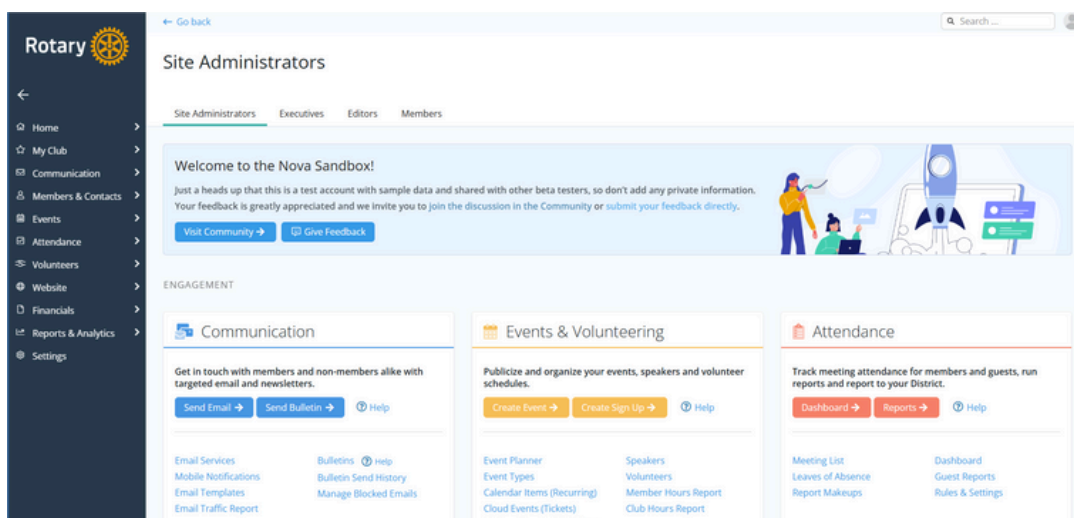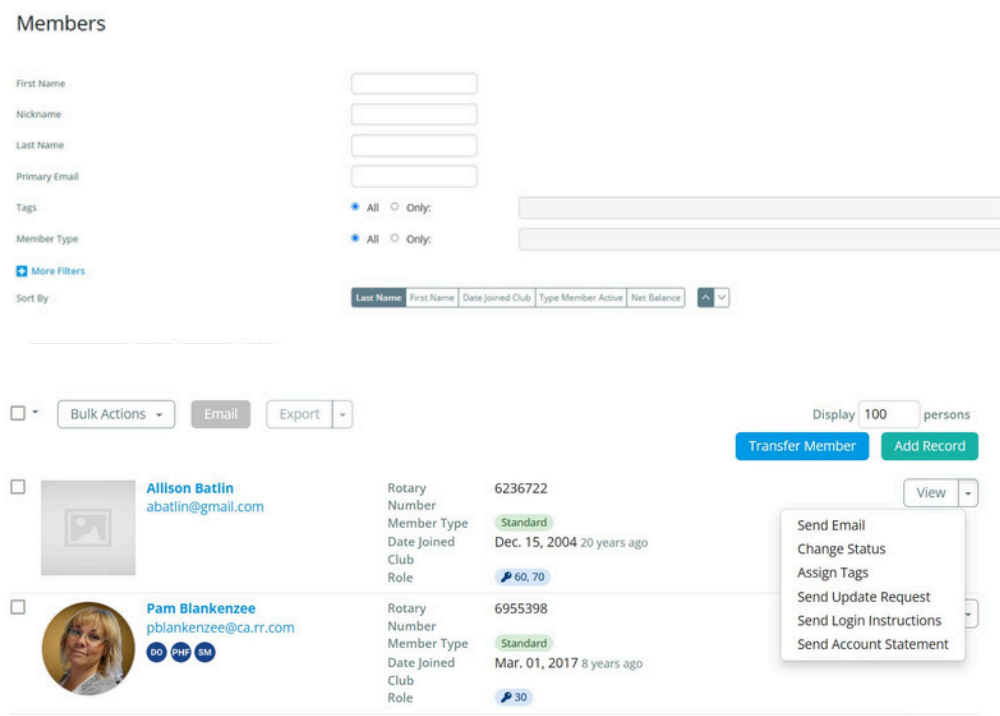## FRESH NEW LOOK & STREAMLINED NAVIGATION

