

# GUIDELINES FOR OBTAINING AUTHORISATIONS TO USE 'MEMBER ACCESS' SECTION OF DISTRICT 3310 WEBSITE

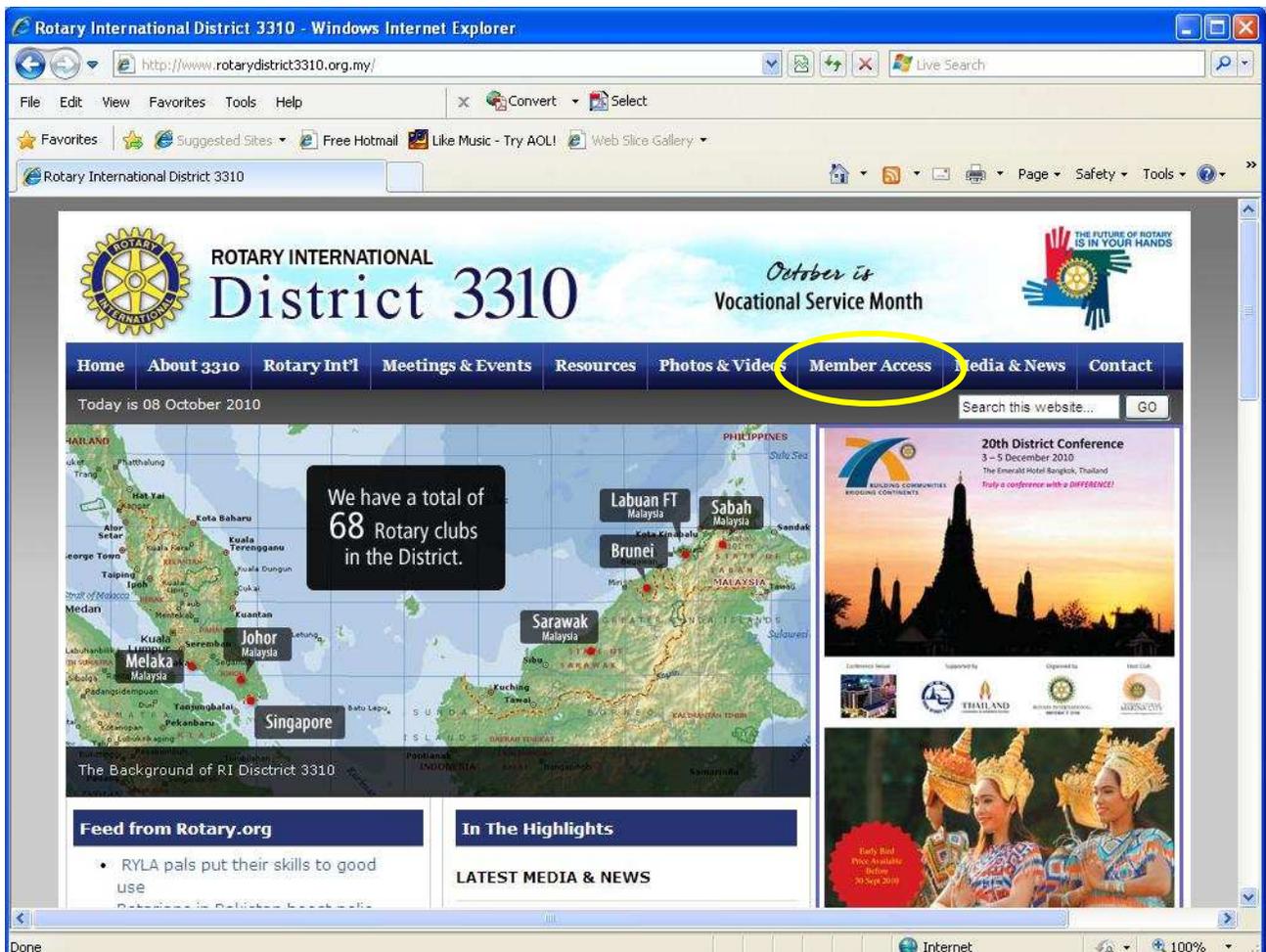
[www.rotarydistrict3310.org.my](http://www.rotarydistrict3310.org.my)

One of the features provided in the reconstructed and redesigned of District 3310 website is the ability for Rotarians to download the district directory AND participate in the forum (similar to the District 3310 eGroups).

