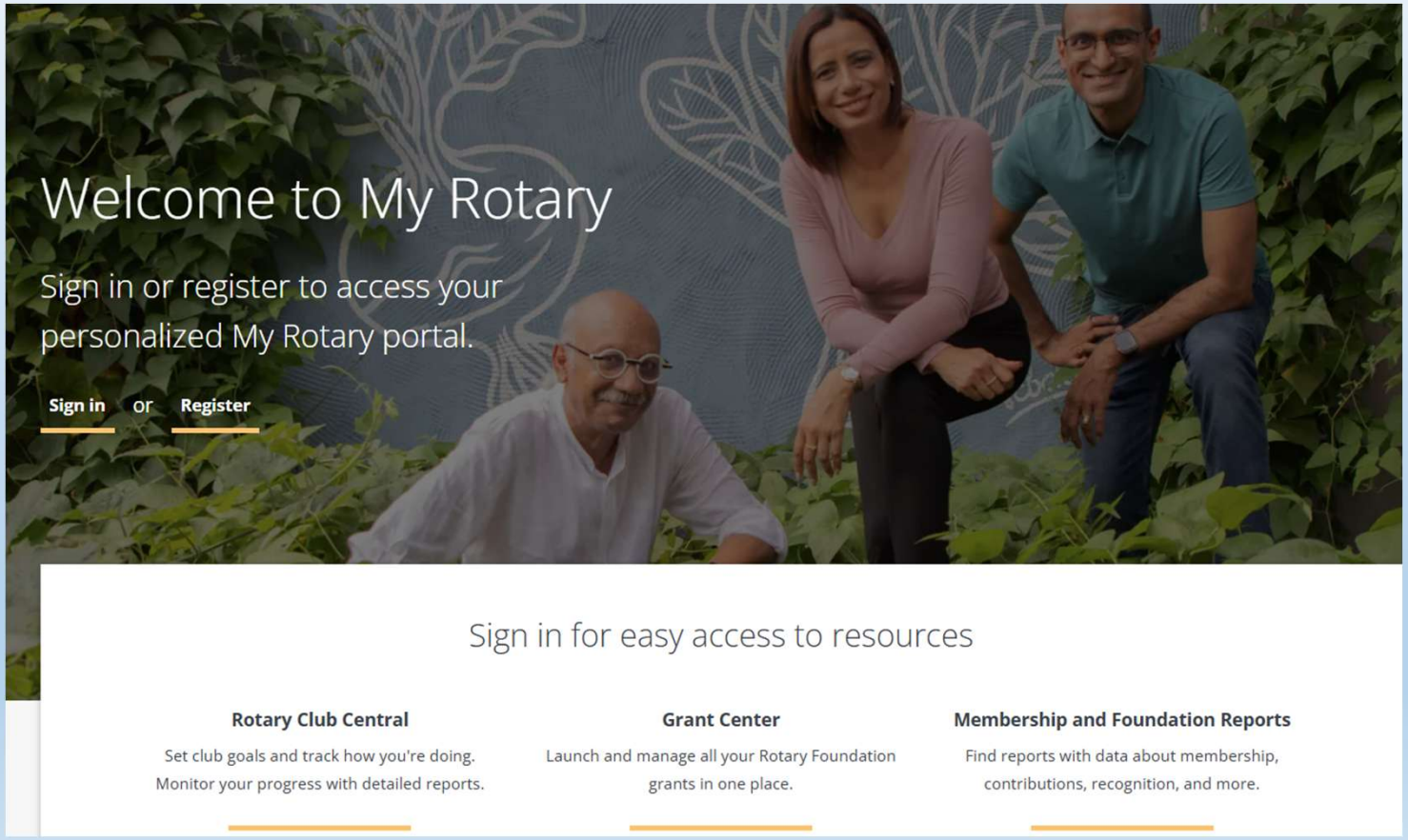
Join in!
Even if you can't join up
Rotary

I'M
A
PROUD
MEMBER
www.rotary.org

My.Rotary.org



Potential Issues with Sign In…

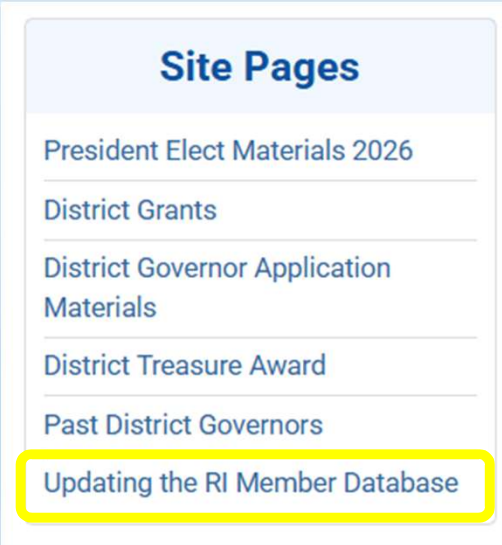
- Not remembering your login info
- Which email did I initially sign up with???
- What is my password???
- Do I actually have a login already?

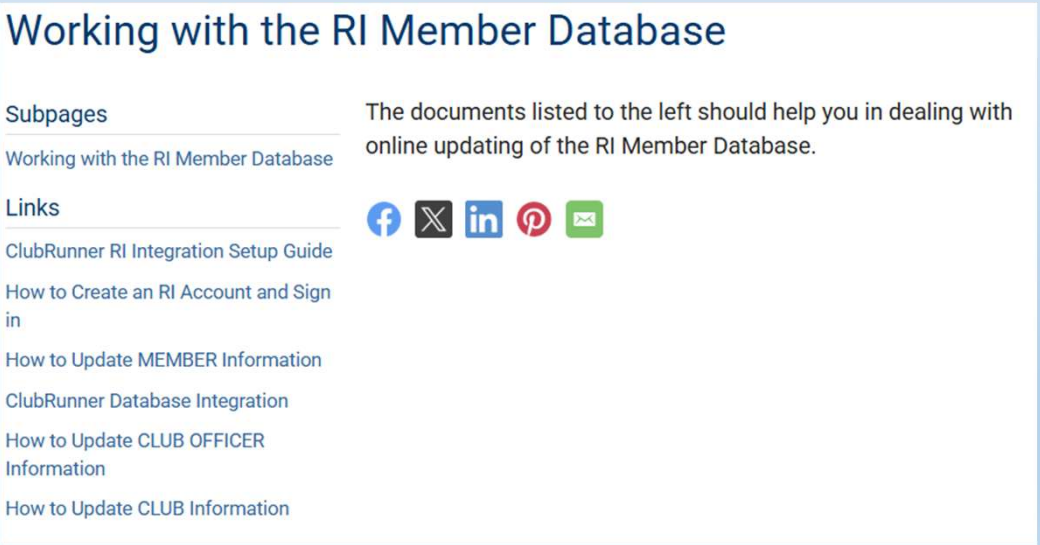
- Signing up – you may be creating a second account or
- You may be starting fresh!

- If you come up with issues, we can help.

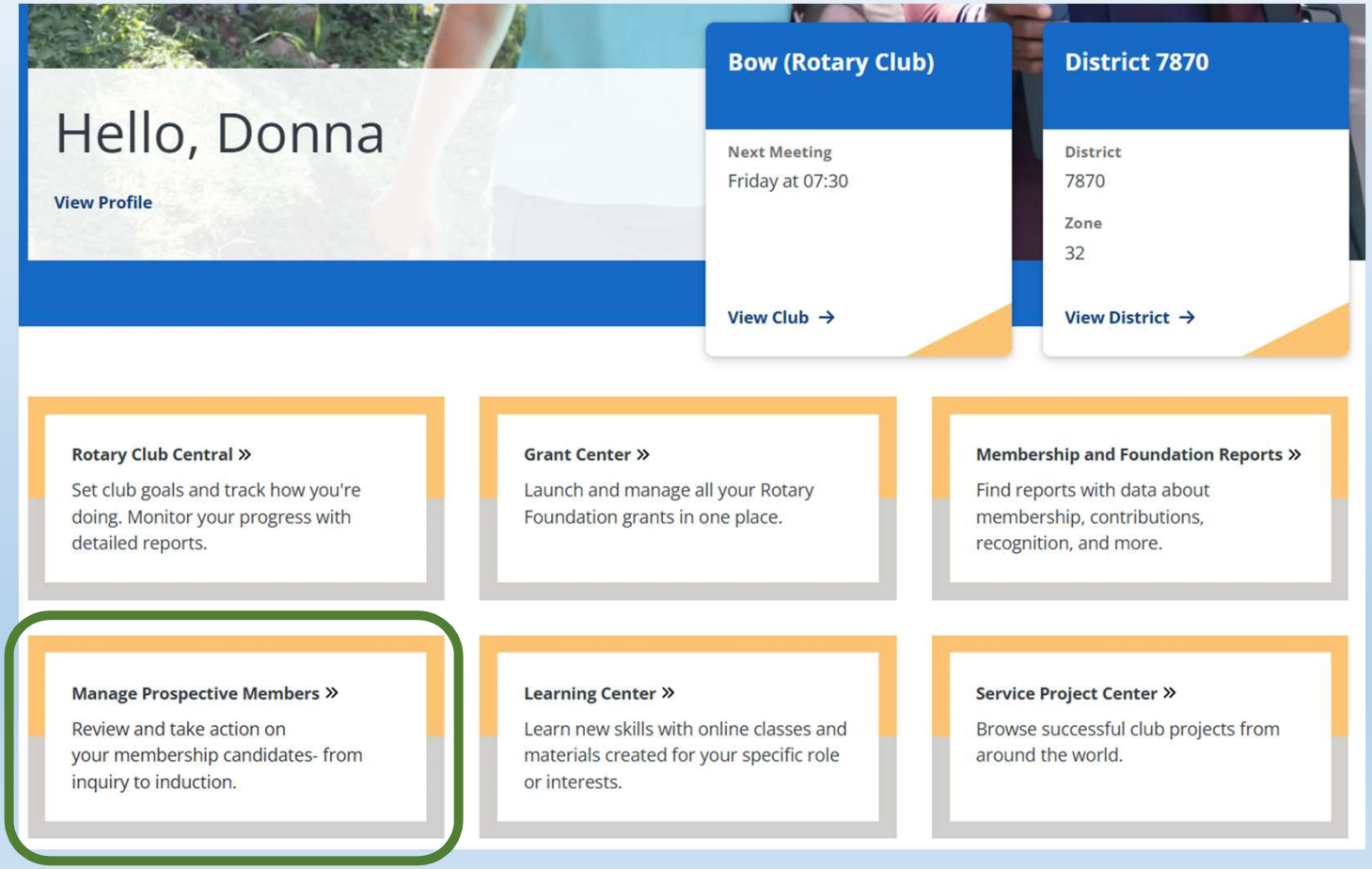
How to Sign up for MyRotary

- Go to rotary7870.org
- Sign In / Login
- Scroll to:





