

USING ROTARY'S ONLINE TOOLS



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Work with your club president or secretary to ensure you are added as a club officer in Rotary's database as soon as possible to gain access to important functions in My Rotary. If you don't already have one, [create your My Rotary account](#).

You can use Rotary's online tools to:

- Customize and share your profile
- Join or start a discussion group
- Access important links, documents, and communities through your [dashboard](#)
- See [club trends and historical data](#) in Rotary Club Central
- Take courses in the [Learning Center](#)

These tools will help you conduct club business quickly and efficiently, and ensure that Rotary has accurate records for your club. To find them, sign in to [My Rotary](#), then go to the Club Administration page and look under the Manage tab.

As membership chair, you can use My Rotary to:

- Update personal information
- Use [Rotary Club Central](#) to view your club's goals and its progress toward them
- Generate club officer reports
- [Update club data](#)
- View your daily club balance report
- See the most recent club invoice and members' dues payment status.
- Search the [Official Directory](#)

DELEGATION

As a club leader, you can delegate your administrative tasks on My Rotary to another club member. This temporary permission, known as *delegation*, is not intended to relieve you of your duties as membership chair; it simply extends your access to My Rotary to another club leader with a My Rotary account. Your delegate can't view your personal information, such as your profile, contribution history, or discussion group activity. This person can, however, access the same tools and sensitive information that you can. Only delegate to someone you can trust. See [How to Delegate Your Online Access](#) for more information.