In order to protect the privacy of information (be it the members' contacts or the topics being discussed in the forum), we have made it mandatory for Rotarians to go through the process of 'Registration' prior to being given access to the 'Members Access' section of the website.

The following sections will provide step by step guidelines on the process of registrations:

1. Go to [www.rotarydistrict3310.org.my](http://www.rotarydistrict3310.org.my) and notice the 'Member Access' tab on the right of the screen which is circled in yellow in the screen shot below



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[www.rotarydistrict3310.org.my](http://www.rotarydistrict3310.org.my)

Member Access :: Rotary International District 3310 - Windows Internet Explorer

http://www.rotarydistrict3310.org.my/index.php/member-access/

Member Access :: Rotary International District 3310

Today is 10 June 2009

Home / Member Access

## Member Access

This section is only for authorized 3310 District members only. Click Register for new registration or key in your username and password accordingly if you are existing website member.

Username

Password

Log In  Remember me

[Register](#) | [lost your password?](#)

Click this to register if you are accessing this section for the first time.

### Latest Highlights

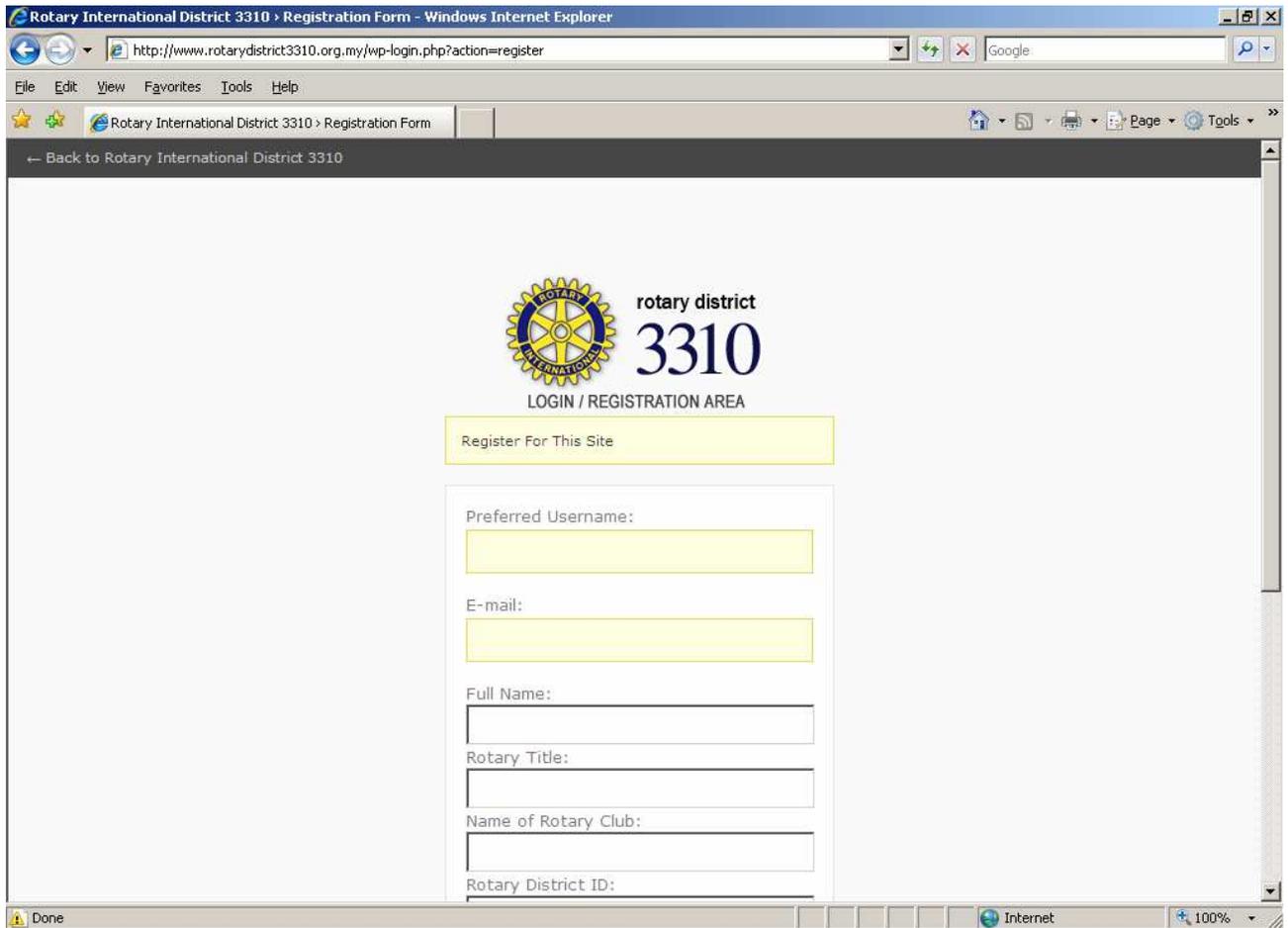
DISTRICT GOVERNOR'S REPORT (2008-09)  
District Governor Newsletter May 2009  
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3. Enter your particulars including preferred user id and preferred password. The top portion of the screen is shown below:

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[www.rotarydistrict3310.org.my](http://www.rotarydistrict3310.org.my)



The screenshot shows a web browser window titled "Rotary International District 3310 > Registration Form - Windows Internet Explorer". The address bar displays "http://www.rotarydistrict3310.org.my/wp-login.php?action=register". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content features the Rotary International logo and the text "rotary district 3310" and "LOGIN / REGISTRATION AREA". Below this is a yellow button labeled "Register For This Site". A registration form follows with the following fields:

- Preferred Username:
- E-mail:
- Full Name:
- Rotary Title:
- Name of Rotary Club:
- Rotary District ID:

The browser's status bar at the bottom shows "Done" on the left and "Internet" and "100%" on the right.

*Please take note that it is important that you provide all the particulars requested or else your registration may not be approved.*

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Rotary International District 3310 > Registration Form - Windows Internet Explorer

http://www.rotarydistrict3310.org.my/wp-login.php?action=register

File Edit View Favorites Tools Help

Rotary International District 3310 > Registration Form

Full Name:

Rotary Title:

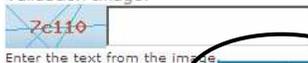
Name of Rotary Club:

Rotary District ID:

Club Appointments:

Preferred Password:

Confirm Password:

Validation Image:  
  
Enter the text from the image:

[Register](#)

[Log in](#) | [Lost your password?](#)

Please click this button WHEN you have entered all information as requested.

Done Internet 100%

The information that you have keyed into this screen will be used for verification purposes by the administrator. A check will be made with your club president, secretary or RI to ensure that you are a Rotarian from District 3310.

5. Example of a registration screen already filled up:

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Rotary International District 3310 > Registration Form - Windows Internet Explorer

http://www.rotarydistrict3310.org.my/wp-login.php?action=register

File Edit View Favorites Tools Help

Rotary International District 3310 > Registration Form

Preferred Username:  
ndresuharto@yahoo.com

E-mail:  
ndresuharto@yahoo.com

Full Name:  
Andre Suharto

Rotary Title:  
Past President

Name of Rotary Club:  
Kuching Central

Rotary District ID:  
3310

Club Appointments:  
Rotary Foundation Chairman

Preferred Password:  
●●●●●●●●

Confirm Password:  
●●●●●●●●

Validation Image:  
Ze110 Ze110

Enter the text from the image

Register

Done, but with errors on page.