Once you’re in



Key Things to Know… automated system…

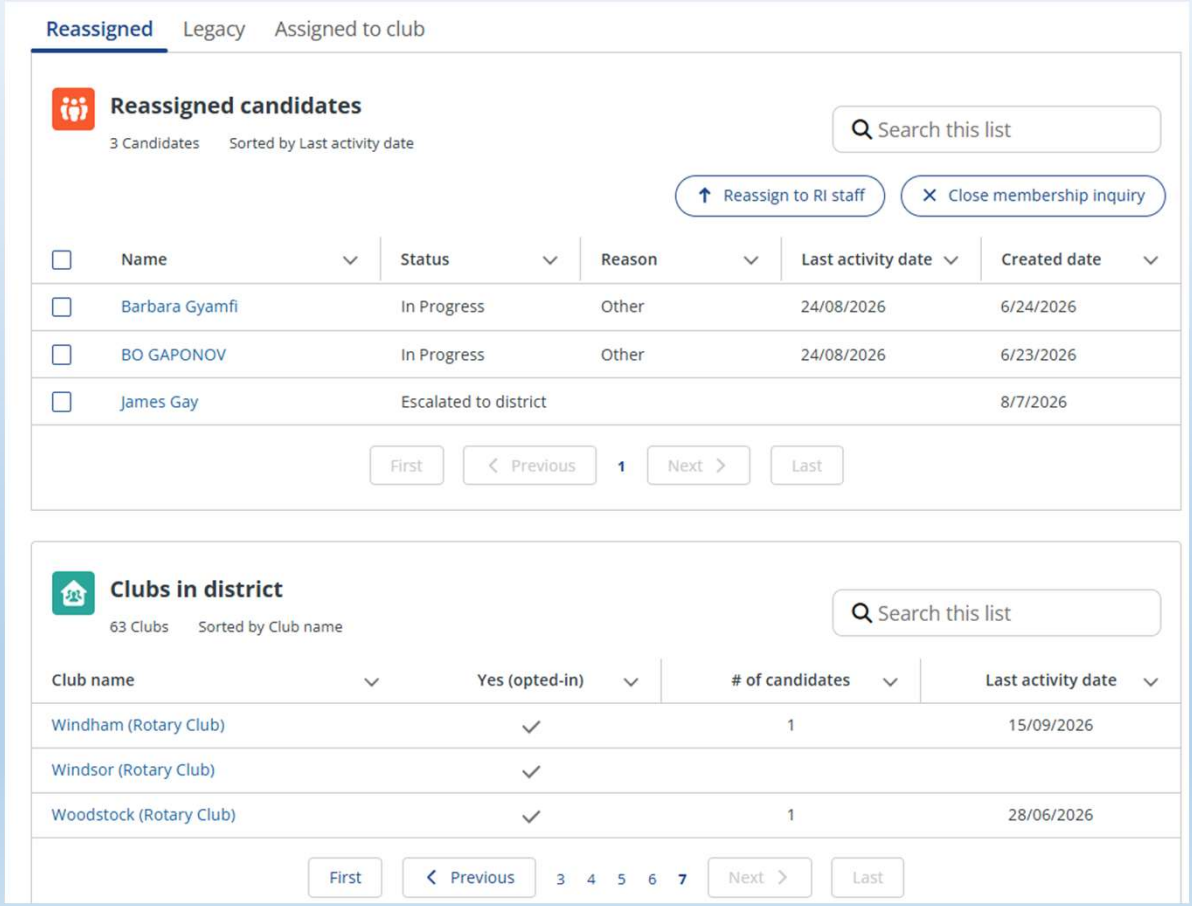
RECEIVING EMAIL NOTIFICATIONS

Your club's president, secretary, membership chair, and executive secretary/director will be notified automatically about each new membership inquiry. A link in the email message will take you to the candidate's record. If you're not already signed in to My Rotary, you'll be prompted to sign in or register for an account.

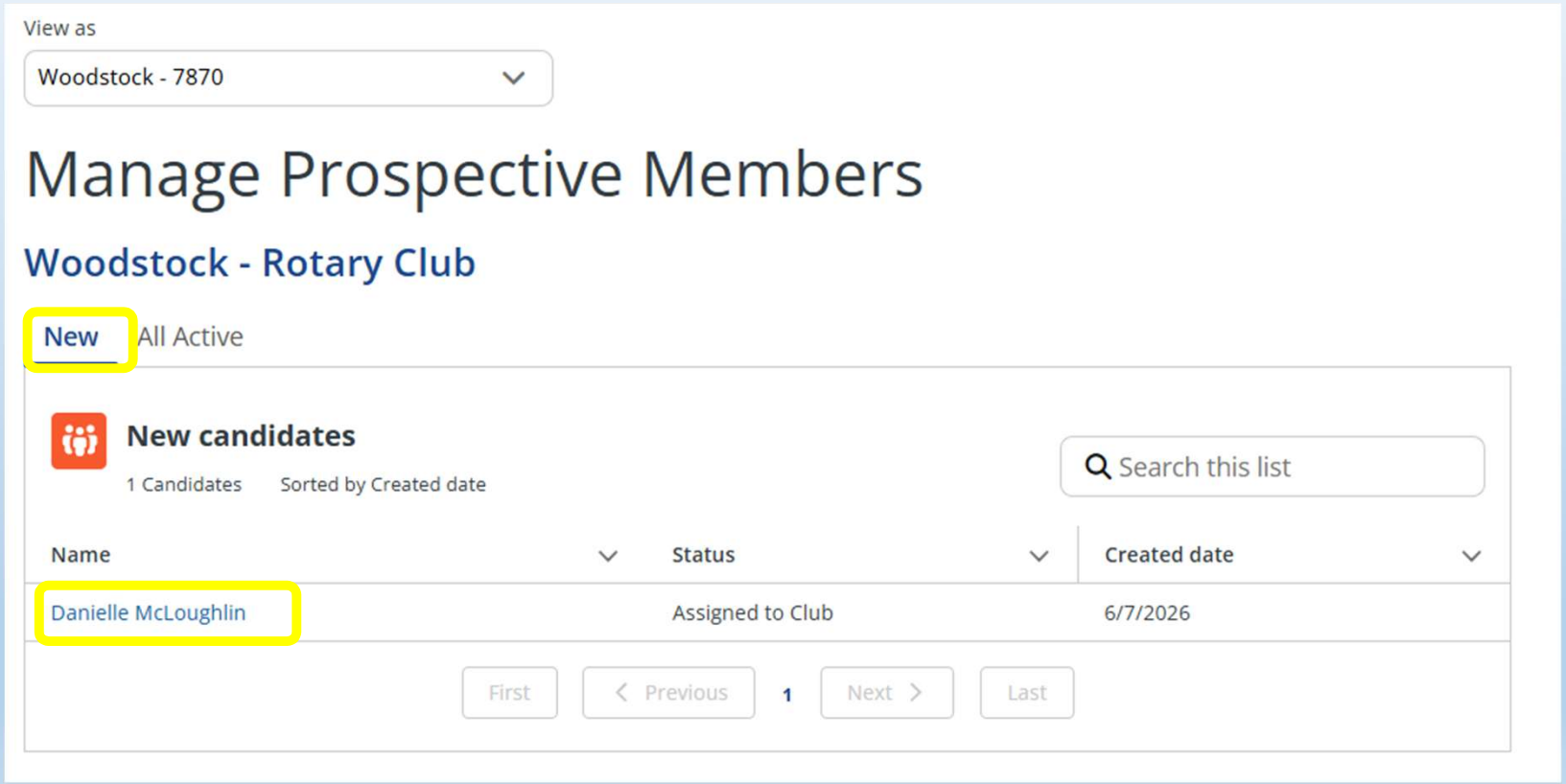
The club's officers will contact the prospective member to determine whether their club aligns with the person's interests. If they conclude that it doesn't, in most cases they should reassign the membership inquiry to the district. If the club doesn't contact the prospective member within 10 days *and* record their activity, the inquiry will be reassigned to the district automatically.

