

District Attendance Report:

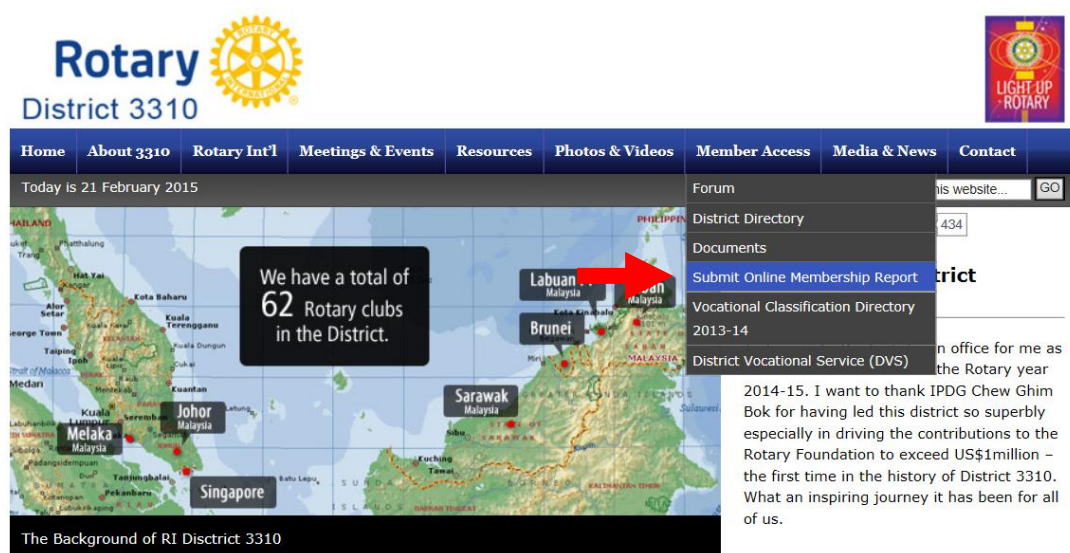
Dear Rotarians,

Since the Rotary year 2013/14, the District Attendance reporting is done online using our District 3310 website

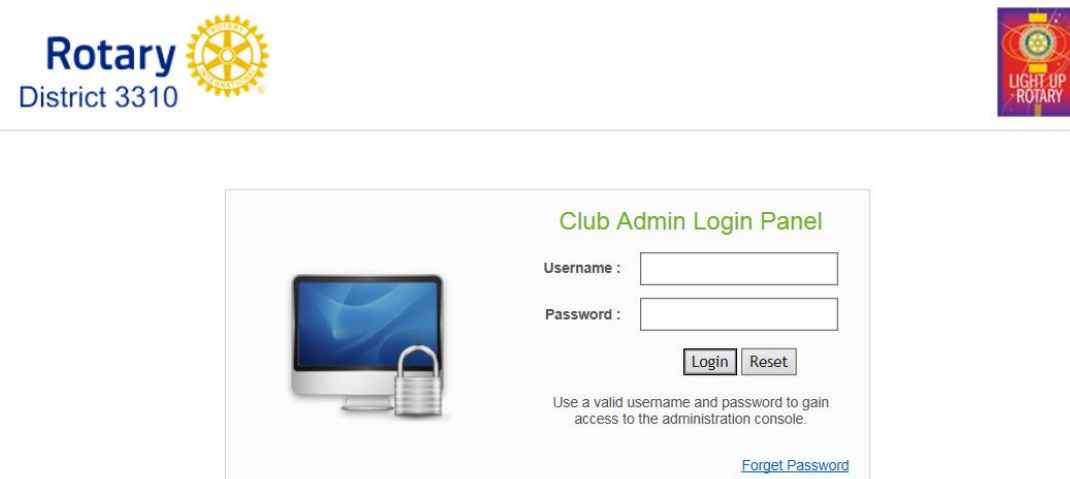
We decided to do this as it will be easier for the clubs to report (no lost of email) and we can generate reports for attendance and membership immediately

