

MyRotary Reporting Rotaract Training Night

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Logging into MyRotary

Google



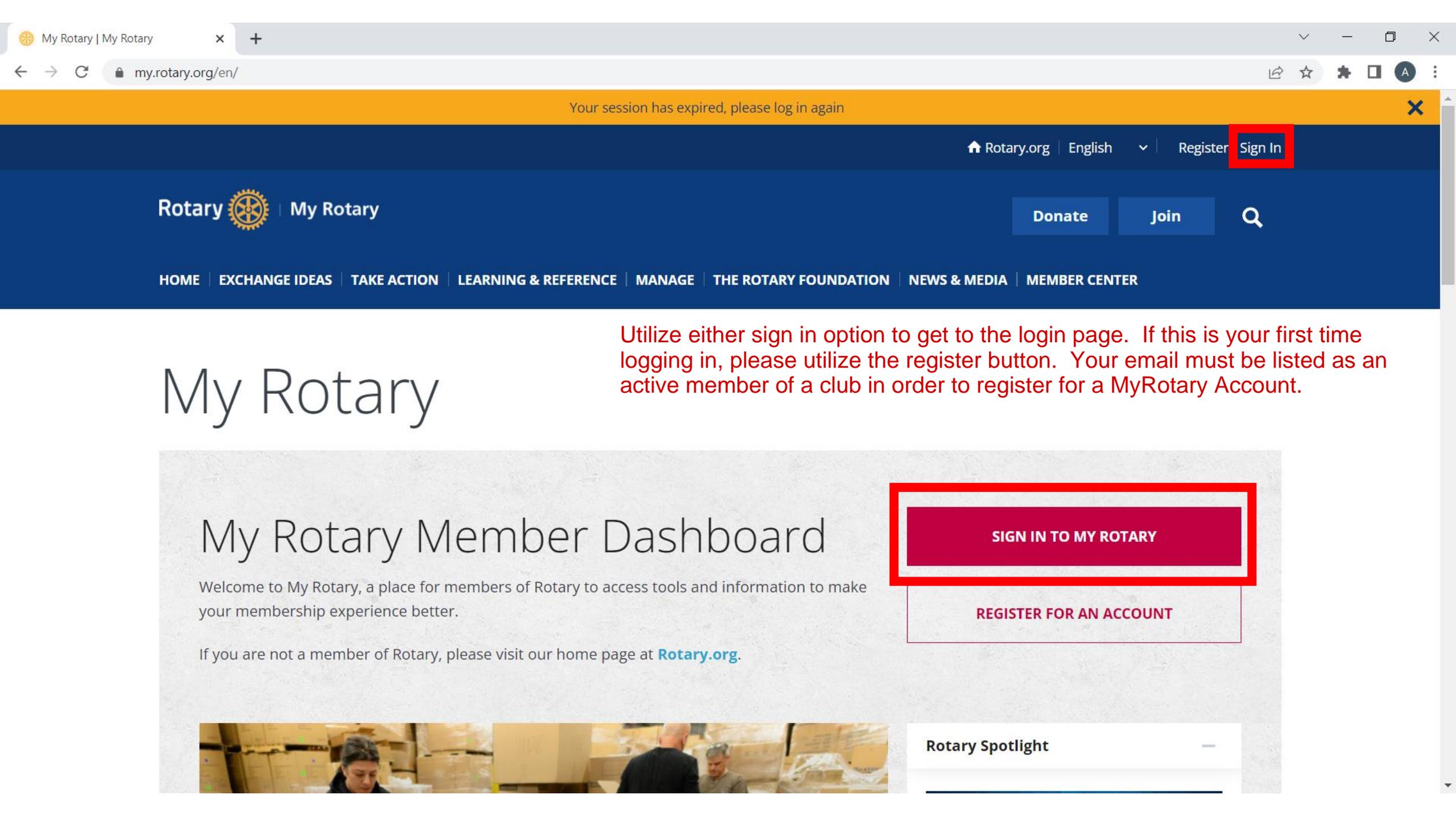
My.Rotary.org

GO

About

Store

Start by typing My.Rotary.org into your favorite web browser



Your session has expired, please log in again

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

My Rotary

Utilize either sign in option to get to the login page. If this is your first time logging in, please utilize the register button. Your email must be listed as an active member of a club in order to register for a MyRotary Account.