What a District Representative sees…

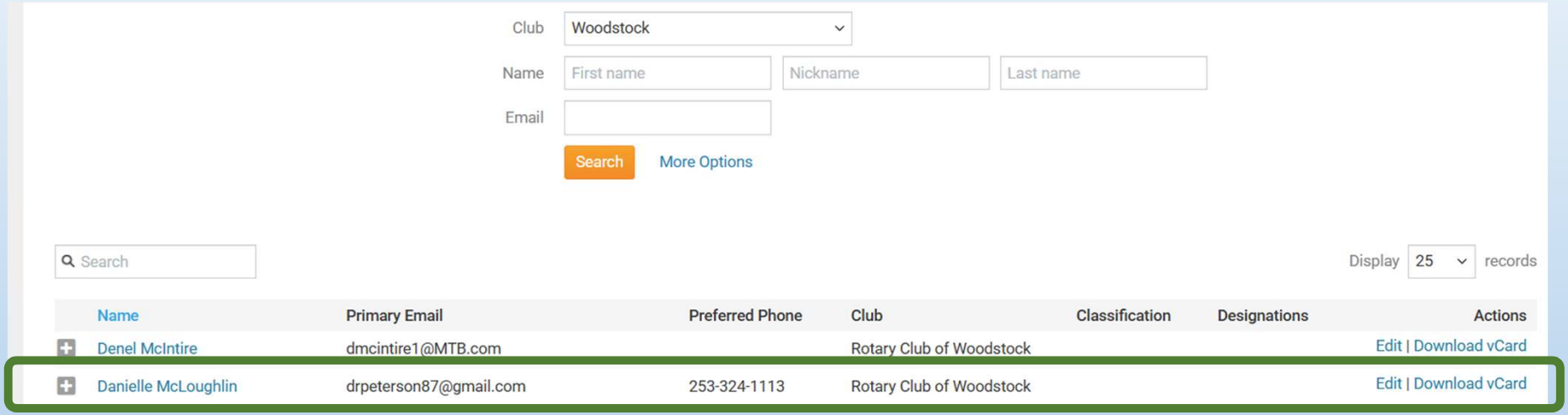
- You may see your club's information only.



Example 1


View as
Woodstock - 7870
Manage Prospective Members
Woodstock - Rotary Club
New
All Active
New candidates
1 Candidates
Sorted by Created date
Search this list
Name
Status
Created date
Danielle McLoughlin
Assigned to Club
6/7/2026
First
Previous
1
Next
Last

In Clubrunner… Already a club member!



If any field needs to be updated on this record or you encounter any issues, please reach out to membershipdevelopment@rotary.org.

Solution:

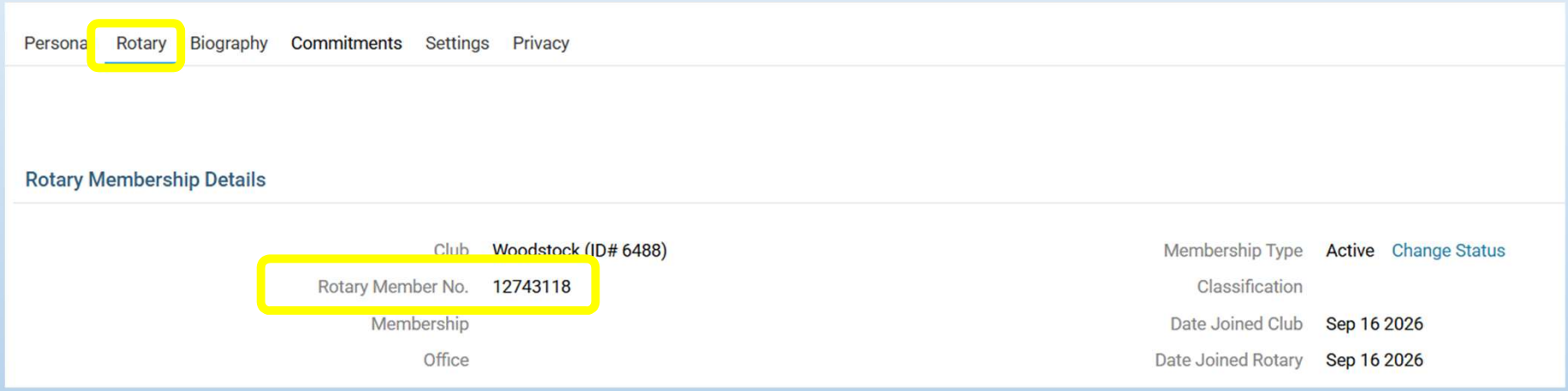
To membershipdevelopment@rotary.org ×

D7870 Member Update

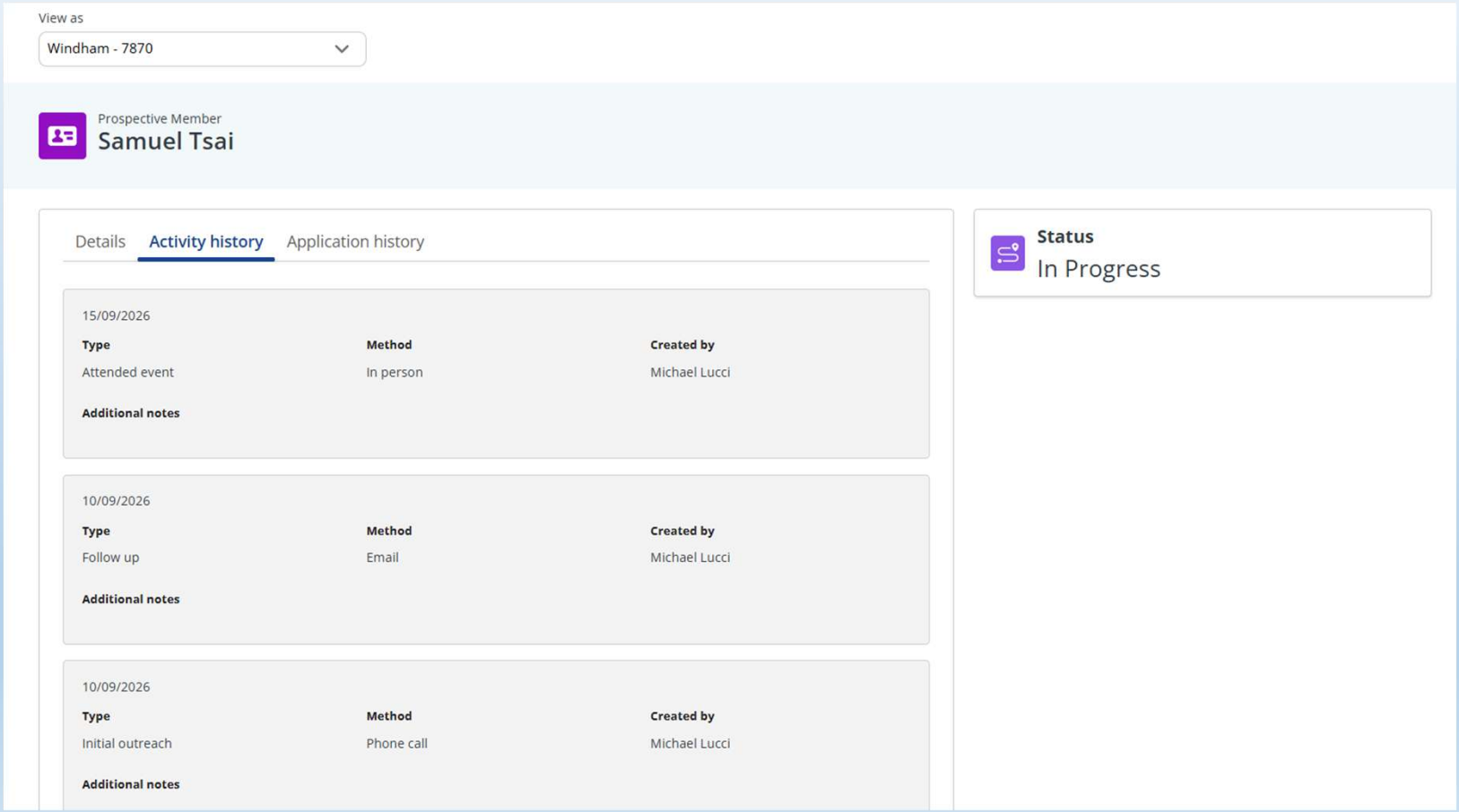
Hi Team,
Please note, Woodstock, NH Lead: Danielle McLoughlin Rotary ID 12638121 has joined the club as of September 16, 2026 with a Rotary Member No. of 12743118.
Thank you,
Donna

