

HOW TO ADD A MEMBER

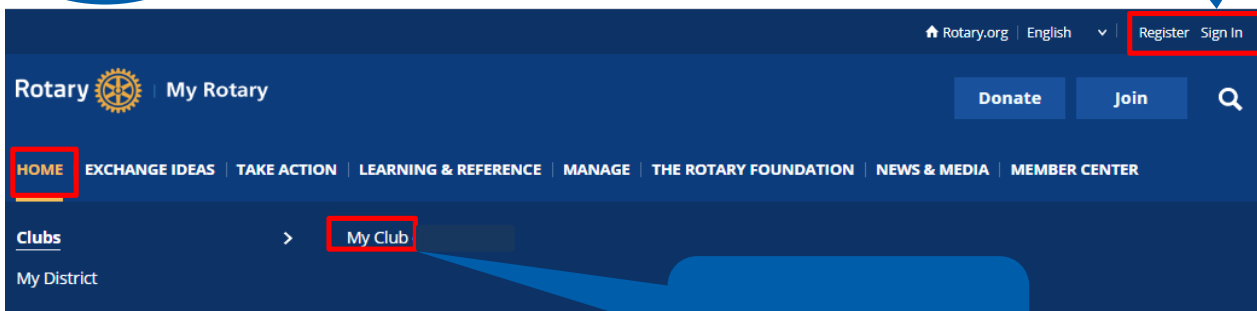


1

GO TO YOUR CLUB'S PAGE

Go to My Rotary and sign in.

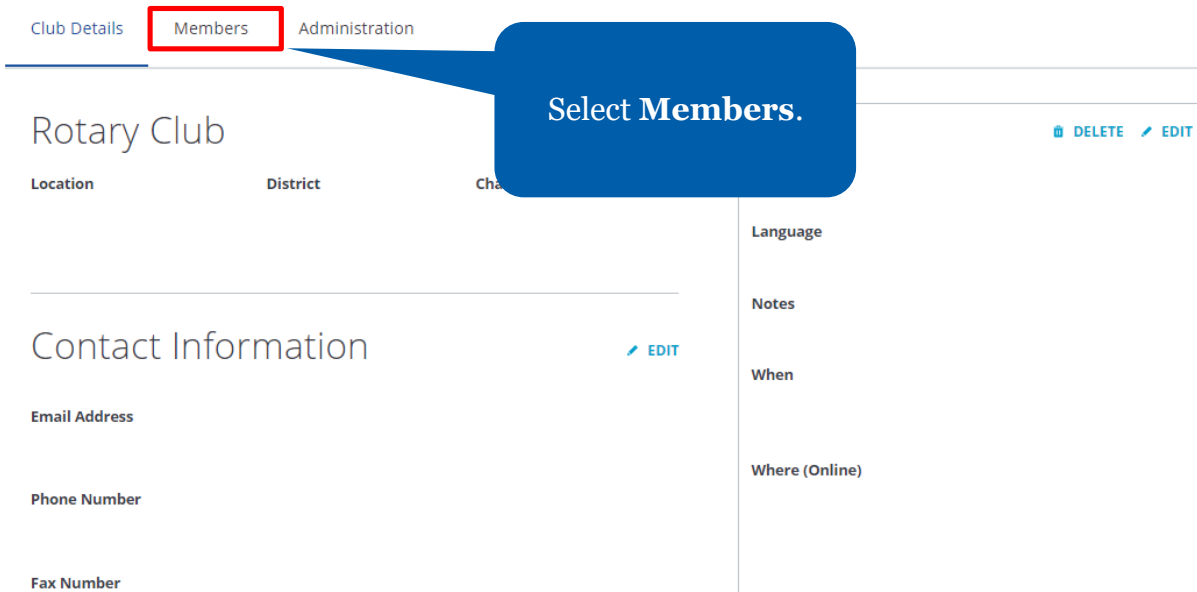
Or select **Register** to get a My Rotary account.



Select **HOME**, then **My Club**.

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GO TO THE CLUB ROSTER



3 ADD A MEMBER

Club Details Members Administration

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

ADD A MEMBER

MANAGE CLUB OFFICERS

Select **ADD A MEMBER**.

Search club members

Name

E-Mail

4

SEARCH MEMBER DATABASE

Step 1 of 3

Identify member

First, see if your new member is already in Rotary's database. You can check by searching with their name and email address or member ID.

Full Name*

This field accepts non-Latin characters

Email* or **Member ID***

This field is required

SEARCH FOR MEMBER

[CANCEL AND BACK TO CLUB ROSTER](#)

Sorry, we couldn't find a result to your search. Check the spelling of your search and try again. Or you can add the person as a new member.

ADD AS A NEW MEMBER

[CANCEL AND BACK TO CLUB ROSTER](#)

Type the member's full name.

Type the member's email address.

Select **SEARCH FOR MEMBER**.

If there's no record of the member, select **ADD AS A NEW MEMBER**.

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ENTER MEMBER DETAILS

[Back](#) | Step 2 of 3

Enter Member Details

Double-check to ensure this member's information is up-to-date. You can edit the member's information if needed.

PERSONAL DETAILS

Full Name*

This field accepts non-Latin characters.

First Name*

Middle Name

Last Name*

Email*

Phone

Address*

City*

Country/Region*

State/Province/Territory

Postal Code*

Language*

Year of birth*

Gender*

Legal Disclaimer Title

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Complete the required fields in the **Enter Member Details** section.

Then select **CONTINUE**.

CONTINUE

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ADD MEMBERSHIP INFORMATION

◀ Back | Step 3 of 3

Add Membership Information

Member type*
Active

For **Member type**, choose **Active** or **Honorary**.

Admission date*
2020-06-15

Select the date the member was admitted to your club (must be within the past 30 days).

Sponsored by
Select...

Add a sponsor if appropriate.

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

Check the **Procedure certification** box.

CONTINUE

Select **CONTINUE**.

[CANCEL AND BACK TO CLUB ROSTER](#)

Congratulations! You have added a member to your club.