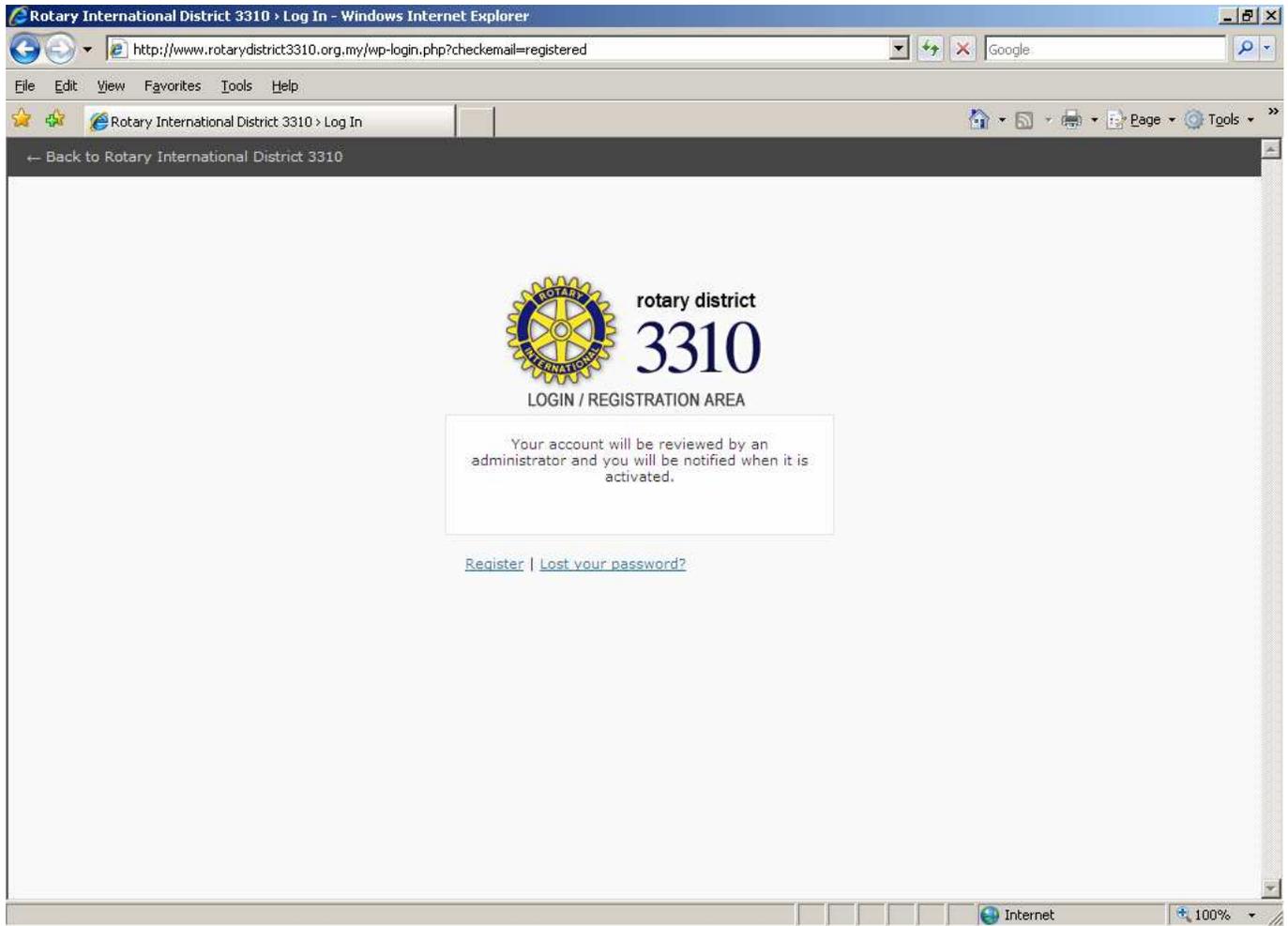
Internet 100%

In this example, the user has entered his email id as the preferred user id. You may use any format for user id as long as it is easy to remember

