My Rotary - www.rotary.org/myrotary
CREATING MY ROTARY ACCOUNT AND SIGNING IN

REGISTER FOR MY ROTARY

1. Go to www.rotary.org/myrotary and click **REGISTER**

2. Enter your first name, last name, an email address you wish to use as your sign-in emails. Then, confirm your age and click **CONTINUE**

3. Make sure to enter your first name and last name as they appear in Rotary International database.

4. If the system finds you, you will be notified to check your email to activate your account.

ACCOUNT REGISTRATION

Thank you for registering, you've completed the first step in the process. You will receive an email sent to your sign-in email with a link to activate your account.

5. If the system is not able to find you, you will be asked to provide more information about yourself.

CITY

POSTAL CODE / ZIP CODE

SECONDARY EMAIL

MEMBER ID

CLUB NAME

CONTINUE

6. After clicking **CONTINUE**, you will be notified to check your email to activate your account.

Rotary

ACTIVATE YOUR ACCOUNT

1. You will receive an email from Rotary International Support (donotreply@rotarymailing.org) to complete your rotary.org registration
2. When you click on Activate my account, you will be taken to the page below

ACCOUNT SET-UP

Thank you for activating your account. Just a few more steps to complete the process.

*Required

CREATE PASSWORD *
(8 characters minimum, at least one uppercase, one lowercase and a number.)

CONFIRM PASSWORD *

SECURITY QUESTION *
- select -

ANSWER *
(The answer to your security question must be at least four characters.)

CREATE ACCOUNT

3. Password must be 8 characters minimum, at least one uppercase, one lowercase and a number and must not contain part of the sign-in email.
4. Answer to the secret question must be more than 4 character long.
5. Click   **CREATE ACCOUNT**

Note: If you see a message below (*You have been granted non-member access to the site. If you are an active member of a Rotary, Rotaract, or Interact club please contact us at data@rotary.org so we can verify your information and provide you the correct level of access.*) Contact data@rotary.org with your Member ID and club name so that your online access is corrected.

SIGN IN TO MY ROTARY

1. Go to www.rotary.org/myrotary and click **SIGN IN**
2. If you forgot your sign-in email, contact data@rotary.org for assistance.
3. If you forgot your password, click Forgot Password under the password field. You will then be asked to enter your sign-in email.

4. You will receive an email from Rotary International Support (donotreply@rotarymailing.org) to reset you password.
5. When you click on Reset my password, you will be taken to the page below which you need to answer the secret question and provide a new password.

RESET PASSWORD

We need to verify your account, please enter the answer to your security question to reset your password.

USERNAME

@gmail.com

SECURITY QUESTION

What was the first name of your best friend from childhood?

ANSWER *

Please enter and confirm a new password.
NEW PASSWORD *

(8 characters minimum, at least one uppercase, one lowercase and a number.)

CONFIRM NEW PASSWORD *

CONTINUE

6. After clicking CONTINUE , you will be notified if you have sucessfully reset your password.