Donna Deos, LLC
District Membership Chair 2026 - 2028

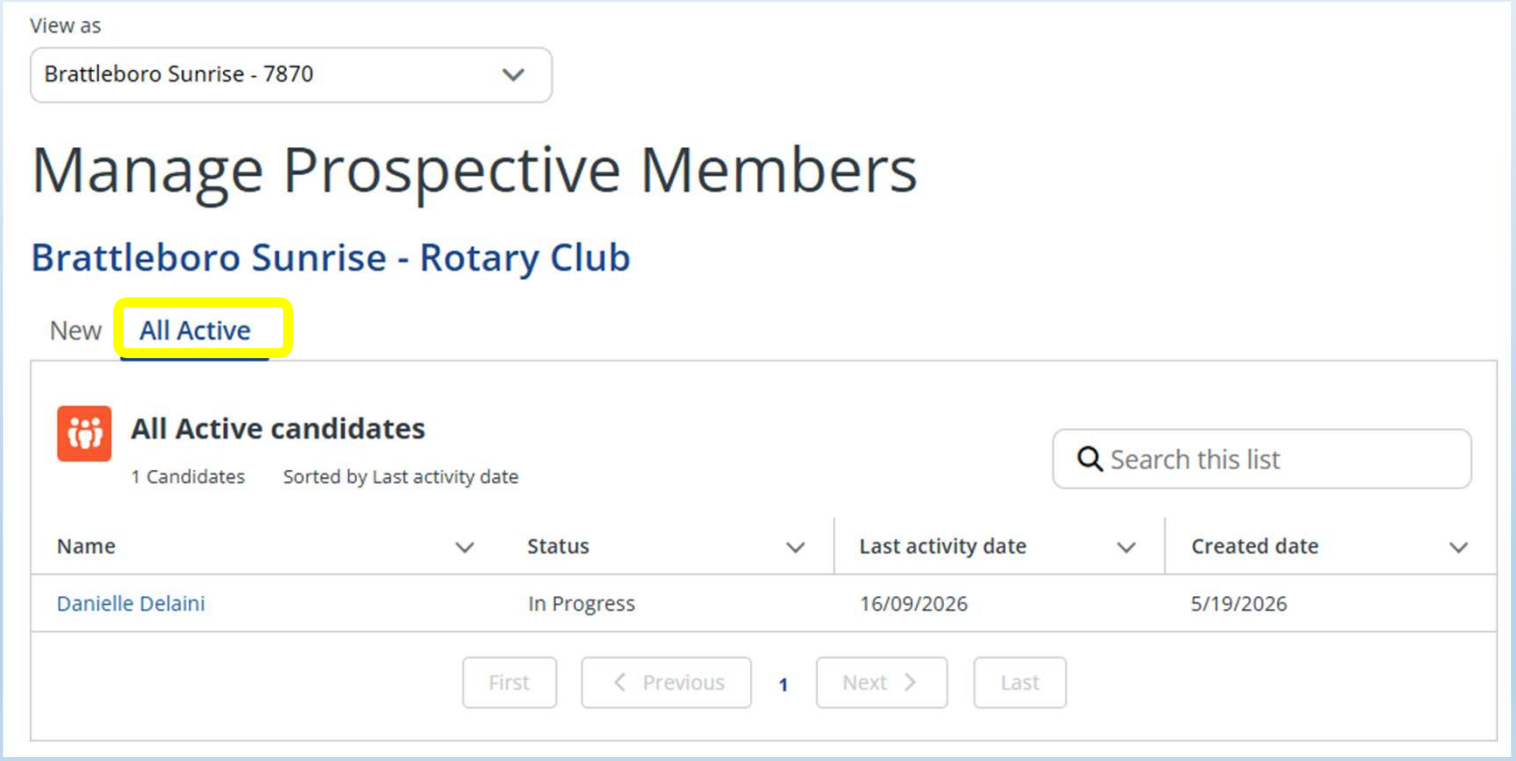
In ClubRunner…

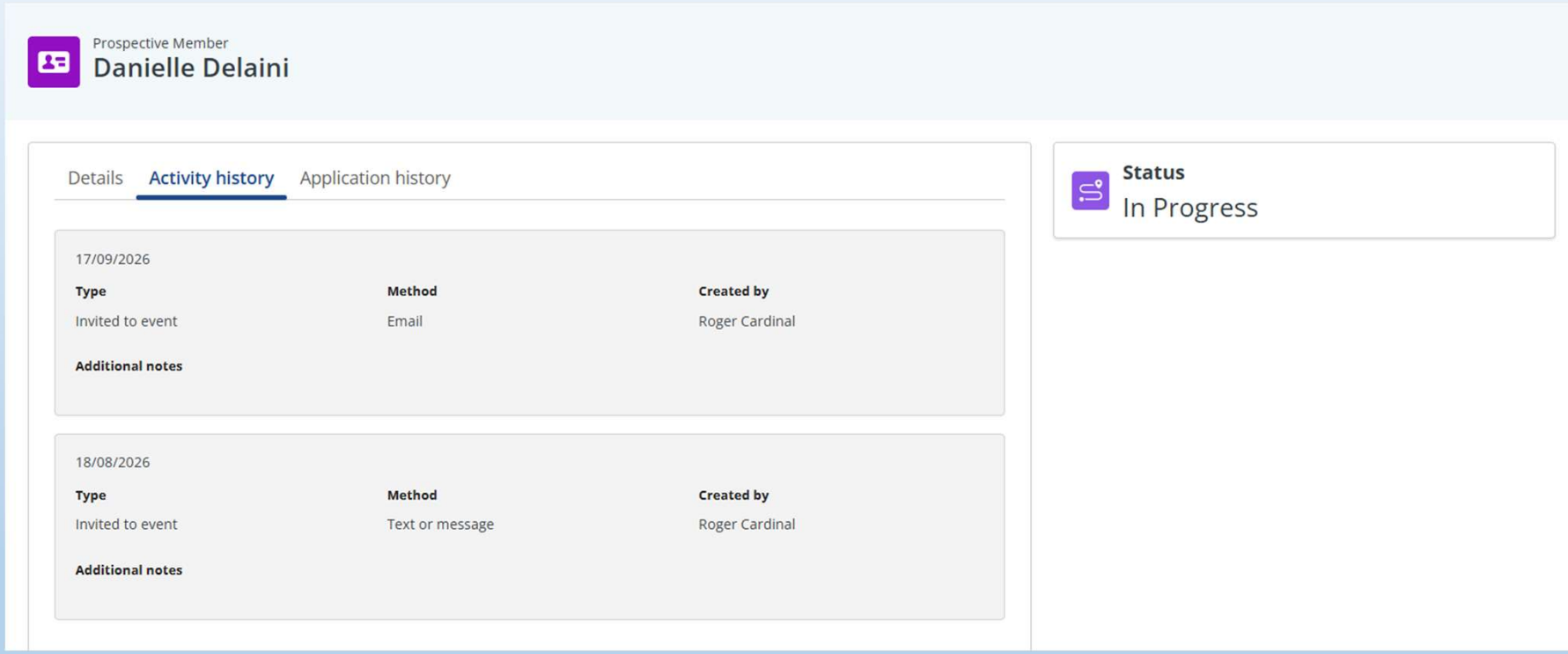


Example 2 - an “Active Lead” showing contact history



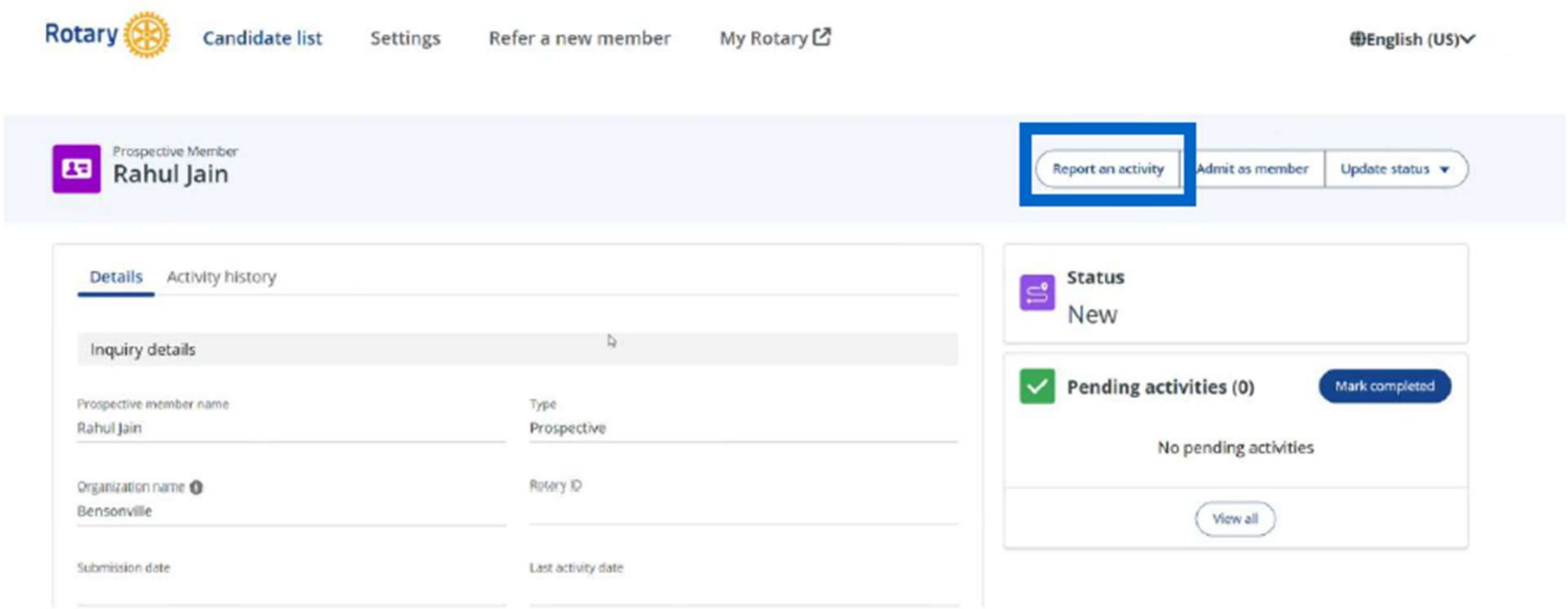
Example 3… Another Active Lead



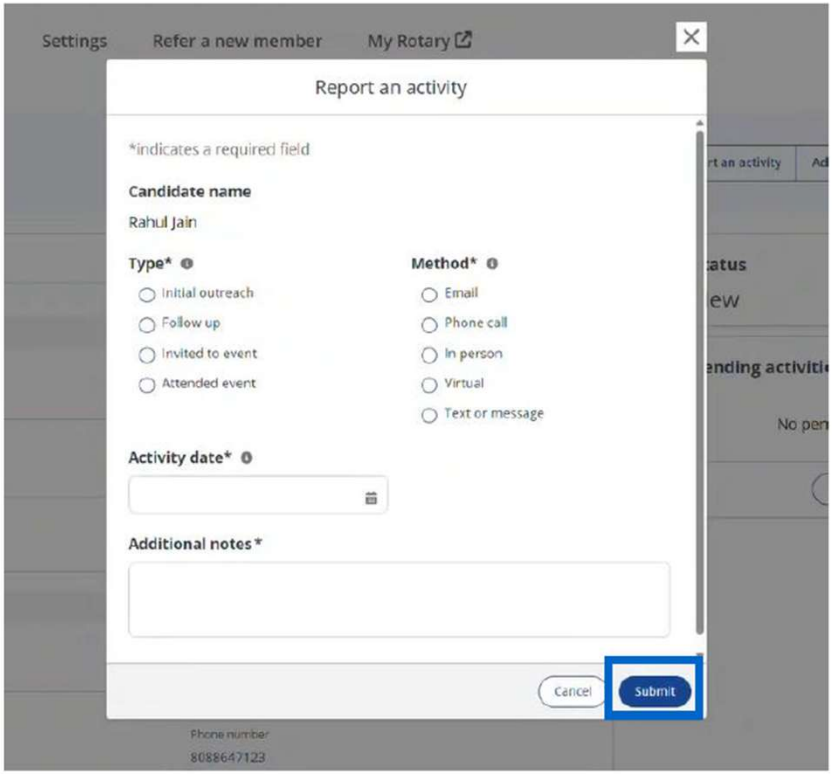

Prospective Member
Danielle Delaini
Details
Activity history
Application history
17/09/2026
Type
Invited to event
Method
Email
Created by
Roger Cardinal
Additional notes
18/08/2026
Type
Invited to event
Method
Text or message
Created by
Roger Cardinal
Additional notes
Status
In Progress

CONTACTING THE PROSPECTIVE MEMBER AND REPORTING ACTIVITY

Contact the person using the method they prefer. This guide can help you lead the conversation. Be sure to document your conversation and what you plan to do next by choosing **Report an activity**.