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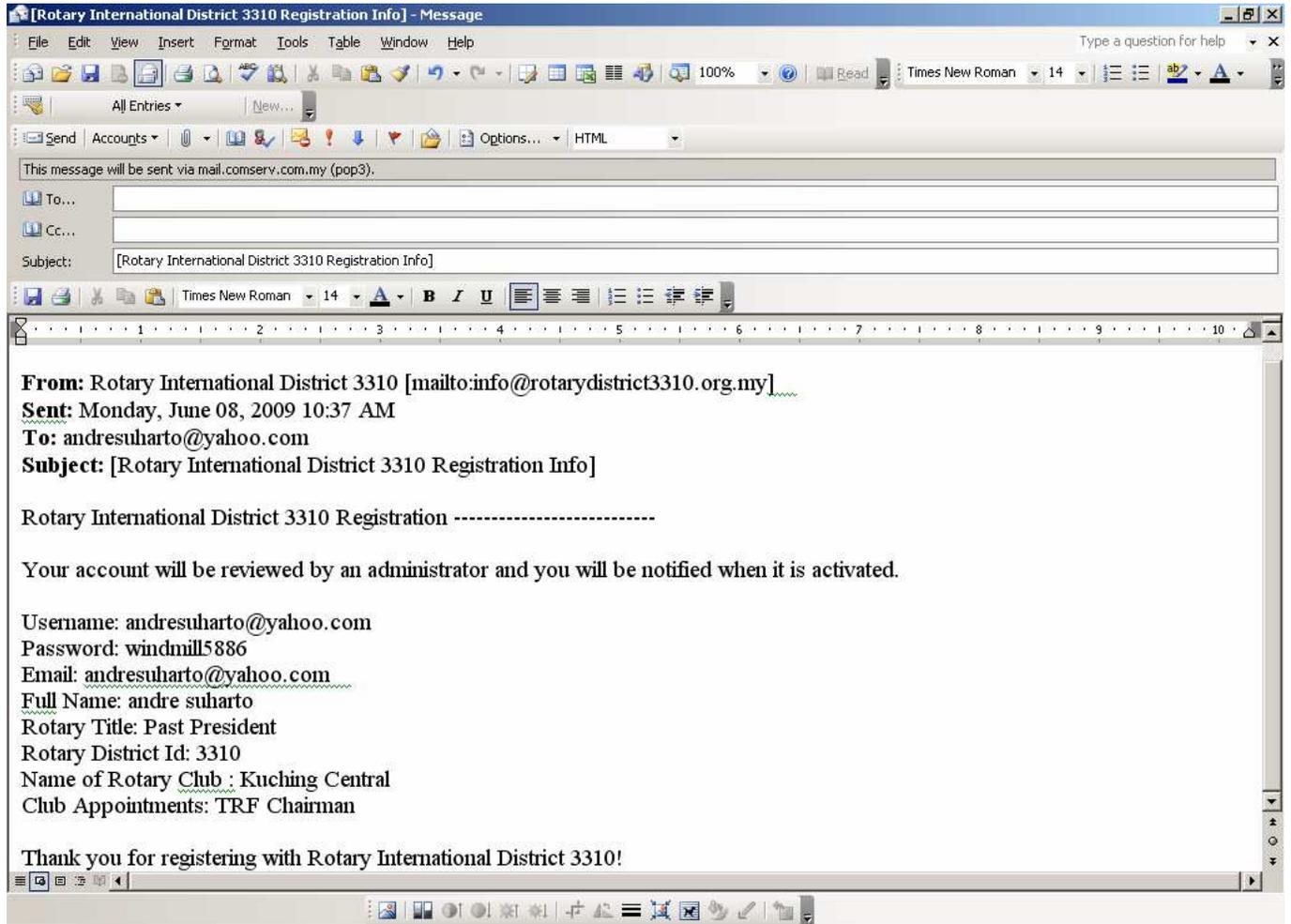
6. Upon completion of registration, you will arrive at this screen:



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[www.rotarydistrict3310.org.my](http://www.rotarydistrict3310.org.my)

