

HOW TO ADD A MEMBER



ROTARY.ORG > MY ROTARY | Sign in/Register

Club Finder Location/Language

Rotary My Rotary Exchange Ideas Take Action Learning & Reference **Manage** The Rotary Foundation Member News

1

Go to rotary.org and sign in to MyRotary. Then go to **Manage**, then **Club Administration**.

CLUB & DISTRICT ADMINISTRATION

- Club Administration
- District Administration
- Contributions
- Reports
- Club Invoice

COMMUNITY MARKETPLACE

- Community Marketplace
- RSS Feeds
- Mobile Apps
- Member Data Integration

PRODUCTS & SERVICES

- Shop
- Licensed Vendors
- Special Offers

TRAVEL & EXPENSES

Images & Video

Strengthening Rotary Resources

CLUB ADMINISTRATION

ADD/EDIT/REMOVE

2

Click on **Add/edit/remove member**

Add/edit/remove member

Add new members, edit current member contact information, or remove members who are no longer active.

Add/edit/remove club officers

Install, edit, or remove current and incoming club officers.

Update club meeting details

Update the time and place of your club's regular weekly meetings.

3

Click on **Add Members**.

Club Data

Rotary Club of:

Club Number:

Active and Honorary Members 22 record(s) **Add Members** Terminated Members Deceased Members

The following are active and honorary members

	Membership ID	Last Name	First Name	Admitted	Member Type
View Edit Terminate	8918182	cbvcbv	cbcxvb	02-Jul-2014	Member
View Edit Terminate	8918198	dffvjk	sdfsaj	01-Aug-2014	Member

4

Club Data | Members

Either search for a Rotarian who is already a member of another club or add a new member.

To avoid adding someone who is already in the RI database, it is highly recommended that you search for the member before adding him/her as a new member.

Search for an existing member

Continue

Click **Continue** if you are adding someone who is not in Rotary's database.

First, click **Search for an existing member** to see if the new member is already in Rotary's database (e.g., transferring member from another club or if you know that the new member has been a Rotaractor or alumni before).

Club Data | Members

Search by IDs

ID

Submit

Or criteria below

Last Name *2 characters required

Middle Name

First Name:

Country/ Geographical Region

Club Name

Submit

5

Enter known information and click **Submit**. The system will search for matching records.

Club Data | Members

Please report the name as it appears in Latin alphabet in the individual's passport or other government issued document.

Club Information (Non Editable)

Club Number	Club Name	Chartered
28549	Sakado Satsuki	13 February 1992

Add Members

Prefix

First Name: **Required**

Middle Name

Last Name **Required**

Suffix

Gender **Required**

E-mail Type

E-mail Address

Language **Required**

Street Address Line 1 **Required**

Street Address Line 2

Save and Continue

Complete the required fields and click **Save and Continue**. You have successfully added a new member.

Search Results

1 2

Name	City, State	Country/ Geographical Region	Most Recent Club Name	Position
bob	xyz	Bahamas		Honorary Member
Brian	Nassau	Bahamas		
D. Anthony	Nassau	Bahamas	South-East Nassau	Member



Member Type and Admission Date

For Member Type assign Active or Honorary. Admission Date must be within the last 30 days.

Member Type **Required**

Admission Date For Your Club **Required**



10

Once the search results appear, click on the person's name for the person you want to add, and click **Add member and Update Contact**.

Add member & Update Conta

Transferring members can only be admitted to your club the day after their former club terminated their membership in MyRotary. Members who have not yet been terminated by their former club cannot be admitted as an active member until this is done.