Select the type of activity (initial outreach, follow-up, invited to event, attended event) and method (email, phone call, in person, virtual, text or message), enter the date, and add any notes. This helps you track the candidate's progress and keeps other club officers informed. Select **Submit** when you're done.

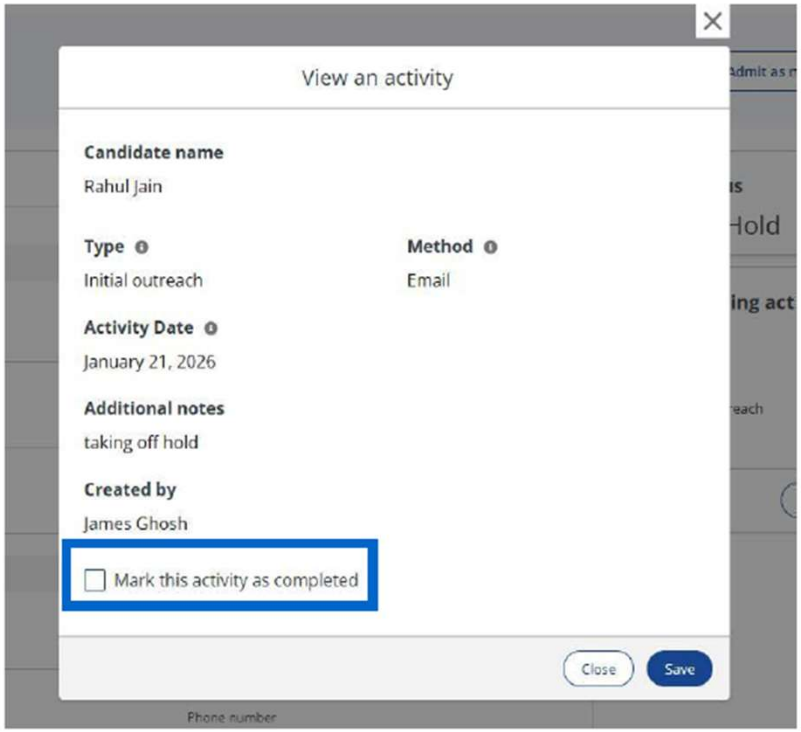


After you report the first activity, the candidate's status will change to "In progress." If an activity is scheduled for a future date, it will be listed in the **Pending activities** area.

REVIEWING PENDING ACTIVITIES

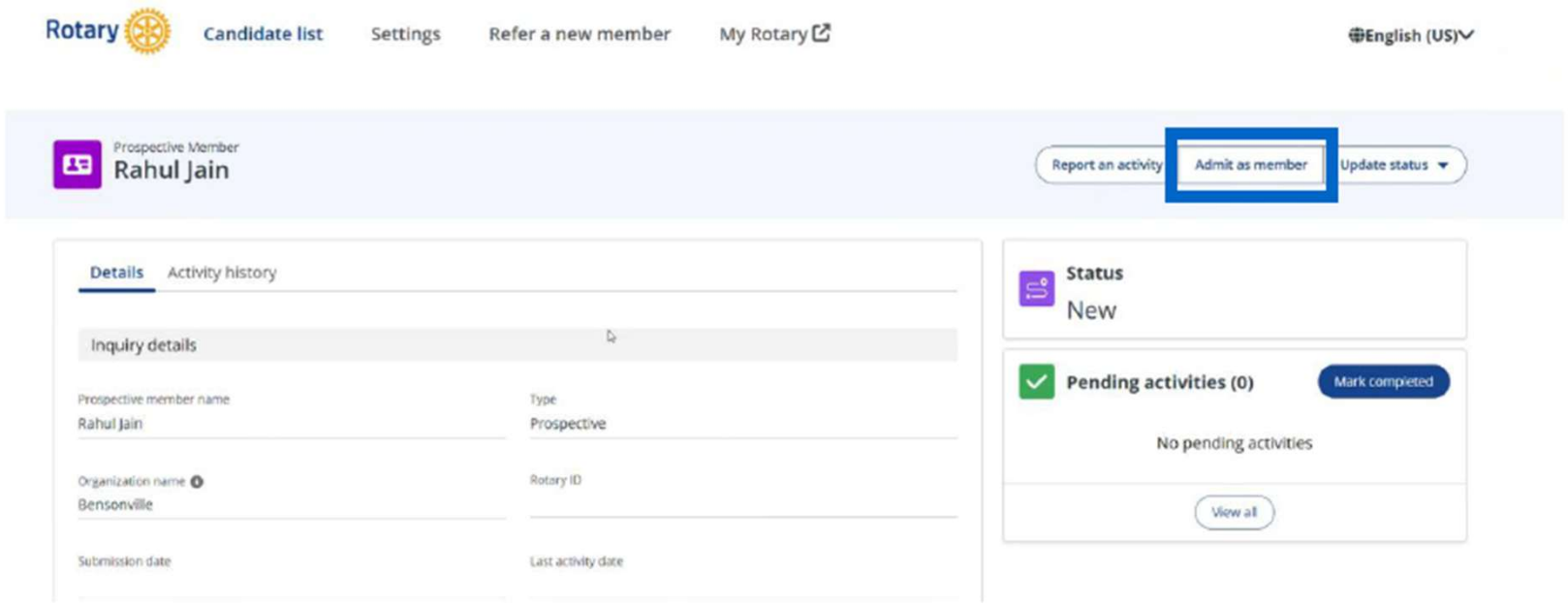
You can review prospective members' pending activities and mark them as completed after they occur. Dates in red indicate that an activity date is overdue.

Select the candidate's name to review the details. When it's appropriate, select **Mark this activity as completed** and then **Save**.