IMPROVED MEMBER DIRECTORY

To change MEMBER STATUS
- Click Members - see member list
- Scroll to member name
- Click the dropdown arrow
- Select

To add a NEW MEMBER
- Click add a Record
- Add Name & Email - system sill check for duplicate name
- Click continue
- Enter record type

To Edit a MEMBER profile
- Search for member
- Click the member name to edit

Rotary
Zones 25B & 29

NEW EMAIL DESIGNER

Use the Email settings Recipients:
- To select your distribution list (now called SMART LIST)

Use the Email settings Fields:
- Click insert to input Recipient field (First name)
- Click insert to input Sender (your signature line)

Use the Email settings Options:
- To select sender profile
- To send/schedule email

UPDATED EDITOR & IMAGE LIBRARY
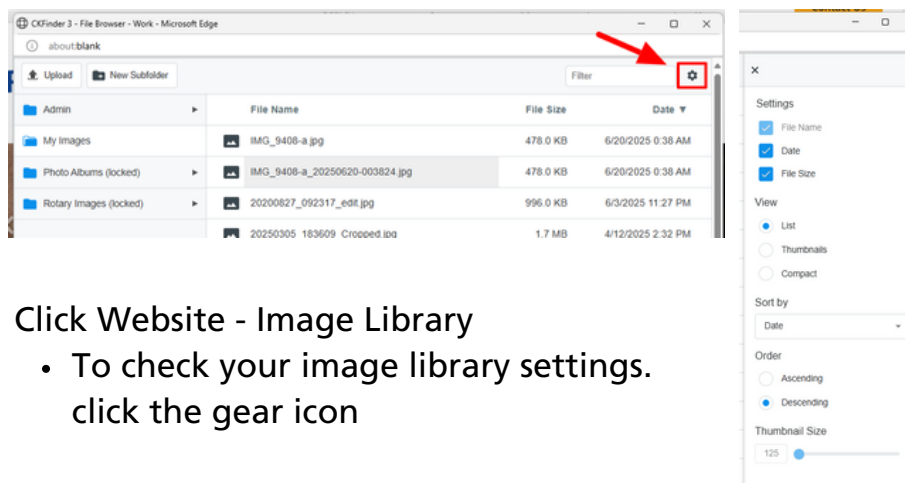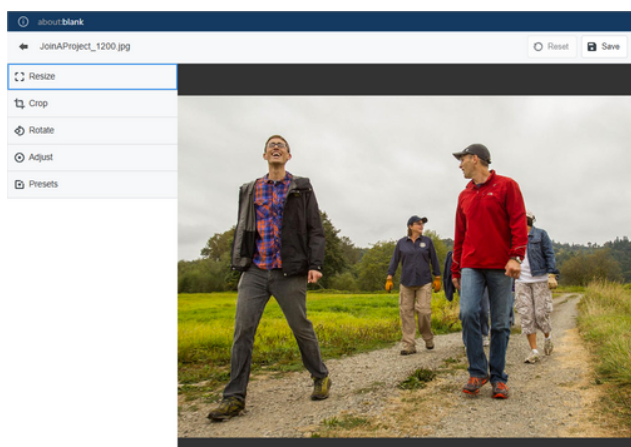
Click Website - Image Library
- To check your image library settings. click the gear icon

OTHER NEW FEATURES

- New Bulletin Templates
- Modernized Dues & Billing
- Mobile Notification
- Prospects Module
    - Membership Inquiry form
    - Refer a Member form
- Financial Reports
- Payment Providers
    - Pay Pal
    - Stripe

Rotary
Zones 25B & 29