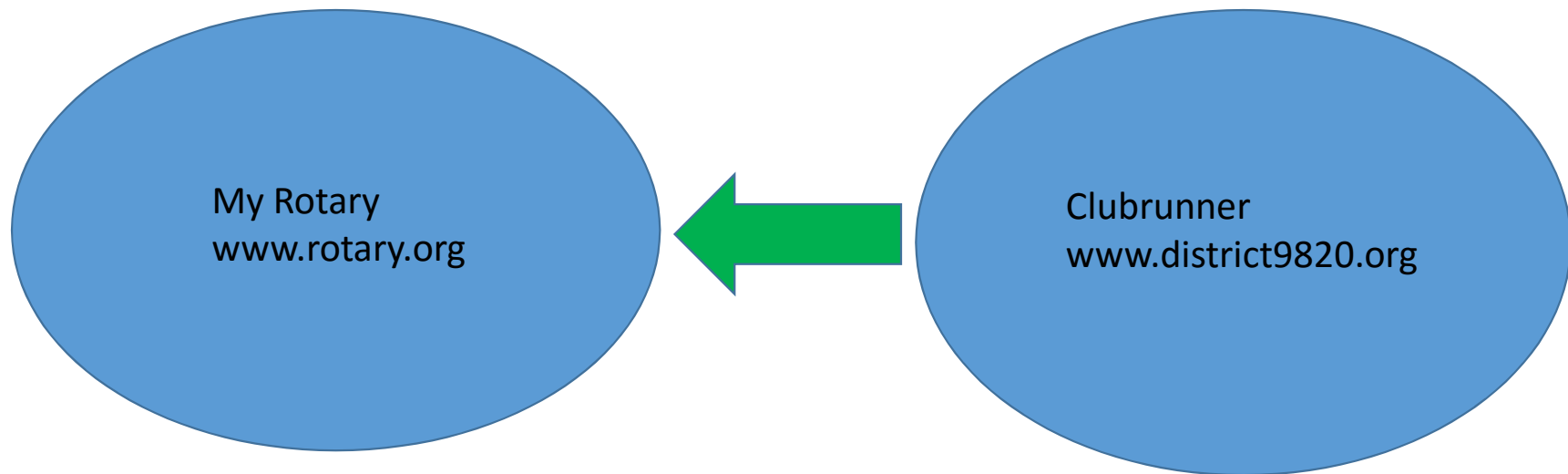


Club Database Integration

Who's Job is what anyway?



My Rotary and District 9820 Databases



Member data, trends
Rotary Info / PR / Documents
President/Club goals – Foundation
Club Invoicing
District functions

District Member data/Club Data /Officers
District Website, Event registrations
District communications/directories
Trend analysis, attendance

RI	Club Administration	Internal	External	Action
✓	Bairnsdale	+ Website	Website	Executives Club Info Club Logo Members Users
✗	Bairnsdale Sunrise		Website	Executives Club Info Club Logo Members Users
✓	Berwick	+ Website	Website	Executives Club Info Club Logo Members Users
✓	Bunyip - Garfield			Executives Club Info Club Logo Members Users
✓	Casey		Website	Executives Club Info Club Logo Members Users
✓	Cranbourne			Executives Club Info Club Logo Members Users
✓	Dandenong		Website	Executives Club Info Club Logo Members Users
✓	Dandenong South East		Website	Executives Club Inverloch - Website Website Executives Club Info Club Logo Members Users
✓	Dromana	+ Website	Website	Executives Club Koo Wee Rup - Lang Lang Website Executives Club Info Club Logo Members Users
✓	Drouin	+ Website	Website	Executives Club Korumburra + Website Executives Club Info Club Logo Members Users
✗	eClub of Latitude 38.0	+ Website	Website	Executives Club Lakes Entrance Website Executives Club Info Club Logo Members Users
✗	Endeavour Hills	- Website	Website	Executives Club Langwarrin Website Executives Club Info Club Logo Members Users
✓	Foster	- Website	Website	Executives Club Leongatha + Website Website Executives Club Info Club Logo Members Users
✓	Frankston		Website	Executives Club Maffra + Website Website Executives Club Info Club Logo Members Users
✓	Frankston Long Island		Website	Executives Club Mirboo North ✗ Executives Club Info Club Logo Members Users
✓	Frankston North		Website	Executives Club Mitchell River - Bairnsdale ✓ Executives Club Info Club Logo Members Users
✗	Frankston Peninsula 2.0		Website	Executives Club Moe + Website Website Executives Club Info Club Logo Members Users
✗	Frankston Sunrise		Website	Executives Club Mornington + Website Website Executives Club Info Club Logo Members Users
✓	Hastings Western Port			Executives Club Morwell ✓ Executives Club Info Club Logo Members Users
✓	Hazelwood			Executives Club Mount Eliza ✓ Executives Club Info Club Logo Members Users
				Mount Martha ✓ Website Executives Club Info Club Logo Members Users
				Narre Warren ✓ Website Executives Club Info Club Logo Members Users
				Orbost ✗ Executives Club Info Club Logo Members Users
				Pakenham ✓ + Website Website Executives Club Info Club Logo Members Users
				Peninsula Rotaract Club (Rotaract) ✗ Executives Club Info Club Logo Members Users
				Phillip Island and San Remo ✓ Executives Club Info Club Logo Members Users
				Rosebud-Rye ✓ Website Executives Club Info Club Logo Members Users
				Sale ✓ - Website Website Executives Club Info Club Logo Members Users
				Sale Central ✓ + Website Website Executives Club Info Club Logo Members Users
				Seaford-Carrum Downs ✗ Executives Club Info Club Logo Members Users
✗	Somerville Tyabb Rotary Club		Website	Executives Club Info Club Logo Members Users
✓	Sorrento	+ Website		Executives Club Info Club Logo Members Users
✓	Trafalgar		Website	Executives Club Info Club Logo Members Users
✓	Traralgon	+ Website		Executives Club Info Club Logo Members Users
✓	Traralgon Central	+ Website	Website	Executives Club Info Club Logo Members Users
✓	Warragul			Executives Club Info Club Logo Members Users
✓	Wonthaggi			Executives Club Info Club Logo Members Users
✗	Yarram	+ Website		Executives Club Info Club Logo Members Users

Getting Access

both databases are dependent on a unique/valid email address
(this is where all requests are going)

Access depends on your job

handouts

Club Presidents To Do's

- See Club Secretary list below– DONE?
- Club Goals – Foundation, Membership YES YOU!
- When – now but Mid June DEADLINE - Printing

Club Secretaries to do's

Clubrunner and My Rotary

- Ensure all member data is up to date – email addresses, phone, picture, addresses
- Data Integration ON (10 Clubs still haven't)
- CHECK My Rotary updates done
- Office Bearers for 2016-17 on BOTH
- Make regular/updates – check with members regularly

Email Etiquette

- Main form of communication
- Too much devalues importance, let alone interest
- Don't SPAM
- Don't cc - Blind Carbon Copy (option when sending emails)
- Snappy coded subject heading – for urgent attention – members
- Don't forward emails again that have been send (eg. By RI)
- Keep copies as per mail policy