My Rotary Member Dashboard

Welcome to My Rotary, a place for members of Rotary to access tools and information to make your membership experience better.

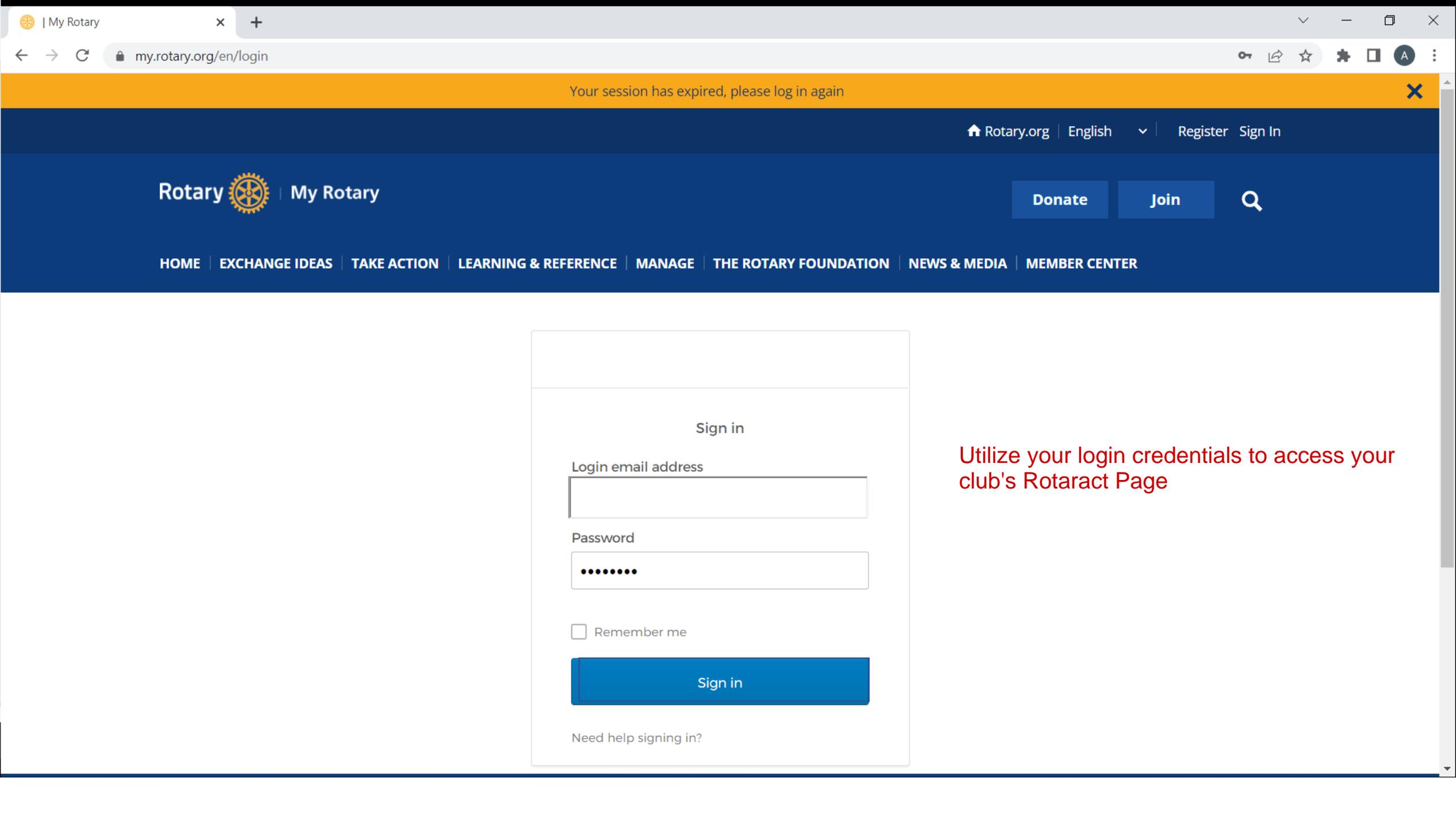
If you are not a member of Rotary, please visit our home page at [Rotary.org](https://www.rotary.org).

