

# HOW TO UPDATE PROGRAM PARTICIPATION INFORMATION



ROTARY.ORG > MY ROTARY | John D. Rotary 0 Club Finder Location/Language

Rotary My Rotary Exchange Ideas Take Action Manage

**1**

Go to Rotary.org and sign in to My Rotary. Click your name to access your profile.

MY ROTARY

MY MESSAGES

ROTARY.ORG > MY ROTARY | John Rotary 0 Club Finder Location/Language

Rotary My Rotary Exchange Ideas Take Action Learning & Reference Manage

Home | John Rotary | Profile

**2**

Once on your profile page, scroll down to view **Programs** on the Rotary Resume.

**JOHN ROTARY**

PROFILE CONNECTIONS (0) MESSAGES (0) ACCOUNT SETTINGS

Reset all privacy settings: [lock icon] [lock icon] | View your public profile

**PROFILE PHOTO**

[Placeholder for profile photo]

EDIT DELETE

**Individual Contribution Form**

**Rotary Workgroups**

**Recommendations**

**CONNECTIONS** [lock icon]

Set your privacy settings for who can see your connections.

**GROUPS** [lock icon]

Set your privacy settings for who can see your groups.

**My Invitations**

**Credit card opt-out (U.S. & Canada)**

**Donor History Report**

**CONTACT INFORMATION**

100% complete

Professional

**CURRENT OCCUPATION**  
non-profit administration

EDIT

**CURRENT EMPLOYER NAME**  
Rotary International

**CURRENT POSITION**  
Alumni Relations Manag

3

Click **Add** to update your program participation information.

**PROGRAMS**

Expand your My Rotary profile by showing your participation in different Rot

None entered

ADD

4

Click the arrow to view the dropdown options.

**PROGRAMS**

Expand your My Rotary profile by showing your participation in different

None entered

**PROGRAM DETAILS**

**PROGRAM NAME \***

Select

SAVE

Cancel

ADD

5

Select the program in which you participated.

**PROGRAMS**

Expand your My Rotary profile by showing your participation in differ

None entered

**PROGRAM DETAILS**

**PROGRAM NAME \***

Select

interact

New Generations Service Exchange

Other

Rotaract

Rotary Peace Fellowships

Rotary Scholarships

None entered

ADD

6

Once you select the program type, the detail fields will automatically appear. Complete all fields then click **Save**.

**PROGRAM DETAILS** ⓘ

**PROGRAM NAME \***

Rotaract

**START DATE**

4

May

1999

**END DATE**

18

Sep

2002

**RELATED ORGANIZATIONS** ⓘ

**SPONSOR CLUB**

Evanston

**MEMBER CLUB**

Northwestern University

**SAVE** Cancel