My Rotary - www.rotary.org/myrotary
UPDATING MEMBER INFORMATION

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CLUB ADMINISTRATION

Here are the functions to maintain and update clubs, including contributions functions, processes, and forms

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Rotary ⚙

Note: Club President, Secretary, Executive Secretary, Treasurer, Foundation Chair, Membership Chair all have access to `Add/edit/remove member`

ADD A MEMBER

1. After clicking , `Add/edit/remove member` , choose the *Add Members* link near the top of the page.

Rotary Club of:	
Club Number:	

Active Members 65 record(s)   `Add Members`   `Terminated Members`   `Deceased Members`

2. Click on *Search for an existing member* if the member is already a Rotarian or on *Continue* to create a new record.

Either search for a Rotarian who is already a member of another club or add a new member.

To avoid adding someone who is already in the RI database, it is highly recommended that you search for the member before adding him/her as a new member.

`Search for an existing member` `Continue`

A. SEARCH FOR AN EXISTING MEMBER

4. Enter ID number if known, and then click on *Submit*. If ID is unknown, enter Last Name, First Name, City and Country, and then click on *Submit*.
5. Click on the name of the person you are adding.
6. Enter the requested information, and then click on *Add member & Update Contact*.

B. NEW RECORD

4. Enter the requested information, then click on *Save*.

![Rotary logo]

TERMINATE A MEMBER

1. After clicking **Add/edit/remove member** ,click the *Terminate* link next to the member's name.
2. Use the drop down fields to indicate the member's *Termination Reason* and effective *Termination Date*.
3. Click on *Terminate* and *OK* on the confirmation page.

			Membership ID	Last Name	First Name	Admitted	Member Type
View	Edit	Terminate		Ayres	David	01-Jul-2010	Member
View	Edit	Terminate		Barnier	Stephen	26-Oct-2011	Member
View	Edit	Terminate		Beadle	Michael	28-Aug-2001	Member
View	Edit	Terminate		Butler	Bill	15-May-2003	Member

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UPDATE MEMBER INFORMATION

1. After clicking **Add/edit/remove member** ,choose the *Edit* link next to the member's name to do the following:
   - Change a member's admission date (For dates more than180 days in the past, send an e-mail to data@rotary.org indicating the member's name, ID number, and correct date.)
   - Change a member's type of membership
   - Update a member's contact information