Attendance reporting (PLEASE SUBMIT BEFORE 15TH OF NEXT MONTH):

1. Go to District 3310 website <http://www.rotarydistrict3310.org.my/>
2. Go to the icon **Member Access** (DON'T CLICK) and then scroll down to **Submit Online Membership Report** and click it:
(http://www.rotarydistrict3310.org.my/membership/index.php?do=club_login)



3. Login - Enter Username and Password



4. Username and Password of each club

Club Name	Group No	Username	Password
Kota Famosa	1	kotafamosa	123456
Kota Melaka	1	kotamelaka	123456
Malacca	1	malacca	123456
Kluang	2	kluang	123456
Mersing	2	mersing	123456
Segamat	2	segamat	123456
Muar	3	muar	123456
Batu Pahat	3	batupahat	123456
Tangkak Ledang	3	tangkakledang	123456
Johor Bahru	4	johorbahru	123456
Johor Straits View	4	johorstraitsview	123456
Kota Tinggi	4	kotatinggi	123456
Tebrau	4	tebrau	123456
Johor Centennial	5	johorcentennial	123456
Kulai	5	kulai	123456
Puteri Lagoon	5	puterilagoon	123456
Johor Bahru Sentral	6	johorbahrusentral	123456
Pasir Gudang	6	pasirgudang	123456
Pontian	6	pontian	123456
E-Club of Singapore	7	eclubsingapore	123456
Queenstown	7	queenstown	123456
Singapore North	7	singaporenorth	123456
Tanjong Pagar	7	tanjongpagar	123456
Bukit Timah	8	bukittimah	123456
Changi	8	changi	123456
Pandan Valley	8	pandanvalley	123456
Raffles City	8	rafflescity	123456
Sentosa	8	sentosa	123456
E-Club of 3310	9	eclub3310	123456
Singapore	9	singapore	123456
Singapore East	9	singaporeeast	123456
Tanglin	9	tanglin	123456
Jurong Town	10	jurongtown	123456
Shenton	10	shenton	123456
Singapore West	10	singaporewest	123456
Suntec City	10	sunteccity	123456
Singapore Heartlands	10	singaporeheartlands	123456
Bugis Junction	11	bugisjunction	123456
Garden City	11	gardencity	123456
Marina City	11	marinacity	123456
Serangoon Gardens Orchard	11	serangoongardensorchard	123456
Bandar Seri Begawan	12	bandarseribegawan	123456
Belait	12	belait	123456
Labuan F T	12	labuan	123456

Miri	12	miri	123456
Bintulu	13	bintulu	123456
Bintulu Central	13	bintulucentral	123456
Sibu	13	sibu	123456
Kuching	14	kuching	123456
Kuching Central	14	kuchingcentral	123456
Kuching Jaya	14	kuchingjaya	123456
Kuching South	14	kuchingsouth	123456
Kinabalu Sutera	15	kinabalusutera	123456
Kota Kinabalu	15	kotakinabalu	123456
Kota Kinabalu South	15	kotakinabalusouth	123456
Likas Bay	15	likasbay	123456
Luyang	15	luyang	123456
Penampang	15	penampang	123456
Tanjung Aru	15	tanjungaru	123456
Kota Kinabalu Pearl	15	kotakinabalupearl	123456
Kota Kinabalu Mandarin	15	kotakinabalumandarin	123456
Sandakan	16	sandakan	123456
Sandakan North	16	sandakannorth	123456
Tawau	17	tawau	123456
Tawau Tanjung	17	tawautanjung	123456

5. Click on icon **Profile**:

- Needs to be done for the first time login only
- Change the password and update the details of the President and Secretary. Then click update
- Example – RC Muar:



Welcome, muar (Club Admin) ! [[Logout](#)]

Membership Summary	Submit Report	My Profile
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Club Profile