SIGN IN TO MY ROTARY

REGISTER FOR AN ACCOUNT



Rotary Spotlight



Your session has expired, please log in again

Rotary.org | English | Register | Sign In



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Sign in

Login email address

Password

Remember me

Sign in

Need help signing in?

Utilize your login credentials to access your club's Rotaract Page

Hover over the Home button

My Rotary



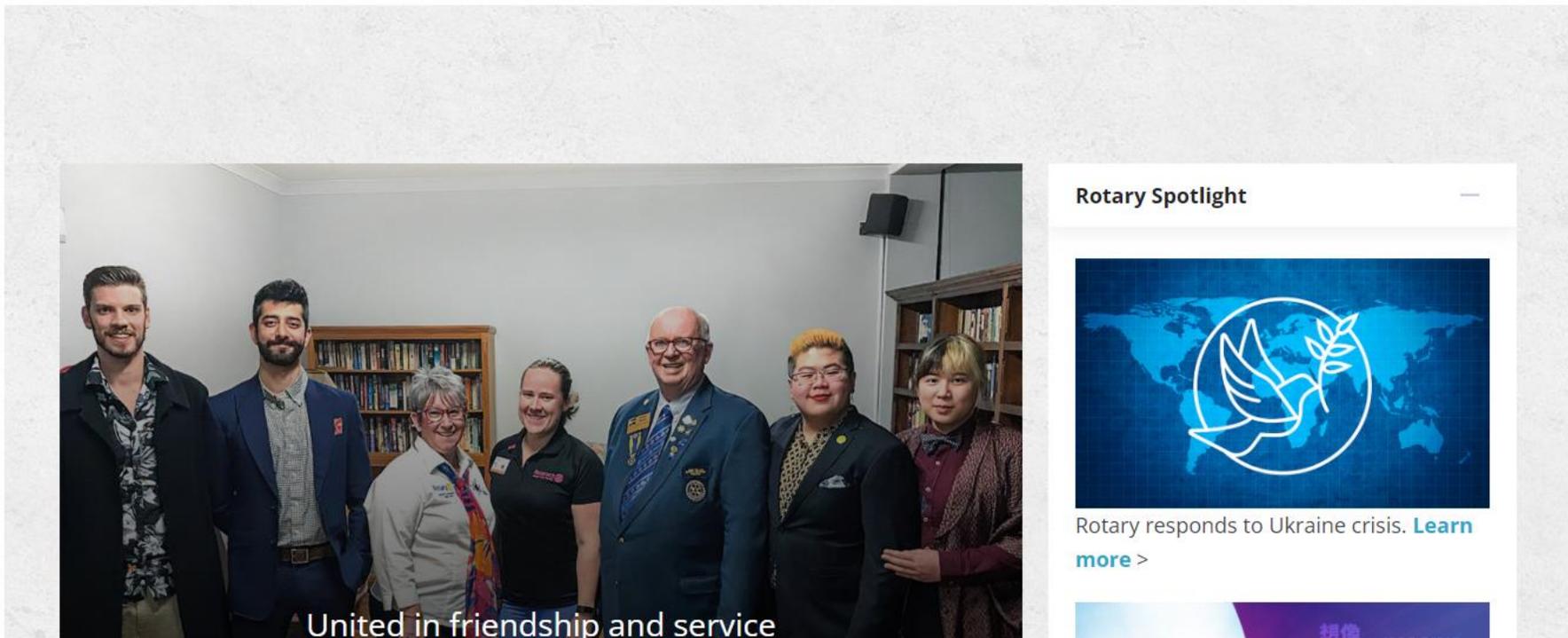
Rotary Spotlight



Rotary responds to Ukraine crisis. [Learn](#)

- Clubs > My Rotaract Club
- Districts >

Then Clubs



Clubs

My Rotaract Club

Districts

Select your Rotaract Club. If you are a dual member, this club may also be listed here.



