the address and time of your meeting. They can also click on 'Map' to get driving instructions providing you have the street address entered. It is very important to keep this updated so that anyone wanting to visit your club can have accurate information. Click on "SAVE" after updating any club information.

Define Club Executives:

This section allows you to edit existing club executives or add a new position.

1) Clicking on the blue "Add a New Position" allows you to establish a new club position such as an executive secretary. Click on "SAVE" after adding a new position, then select the member holding this position by clicking on "Edit".
2) Clicking on "Edit" on a club position will give you a drop down boxes to change the position or select another member for this position should you have a change during the year. Clicking on "Clear" removes the person's name but not the position. Click on "SAVE".
3) Clicking on "Delete" on a club position deletes the position.

Club's executives for next year must be selected and entered by January of each year. The minimum offices that should be defined are: President, President Elect, Treasurer, Secretary, Foundation Chair, Membership Chair and Public Image Chair. At the page bottom, click "Carry over Executive & Director Positions to the Next Year", THEN go to Next Year and select each officer.

1) Click "Edit" next to each officer position. No typing is involved, just select the member from your members list and click "SAVE".

The Member Profile for each Club Executive must contain their mailing address, home and/or business telephone numbers, email address. This information is needed by the District Governor Elect as he/she begins planning for their Rotary year. If you don't define next year's executives on the website, you will be contacted to do so.

Club Attendance Record

This is where you enter your club's attendance data. This should be entered by the 15th of each month for the previous month's attendance. Click on "SAVE" after entering all fields of data. Each month's records remain on the website for the Rotary year giving you a snapshot of your club's attendance.

If you have not recorded the previous year's attendance in its entirety you can enter those figures by clicking on the blue "Enter Previous Year's Attendance" near the top right of the page.

If you need assistance with maintaining your club data just call the District office at 877-976-8279 or email dis6000admin@Lisco.com