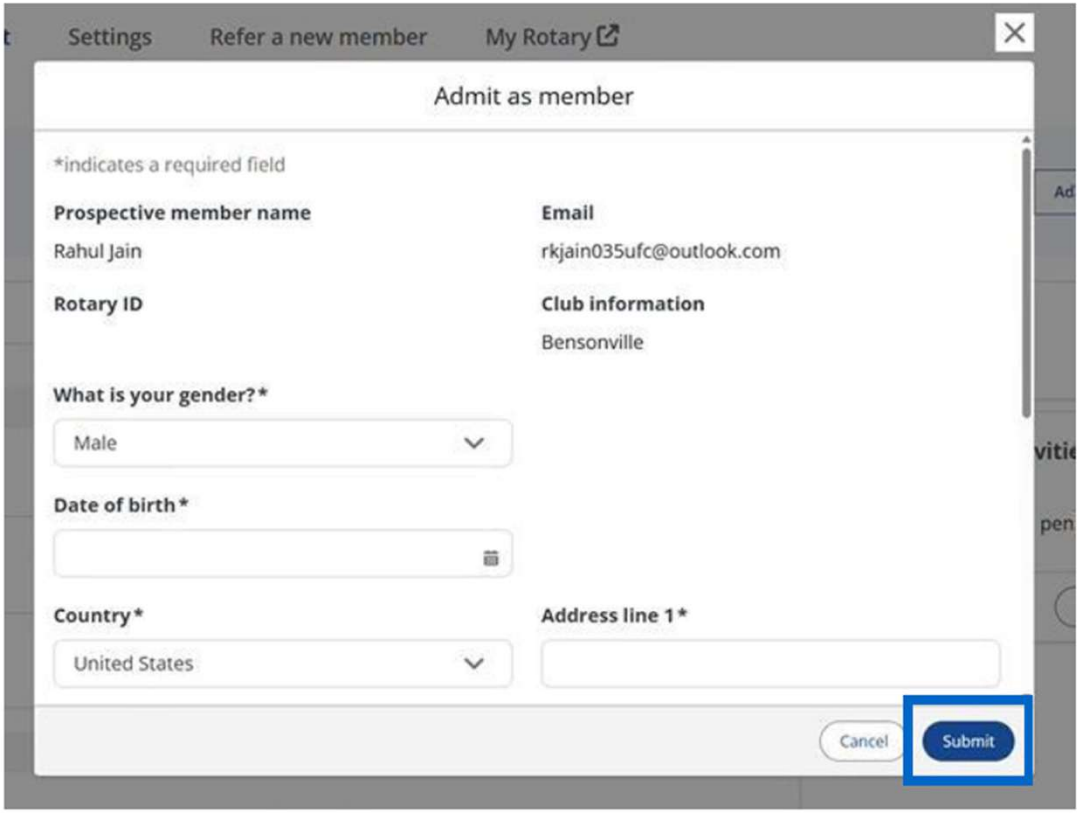


ADMITTING A NEW MEMBER

When you determine that your club can offer the experience the candidate wants and the candidate is ready to join your club, navigate to their record and choose **Admit as member**.



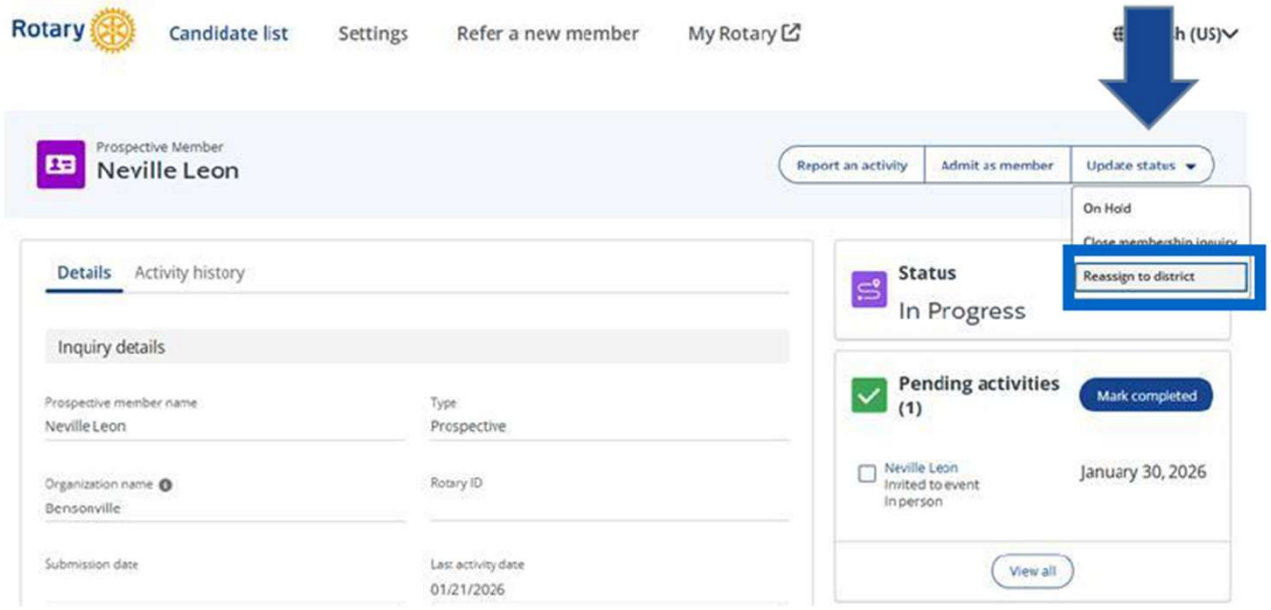
Then add the necessary details to the **Admit as member** box and select **Submit**. Review the information on the confirmation page, and then select **Close**. Be sure to complete this step in the prospective member management system, even if you also add the person in a club management system.



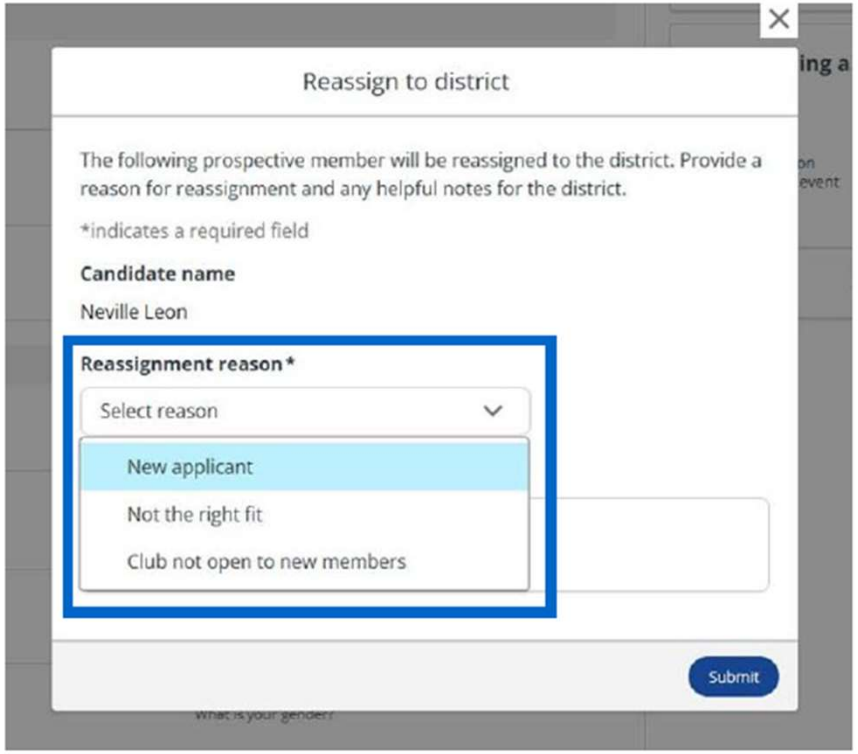
REASSIGNING A CANDIDATE TO THE DISTRICT

If you determine that your club and the candidate's expectations don't align, you can reassign the inquiry to your district. If a club doesn't report an activity within 10 days, the inquiry is automatically reassigned to the district officers.

To reassign an inquiry to your district, navigate to the prospective member's record. Choose **Update status**, then **Reassign to district**.



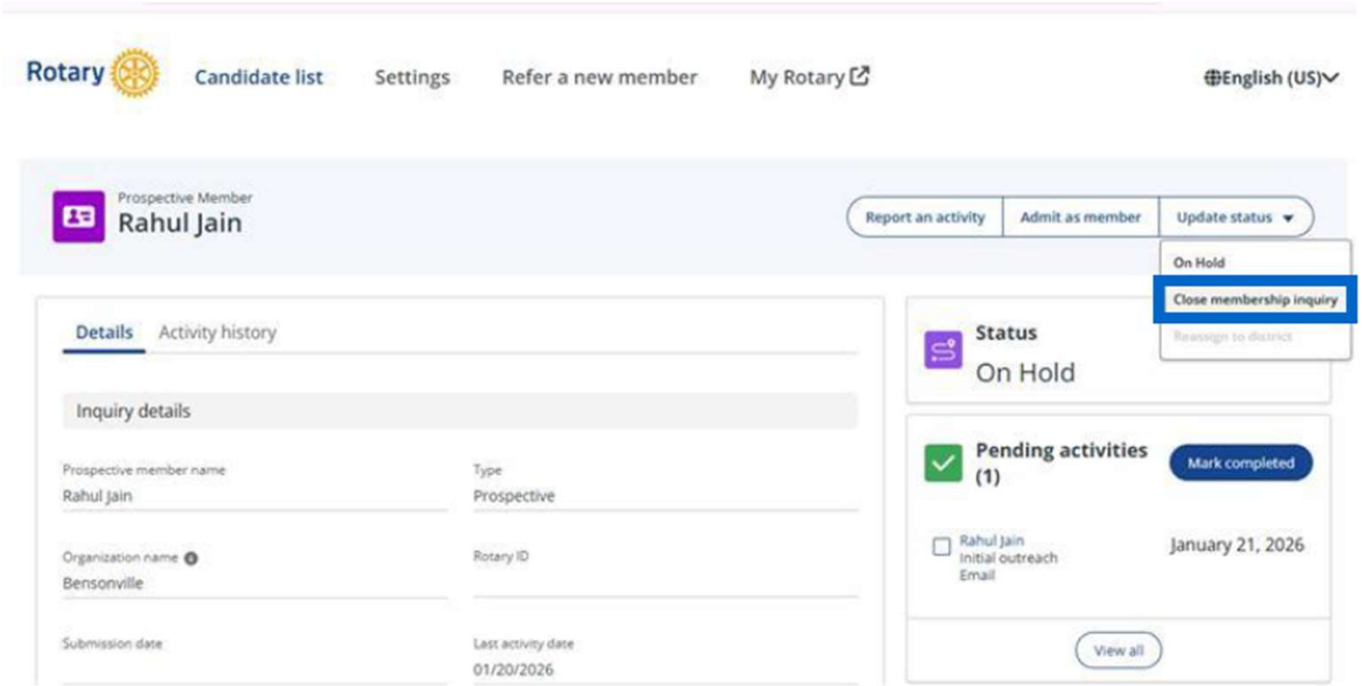
When prompted, select the reason you're reassigning this inquiry. Add notes for the district officers so they can match the person with another club. District officers will also be able to read any earlier notes your club's officers made about this candidate.