Rotary Spotlight



Rotary responds to Ukraine crisis. [Learn more >](#)



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My Rotaract Club

Rotaract Club (Community)

This is the landing page to make edits to your Rotaract Club's information and membership

Club details

Members

Location	District	Chartered	Club ID
Georgia, United States	6900	2012	12345

[EDIT](#)

Contact Information

[EDIT](#)

Email Address

ourclubpresident@ourclub.org

Phone Number

Our Meeting Location

Language

English

Notes

When

Wednesday at 19:00

First Wednesday and fourth Thursday

Adding New Members



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My Rotaract Club

Rotaract Club (Community)

Click the Members Tab

Club details

Members

Location	District	Chartered	Club ID
Georgia, United States	6900	2012	12345

[EDIT](#)

Contact Information

[EDIT](#)

Email Address

ourclubpresident@ourclub.org

Phone Number

Our Meeting Location

Language

English

Notes

When

Wednesday at 19:00

First Wednesday and fourth Thursday



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NEWS &
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MEMBER
CENTER

My Rotaract Club

Scroll until you see your current membership list and the option to "add a member"



Rotaract Club (Community)

Club details

Members

If you have questions about your club membership, please contact [Data Services](#)

[Add a member](#)

If you have questions about your club membership, please contact [Data Services](#)

If you run into any technical issues. Those can be resolved by emailing data@rotary.org

Add a member

Click "add a member" to add a member

data@rotary.org

Manage club officers

Search club members

Search by name Search by email address **SEARCH**

CLUB MEMBERS (17) Role ▾ Member status ▾

Here is where you will see a list of members currently enrolled in your club. It is important that this information is up to date, not only for dues but also for your members to gain access to the MyRotary Membership areas.

	<u>John Doe</u> ID: 111111	Member 2022 - Present	Doe.John@gmail.com	⋮
	<u>Jane Doe</u> ID: 222222	Member 2018 - Present	Doe.Jane@gmail.com	⋮



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Join



HOME

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My Rotaract Club

Scroll down until you see options to check email addresses

Scroll

Rotaract Club (Community)

Club details

Members

◀ Back | Step 1 of 3

Identify member

Identify member

First, see if your new member is already in Rotary's database.
Enter any information you have of the person you'd like to add
- only one field is required.

