

HOW TO MANAGE CLUB MEMBERS

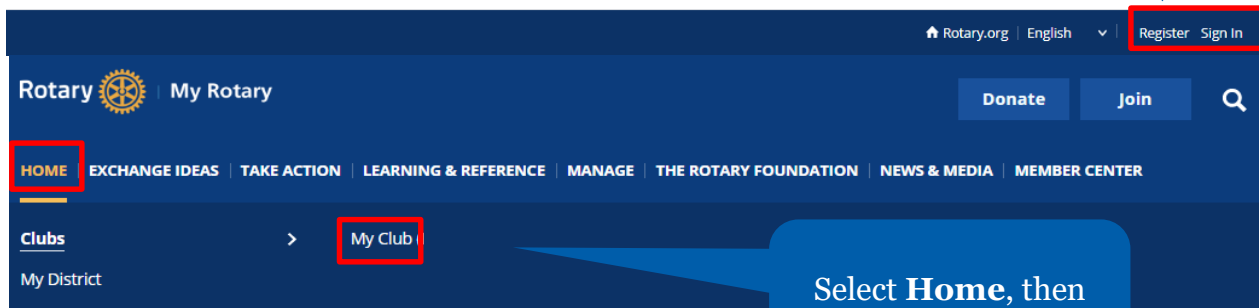


1

GO TO YOUR CLUB'S PAGE

Go to My Rotary and sign in.

Or select **Register** to get a My Rotary account.



Select **Home**, then **My Club**.

2

GO TO THE CLUB ROSTER

Select **Members**.

Club Details **Members** Administration

Rotary Club NOT EDITABLE

Location	District	Chartered
null, Spain	2201	2002

Contact Information EDIT

Email Address
None

Phone Number
.

Fax Number

1 of 6 DELETE EDIT

NewOnlinemeetingname1

Language
Chinese

Notes
Meeting Comment

When
Monday at 10:30
once a week

Where (Online)
online location
To join the meeting remotely, access the website:
www.rotary.org

If you have questions about your club membership, please contact your Club and District Support Team.

[ADD A MEMBER](#)

[MANAGE CLUB OFFICERS](#)

Search club members

Name	E-Mail
<input type="text" value="Name"/>	<input type="text" value="E-mail"/>

Scroll down to **CLUB MEMBERS** to see your club's current members.

CLUB MEMBERS (17)

Filter by Role ▾



MX BNYfLxMYj gUjCIQY
Member
Since 2014



eSbQVA rbhTO hapjCPIF
Member
Since 2002



JN rxDi oID
Club Executive Secretary/Director
2020-2021



3

VIEW OPTIONS FOR EDITING MEMBERSHIP

Select the ... next to the member's record.

CLUB MEMBERS (37)

Filter by Role



nInWrlI vzUIGvIrl de

View Member Details allows you to edit a member's contact information.



Since 2007

Assign a Club Officer Role allows you to report a member as a club officer. You can also do this in the Manage Club Officers section. See the How to Manage Club Officers guide for instructions.

Edit Membership Type allows you to switch membership type between honorary and active.




Terminate Membership allows you to remove a member from your club's member list.

- View Member Details
- Assign a Club Officer Role
- Edit Membership Type
- Terminate Membership

4

EDIT MEMBER DETAILS

CLUB MEMBERS (37) Filter by Role ▾

	njnWrJj vzUIGvIr de Member Since 1986	⋮
	jk Sm Guumy Member Since 2007	<ul style="list-style-type: none">View Member DetailsAssign a Club Officer RoleEdit Membership TypeTerminate Membership
	IZ CLFNKNxn Member Since 2006	

Select **View Member Details** to go to the member's profile.

Contact Information

Primary Email

Primary Phone

Alternate Phone

Primary Address (Home)

 EDIT

Select **EDIT** to make changes to the member's contact information.




SAVE CHANGES

CANCEL

Select **SAVE CHANGES** when done.

5 EDIT MEMBERSHIP TYPE

CLUB MEMBERS (37) Filter by Role | v

	njnWrJj vzUIGvIr de Member Since 1986	...
	jk Sm Guumy Member Since 2007	View Member Details Assign a Club Officer Role Edit Membership Type Terminate Membership
	IZ CLFNKNxn Member Since 2006	

Select Edit Membership Type.

Edit Membership

Membership Type
Member

CHANGE TO HONORARY

Select **CHANGE TO HONORARY** to switch the membership to honorary status. This automatically takes you to the next screen.

Admission Date
1986-04-01

Sponsored by


Type sponsor name | v

Type a sponsor's name if appropriate. If you add one, select the **SAVE CHANGES** when done.

SAVE CHANGES

[CANCEL AND BACK TO CLUB ROSTER](#)

Change to Honorary Member

 This member can no longer hold office

Changing Member Type to Honorary will end this member's eligibility to hold office and will remove current position(s) and remove any future position(s). *RI Bylaws, Article 4.050.2, Club Constitution Article 7, Section 6B.

Effective Date*

2020-06-23 

SAVE CHANGES


[CANCEL AND BACK TO CLUB ROSTER](#)





The effective date is the current date.

Once updated, this member will not be eligible for Rotary roles.

Select **SAVE CHANGES** when done.

6 REMOVE A MEMBER

CLUB MEMBERS (37) Filter by Role 


 njnWrJJ vzUIGvIr de Member Since 1986	
 jk Sm Guumy Member Since 2007	View Member Details
	Assign a Club Officer Role
	Edit Membership Type
	Terminate Membership

Select **Terminate Membership**.

Select Termination Details

Please provide a date and reason for termination and review how this data will be used by Rotary.

Termination Date*




Select the date the member left or will leave your club.

The date can be up to 30 days in the past or future.

Termination Reason*

Select...



- Terminated - Non-payment of club dues
- Terminated - Personal
- Terminated - Relocation
- Terminated - Family Obligations
- Terminated - Business Obligations
- Terminated - Joining New Club
- Terminated - By club for cause

Select the down arrow to see reasons for termination. Select a reason from the list.

HOW THIS INFORMATION WILL BE USED

We are sorry to see members leave Rotary. The personal information provided to Rotary about members termination will not be shared and will be used to better understand why members leave Rotary. We may also use this information to contact former members about future memberships opportunities. Please contact membershipdevelopment@rotary.org with any questions.

CONTINUE

Select **CONTINUE** when done.

CANCEL AND BACK TO CLUB ROSTER

Confirm Termination Details

Please confirm the details of this member's termination

Member Name

IXVsGRTgrpcZCQOu

Review the termination details.

Termination Date

2020-06-09

Termination Reason

data ? (
Terminated - Relocation

Check the Procedure Certification box.

); (' ... ')

Procedure Certification*

I certify that this individual was terminated in accordance with our club bylaws and understands and accepts the conditions of termination.

CONFIRM TERMINATION

Select **CONFIRM TERMINATION**.

CANCEL AND BACK TO CLUB ROSTER