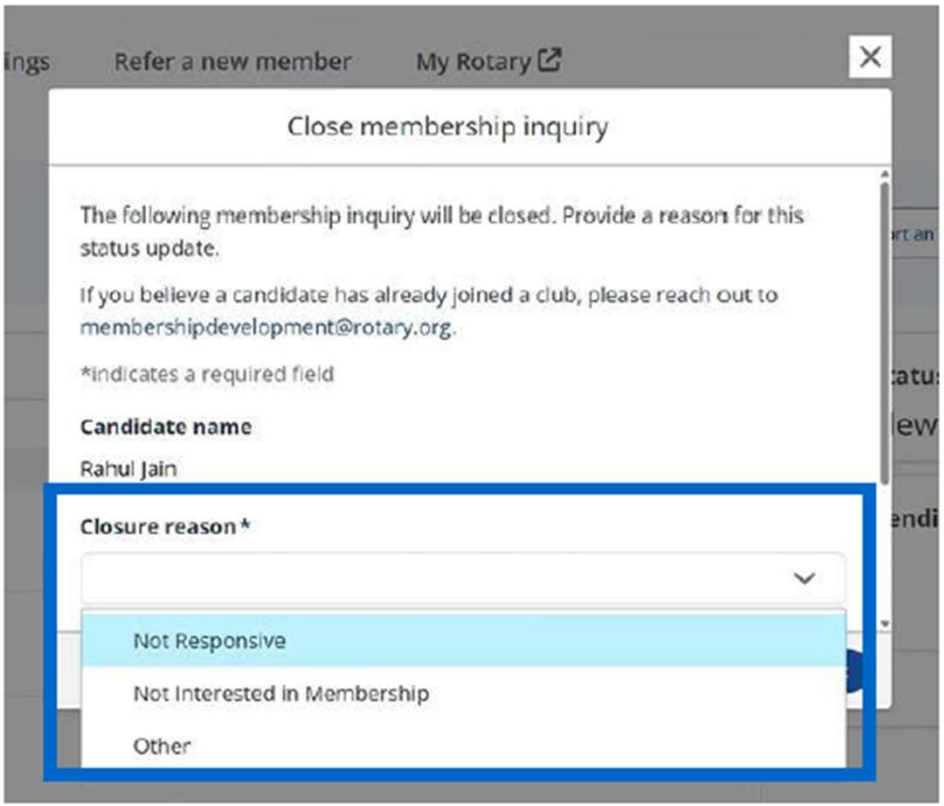
CLOSING A MEMBERSHIP INQUIRY

If you connect with a prospective member and determine that they're not interested in membership at this time, or if your club makes three to five attempts to contact them and they don't respond, you can close the membership inquiry. Closing inquiries helps keep your candidate records manageable.

Use the **Update status** menu to choose **Close membership inquiry**.

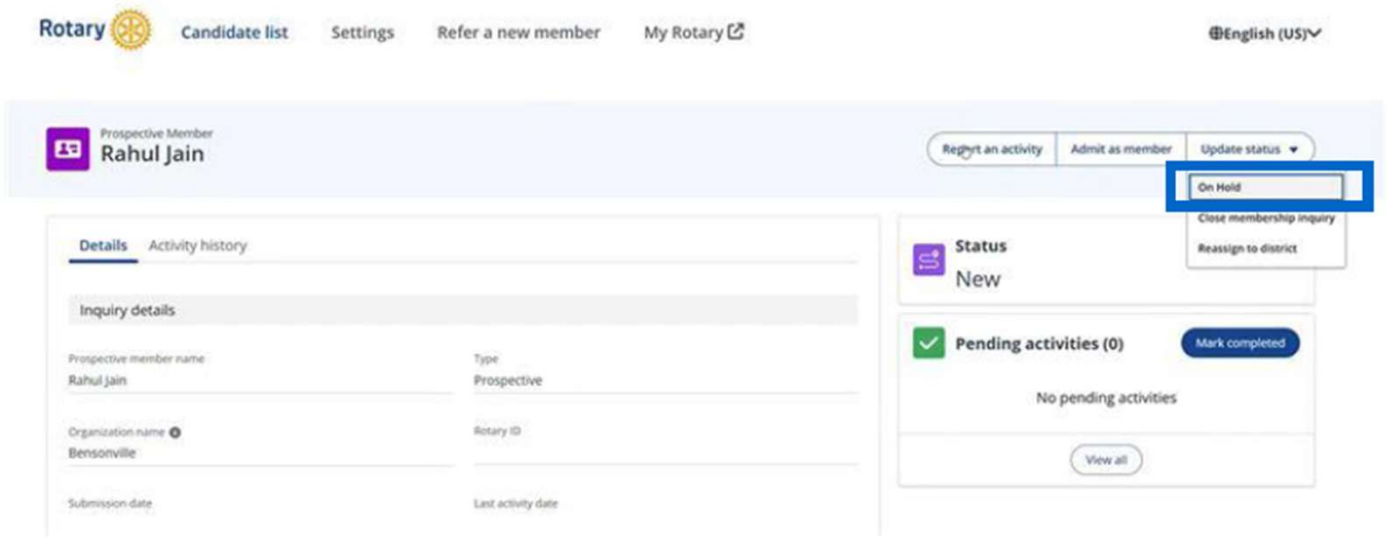


When prompted, select the reason for closing it, add any notes, and select **Submit**. On the next screen, confirm your action by selecting **Close**.



PLACING A PROSPECTIVE MEMBER ON HOLD

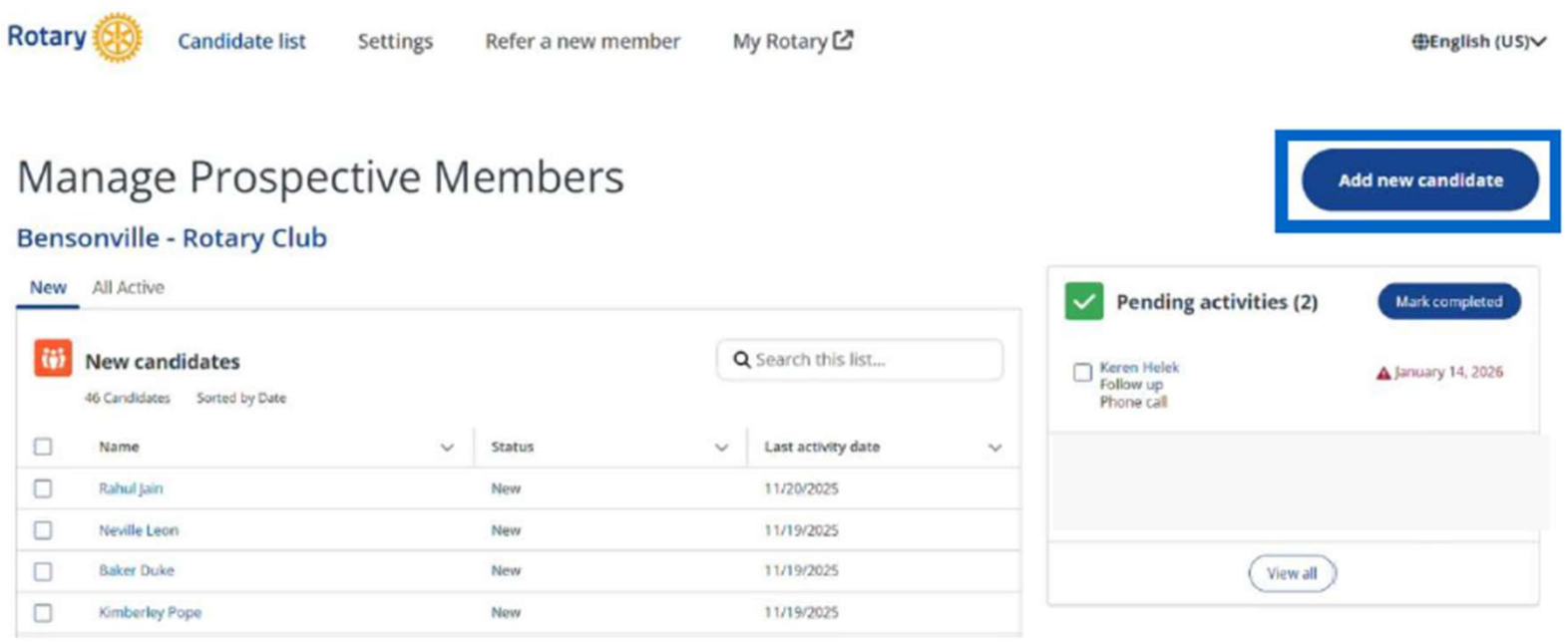
You can place a prospective member's inquiry on hold if they indicate that they want more time to decide if they want to join. Use the **Update status** menu to choose **On Hold**.