Please use only latin characters

Email

Member ID

First name

Last name

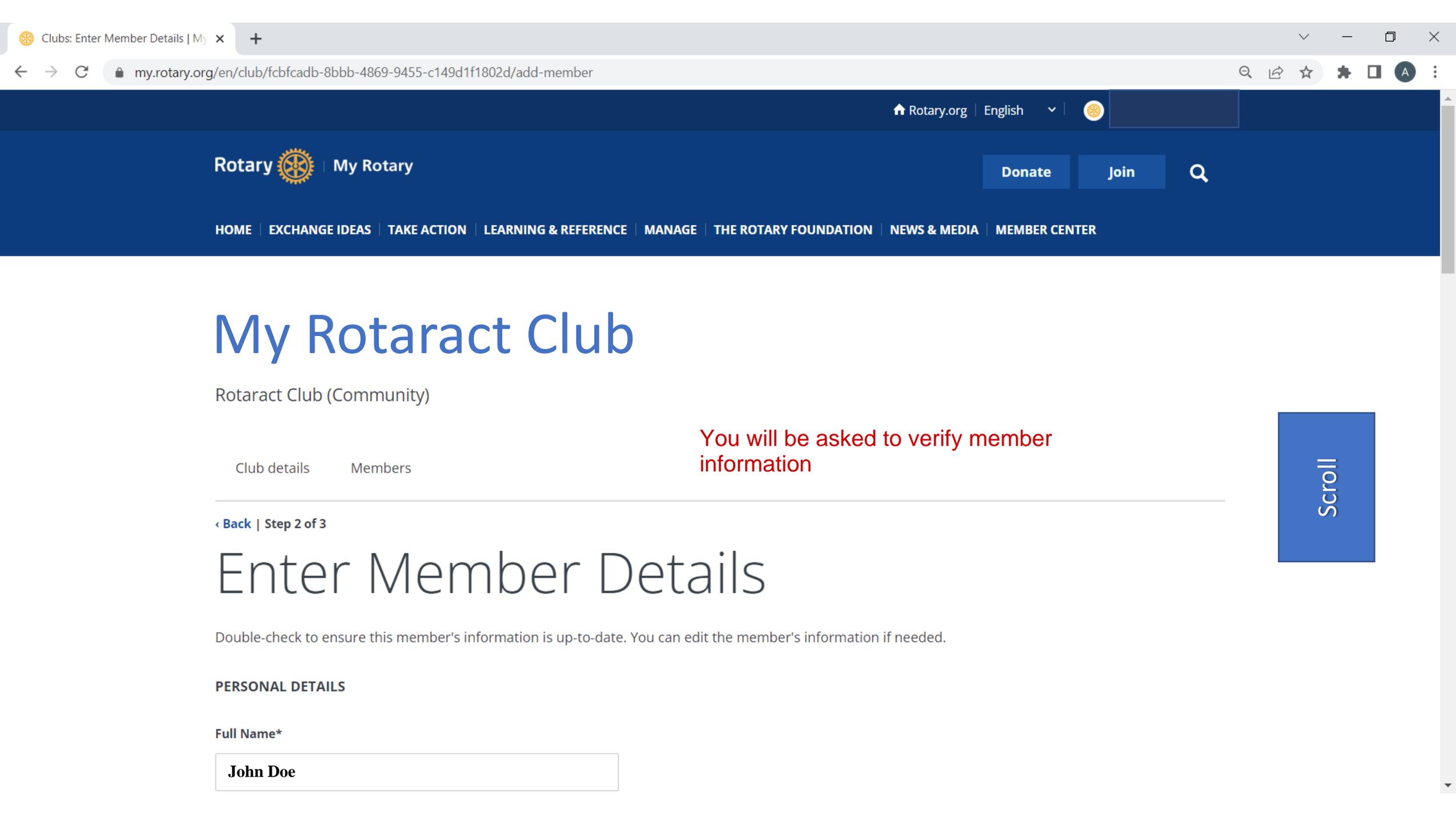
[CANCEL](#)

The first step is to see if the member is already listed in the database. The best way to do this is using their email address. However, you can also do this by looking up their first and last name.

If you utilize their first and last name, anyone with a similar name will pop up in the below menu

RESULTS (10184)		Filter by country/region	Filter by Club	
	John Doe Doe.John@gmail.com +1234567890 ID#111111	John Doe's Address Here United States	OTHER CLUB AFFILIATION My Rotary Club	CONTINUE WITH THIS PERSON
	John Doe Doe.John32@gmail.com +34 5555555 ID#9999999	John Doe's Address Here Spain	OTHER CLUB AFFILIATION Spain Rotary Club	CONTINUE WITH THIS PERSON
	John Doe Doe.John12@gmail.com +114444444 ID#7777777	John Doe's Address Here United States	OTHER CLUB AFFILIATION US Rotary Club	CONTINUE WITH THIS PERSON
	John Doe Doe.John82@gmail.com +33 9999999 ID#8888888	John Doe's Address Here Philippines	OTHER CLUB AFFILIATION Philippines Rotary Club	CONTINUE WITH THIS PERSON
	John Doe Doe.John11@gmail.com +1 444444444 ID#444444	John Doe's Address Here United States	OTHER CLUB AFFILIATION US Rotary Club	CONTINUE WITH THIS PERSON

This is what happens if you try to add a member that is already listed in the RI database once you click "continue"



Donate

Join



My Rotaract Club

Rotaract Club (Community)

