HOW TO ADD A MEMBER

1

GO TO YOUR CLUB'S PAGE

Go to My Rotary and sign in.
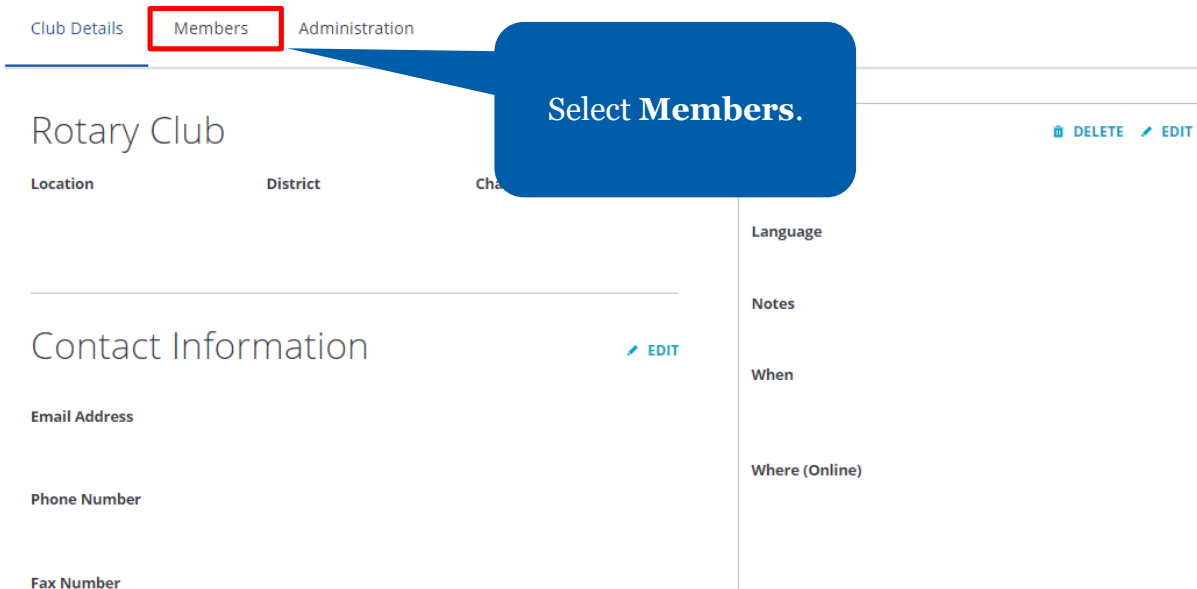
Or select **Register** to get a My Rotary account.

Rotary.org | English | Register Sign In

Rotary | My Rotary

Donate   Join

HOME | EXCHANGE IDEAS | TAKE ACTION | LEARNING & REFERENCE | MANAGE | THE ROTARY FOUNDATION | NEWS & MEDIA | MEMBER CENTER

Clubs > My Club
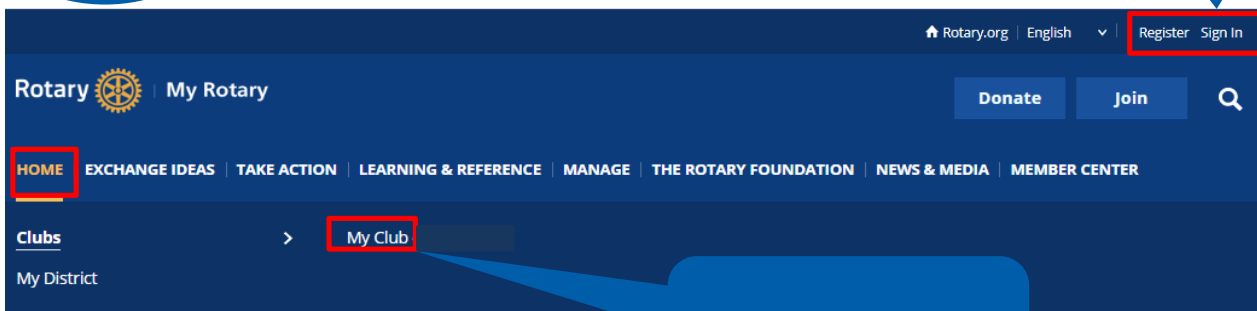
My District

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

2

GO TO THE CLUB ROSTER

Club Details   Members   Administration

Select **Members**.

Rotary Club

🗑 DELETE   ✎ EDIT

Location   **District**   **Cha...**   **Language**

Notes

When

Contact Information   ✎ EDIT

Where (Online)

Email Address

Phone Number

Fax Number

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

Name

E-Mail

E-mail

🔍 **SEARCH**

Rotary

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

> Type the member's full name.

> Type the member's email address.

> Select **SEARCH FOR MEMBER**.

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

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

Rotary

5

ENTER MEMBER DETAILS

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*

[mary@mary.com   ]

Phone

[   ]

Address*

[123 R street   ]

[Second line optional   ]

[Third line optional   ]

City*

[   ]

Country/Region*

[Select... | ∨]

State/Province/Territory

[   ]

Postal Code*

[   ]

Language*

[Select... | ∨]

Year of birth*

[Select... | ∨]

Gender*

[Select... | ∨]

Legal Disclaimer Title

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[**CONTINUE**]

> Complete the required fields in the **Enter Member Details** section.
>
> Then select **CONTINUE**.

Rotary

6 ADD MEMBERSHIP INFORMATION

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

CANCEL AND BACK TO CLUB ROSTER

Select **CONTINUE**.

Congratulations! You have added a member to your club.

Rotary