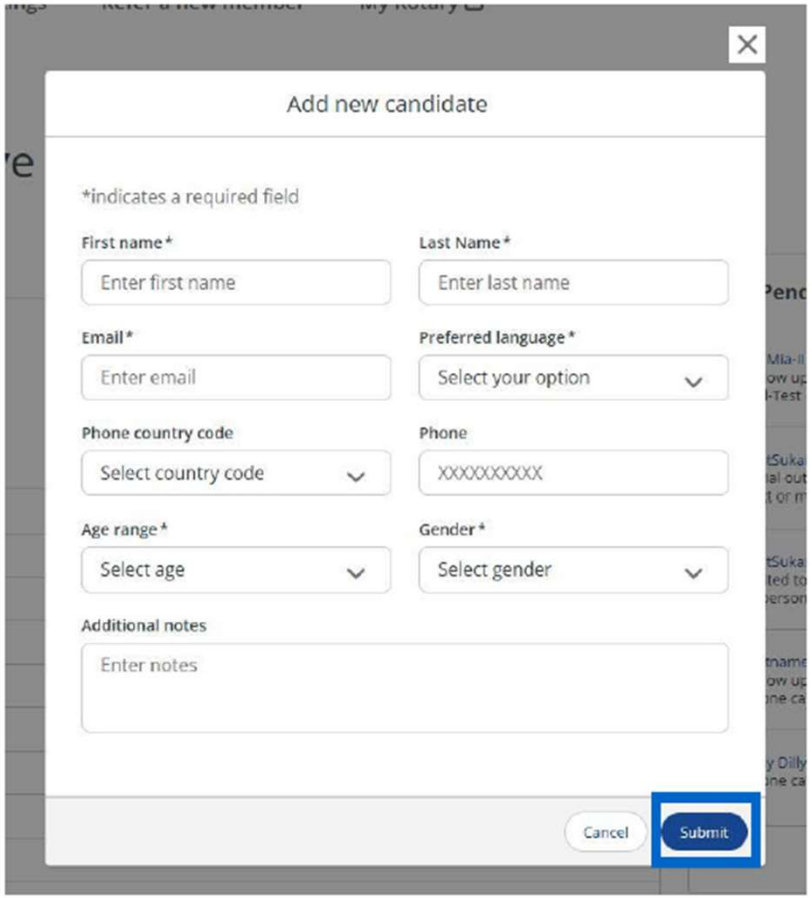
An inquiry that's on hold won't be reassigned to district leaders because of inactivity. All club officers who receive prospective member notifications will get a reminder to contact the prospective member who is on hold after 30 days of inactivity.

ADDING A NEW PROSPECTIVE MEMBER

You can also add prospective members to the system yourself so that all your club's candidate records are in one place. To do this, choose **Add new candidate**.

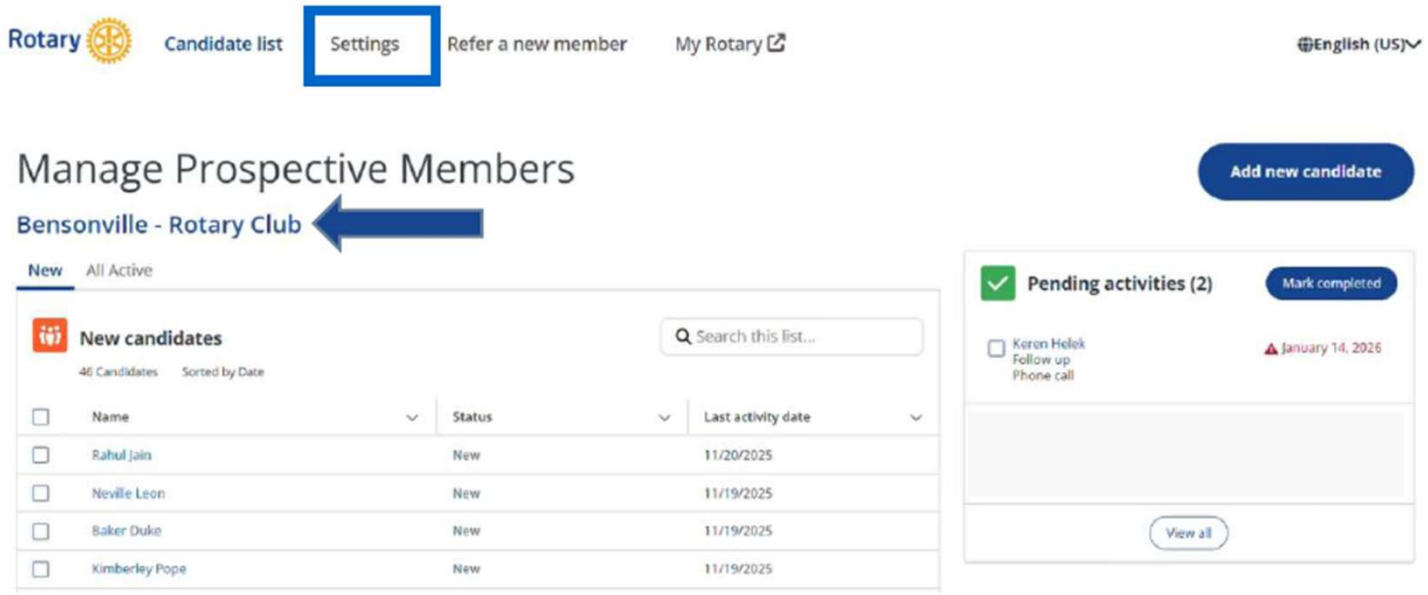


Complete the form that opens and choose **Submit**.



MANAGING YOUR SETTINGS

You can access your club's settings by either choosing **Settings** in the main navigation bar or clicking on your club's name. There you can adjust email notifications, opt your club in or out of receiving new membership inquiries, or follow a link to update the information about your club that is listed at rotary.org/join.

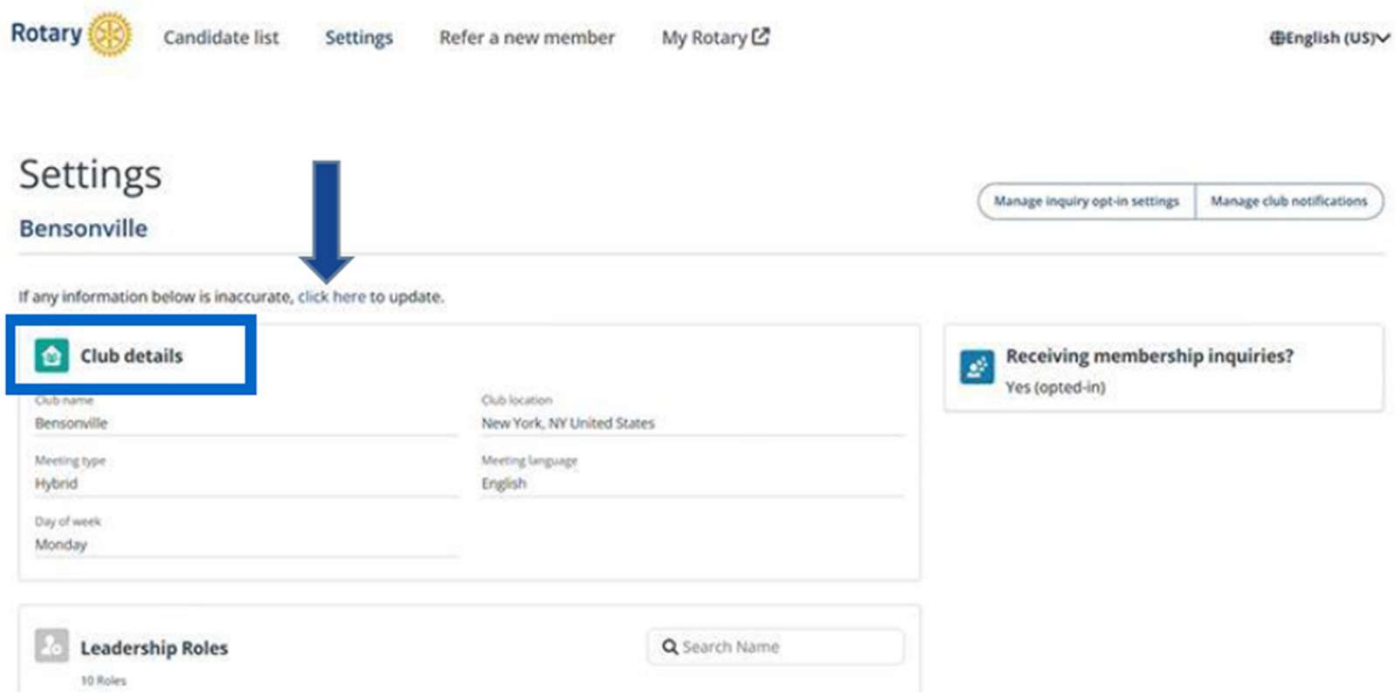


Email notifications
Although all current reported club officers can manage membership inquiries, only the president, secretary, membership chair, and executive secretary/director (if you have one) receive email notifications automatically when someone inquires through rotary.org/join. But you can use the settings to change which officers receive the notifications.

Club opt-in status
Your club can choose whether to receive membership inquiries from rotary.org/join. The default setting is to do so. If you want to change your club's choice, in **Settings**, choose **Manage inquiry opt-in settings**.

Club information

Keeping your club information up to date helps prospective members find a club that aligns well with their needs and interests.



The information in **Club details** is what your club has reported in My Rotary and is what people will find when they look for clubs to connect with. To update the information, select **click here** and you will return to My Rotary. It may take 24 hours for the changes to be reflected.

Our contact at RI:

Please reach out!

Sarah Diller Etim
Sarah.Diller@rotary.org
847-425-5786

Thank you

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