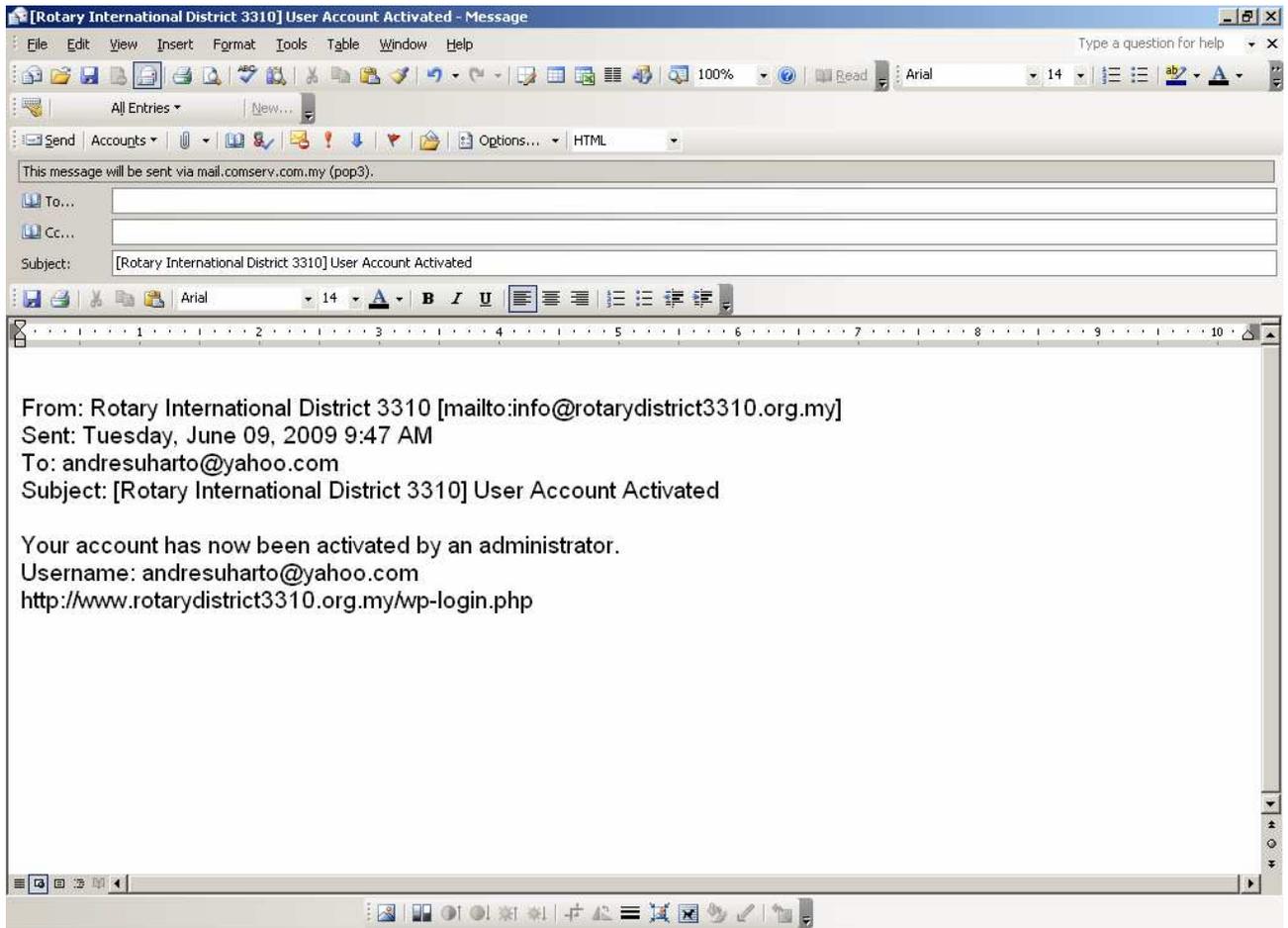
7. You will also receive an email notification delivered to the email address which you entered into the registration screen (see item 5 above).



8. Once the Administrator approves your request for registration, you will receive another email notification to inform you that your account has been activated.

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At this stage, your registration to access the 'Members Access' section of the district website has been approved and you may now visit the district website to participate in the FORUM and/or access the 'DIRECTORY' for download.

At present, the directory has been divided into several parts so as to give flexibility for users to download the relevant section of the directory instead of having to download the whole directory which could be a slow process if you have limited bandwidth connection to internet.

In future, we shall incorporate a search engine to allow users to search for the contact of a particular Rotarian either by name, by name of the club, by committee name or by their designation etc.