Club Name	: Muar
Group No.	: 1
Country / State	: Johor

Year	: 2014 ▾ - 2015 ▾
President Name	: <input type="text" value="Kazar Taherbhai"/>
President HP No.	: <input type="text" value="+60-12-727 2245"/>
President Email	: <input type="text" value="kazartaherbhai@gmail.com"/>
Secretary Name	: <input type="text" value="Dr Senthil Doraisamy"/>
Secretary Email	: <input type="text" value="rublik@hotmail.com"/>
Username	: <input type="text" value="muar"/>
Password	: <input type="text"/>

6. Click on icon **Summit report:**

- Enter the month and year of attendance submission
- Enter the required data for question 1 to 10 (some question automatically answered/calculated)
- Then click submit once your are done




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[Membership Summary](#) [Submit Report](#) [My Profile](#)

D3100 Membership & Attendance Report

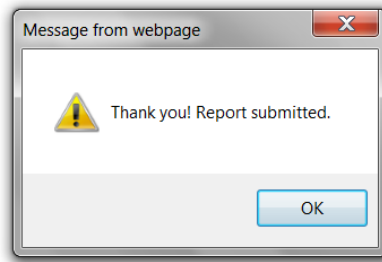
Please answer all questions below.

- Deadline for reporting monthly attendance: 10th of each month.
- Honorary Members should not be included in attendance figures.
- Members on LOA (Letter of Absence) should not be included, unless they attend.
- Make-ups should be done within 2 weeks before or 2 weeks after of the missed meeting.
- **User may override previous month(s)'s data for re-submission.**
- User may delete month(s) submitted by choosing this symbol  to delete corresponding month's report.

Group No. :
Rotary Club Name :
Country / State :
Submission For :

1.	Membership at the beginning of the month Enter no. of members as at the first day of the month.	<input type="text"/>
2.	New member joined Enter no. of members who joined during the month.	<input type="text"/>
3.	Member resigned Enter no. of members who left during the month.	<input type="text"/>
4.	Membership at the end of month Enter no. of members as at last day of month including excused absences members.	<input type="text"/>
	No. of excused absences members Enter no. of excused absences members.	<input type="text"/>
	A member's absence shall be excused if: 1. The absence complies with the conditions and under circumstances approved by the board. 2. The aggregate of the member's years of age and years of membership in one or more clubs is 85 years or more.	
5.	No. of meetings held this month Enter no. of meetings held by the club during the month.	<input type="text"/>
6.	Total attendance Enter the total sum of the attendance for all meetings during the month.	<input type="text"/>
7.	No. of meetings cancelled this month Do not report cancellations due to public or state holidays.	<input type="text"/>
8.	Average attendance %this month (Total attendance / (No. of meetings x (Membership end of the month - No. of Excused Absences members))) x 100%	<input type="text"/> %

7. Then click **OK**:



8. Check your report data



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Membership Summary Submit Report My Profile												
View:	2013 - 2014	2014 - 2015	2015 - 2016									
2014 - 2015 Membership Summary												
	2014						2015					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
No. of member beginning of the month	22	23	27	27	27	27	27	-	-	-	-	-
No. of member joined	1	4	0	0	0	0	0	-	-	-	-	-
No. of member resigned	0	0	0	0	0	0	0	-	-	-	-	-
No. of member end of the month	23	27	27	27	27	27	27	-	-	-	-	-
No. of meetings	5	4	4	5	4	4	4	-	-	-	-	-
No. of meetings cancelled	0	0	0	0	0	1	0	-	-	-	-	-
Average attendance (%)	66.667	69.792	50	52.5	44.565	51.087	51.087	-	-	-	-	-
Submission Date	05/08	25/09	25/09	29/10	30/11	06/01	05/02	-	-	-	-	-
	🗑	🗑	🗑	🗑	🗑	🗑	🗑	-	-	-	-	-

9. Logout

Thank you

Yours in Rotary
 PP Datin Chua Soon Lan
 chuachanco@gmail.com
 District Attendance Chair
 2015/16
 District 3310