## THE MEMBER ACCESS SECTION

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[www.rotarydistrict3310.org.my](http://www.rotarydistrict3310.org.my)

9. Rotarians wishing to visit the 'Member Access' section will have to go to the following URL:

<http://www.rotarydistrict3310.org.my/index.php/member-access/>

Enter your preferred user id and password which you entered in the registration screen (see item 5 above) during registration process:

The screenshot shows a web browser window displaying the 'Member Access' page. The page header includes the Rotary International logo, the text 'ROTARY INTERNATIONAL District 3310', and a navigation menu with items: Home, About 3310, Rotary Int'l, Meetings & Events, Resources, Photos & Videos, Member Access, Contact, and Media & News. The date 'Today is 10 June 2009' is shown. The main content area is titled 'Member Access' and contains a login form with fields for 'Username' (containing 'andresuharto@yahoo.com') and 'Password' (masked with dots). There is a 'Log In' button and a 'Remember me' checkbox. Below the login form are links for 'Register' and 'Lost your password?'. On the right side, there is a 'Latest Highlights' section with several news items, including 'DISTRICT GOVERNOR'S REPORT (2008-09)', 'District Governor Newsletter May 2009', and 'Club treasurers: Pay SAR invoices through Member Access'. At the bottom right, there is a calendar for 'June 2009' with the 10th of June highlighted.

June 2009						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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29	30					

10. After successful log-in, you will land on the following screen:

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Member Access :: Rotary International District 3310

ROTARY INTERNATIONAL  
**District 3310**

Home About 3310 Rotary Int'l Meetings & Events Resources Photos & Videos **Member Access** Contact Media & News

Today is 10 June 2009 Search this website... GO

Home / Member Access

## Member Access

- [Join Forum](#)
- [View Member Directory](#)

### Latest Highlights

DISTRICT GOVERNOR'S REPORT (2008-09)  
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Done Internet 100%

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[www.rotarydistrict3310.org.my](http://www.rotarydistrict3310.org.my)

11. If you click 'Join Forum', you will arrive on the following screen:

The screenshot shows a web browser window titled "Forum :: Rotary International District 3310 - Windows Internet Explorer". The address bar shows the URL "http://www.rotarydistrict3310.org.my/index.php/member-access/forum/". The page content includes the Rotary International logo, the text "ROTARY INTERNATIONAL District 3310", and a navigation menu with items like "Home", "About 3310", "Rotary Int'l", "Meetings & Events", "Resources", "Photos & Videos", "Member Access", "Contact", and "Media & News". A search bar is present with the text "Search this website...". The main heading is "Forum". Below this, it says "Rotary International District 3310 » 3310 Forums" and "17 Registered users." There are links for "Logout | My Profile | Search". A table lists forum topics:

Forums	Threads	Posts	Last post
<b>Rotary Corner - For Rotary discussions only</b>			
<b>Rotary Club Discussions</b> For all Rotary topics under the four avenues of service Moderators: <a href="#">admin</a> , <a href="#">edi3310</a> , <a href="#">loonshin</a> , <a href="#">andre</a>	2	5	2009-03-25 02:12:25 By: <a href="#">edi3310</a>
<b>General Discussion</b> For any Rotary Fellowship Moderators: <a href="#">admin</a> , <a href="#">loonshin</a> , <a href="#">andre</a>	5	7	2009-04-15 15:00:58 By: <a href="#">andre</a>
<b>Rotary International Current Affairs</b> Announcements and latest news from Rotary International Moderators: <a href="#">admin</a> , <a href="#">edi3310</a> , <a href="#">loonshin</a> , <a href="#">andre</a>	1	1	2009-03-25 02:15:09 By: <a href="#">edi3310</a>

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12. If you click 'Member Directory', you will arrive on the following screen:



You may download any of the 4 contents of district directory by clicking the appropriate selection and follow the command from there onwards

Should you need more clarifications or help, please send email to:

1. District Website Coordinator (PP Dr Ho Loon Shin) at [loonshin@yahoo.com](mailto:loonshin@yahoo.com) and his assistant
2. PP Hj Andre Suharto at [andre.suharto@comserv.com.my](mailto:andre.suharto@comserv.com.my)