Club details

Members

You will be asked to verify member information

Scroll

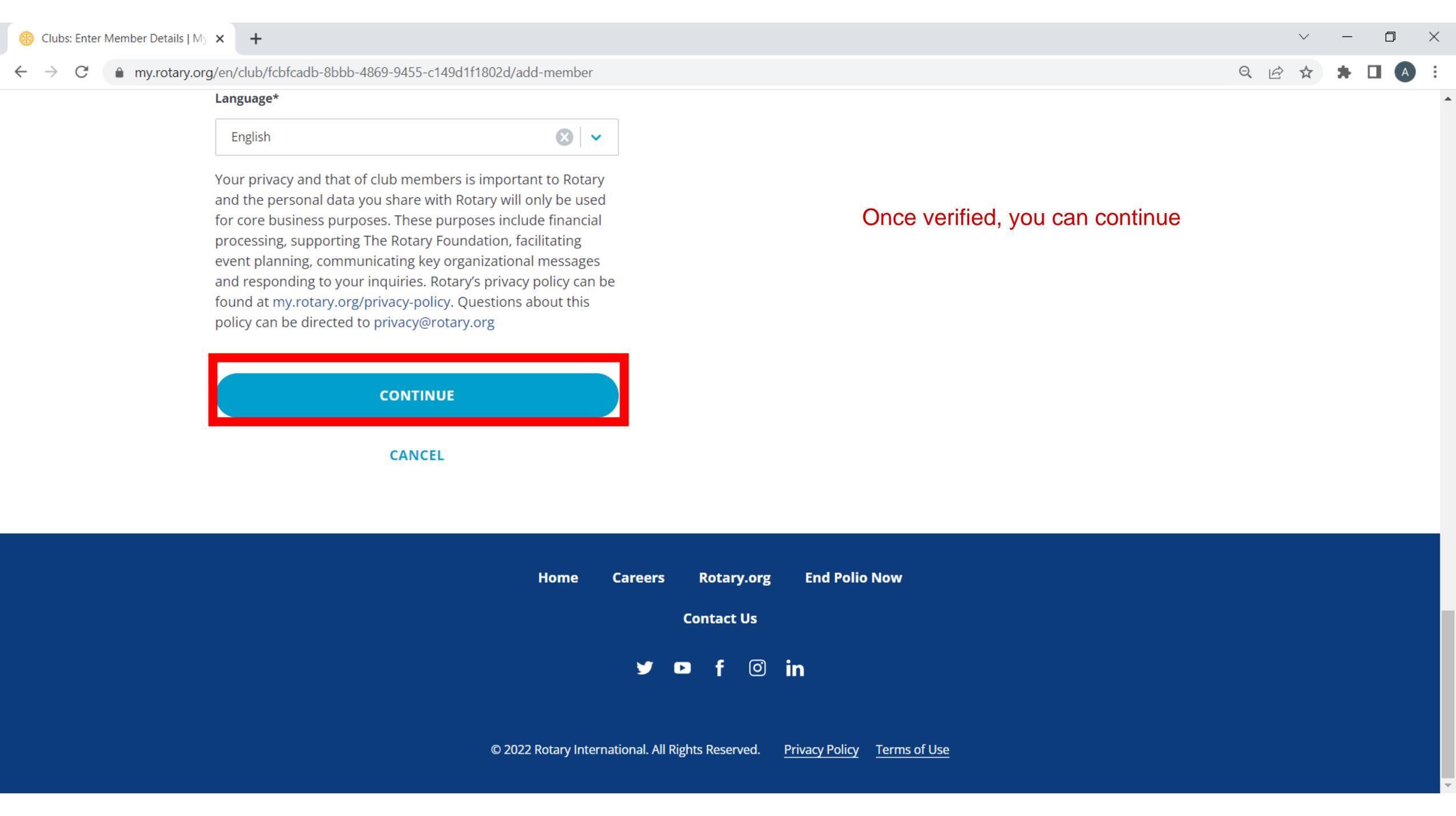
< Back | Step 2 of 3

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*



Language*

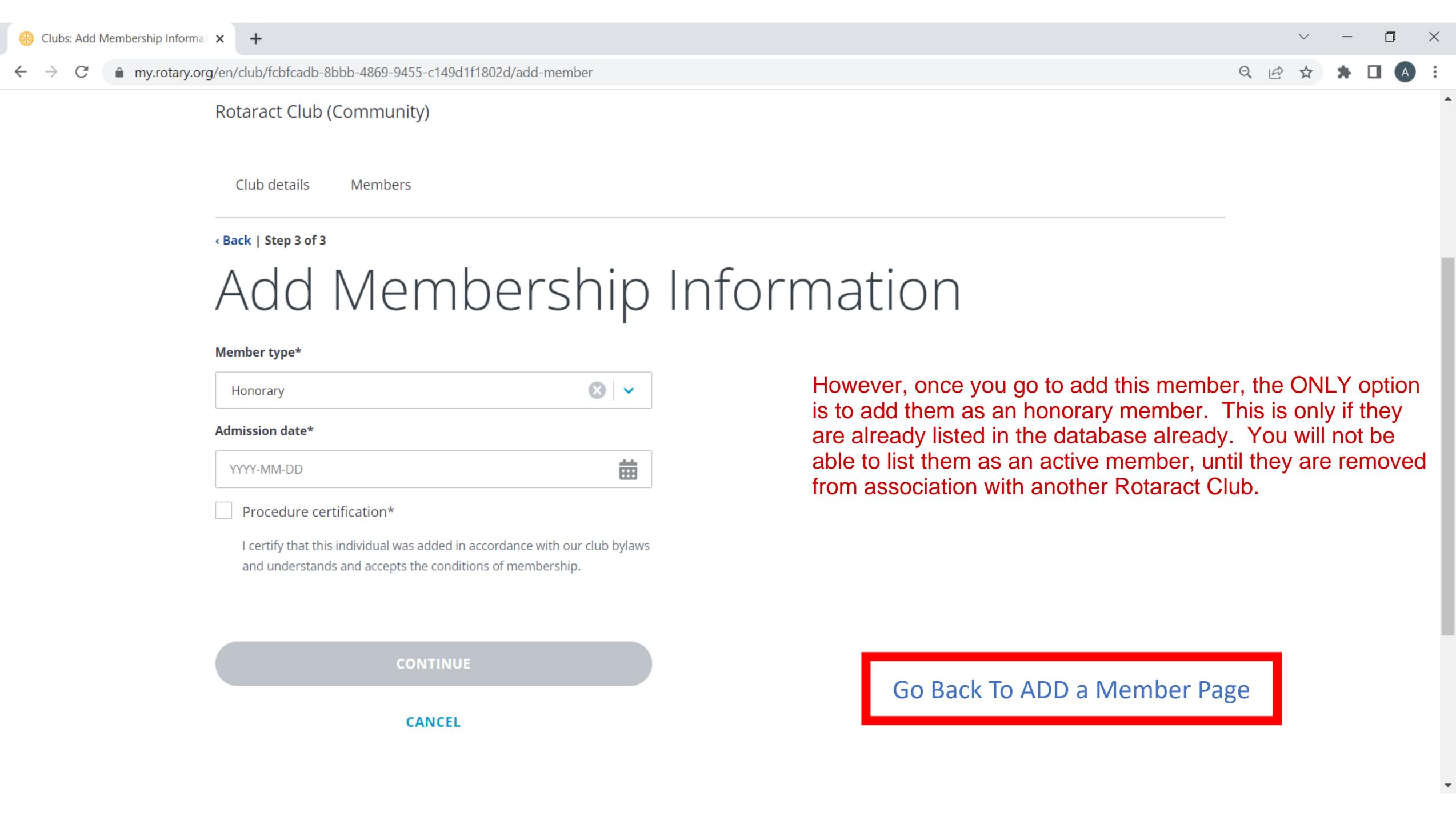
English [X] [v]

Your privacy and that of club members is important to Rotary and the personal data you share with Rotary will only be used for core business purposes. These purposes include financial processing, supporting The Rotary Foundation, facilitating event planning, communicating key organizational messages and responding to your inquiries. Rotary's privacy policy can be found at my.rotary.org/privacy-policy. Questions about this policy can be directed to privacy@rotary.org

Once verified, you can continue

CONTINUE

CANCEL



Rotaract Club (Community)

Club details Members

[Back](#) | Step 3 of 3

Add Membership Information

Member type*

Admission date*

Procedure certification*

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

CONTINUE

CANCEL

However, once you go to add this member, the ONLY option is to add them as an honorary member. This is only if they are already listed in the database already. You will not be able to list them as an active member, until they are removed from association with another Rotaract Club.

Go Back To ADD a Member Page

Identify member

First, see if your new member is already in Rotary's database.
Enter any information you have of the person you'd like to add
- only one field is required.

Please use only latin characters

Email

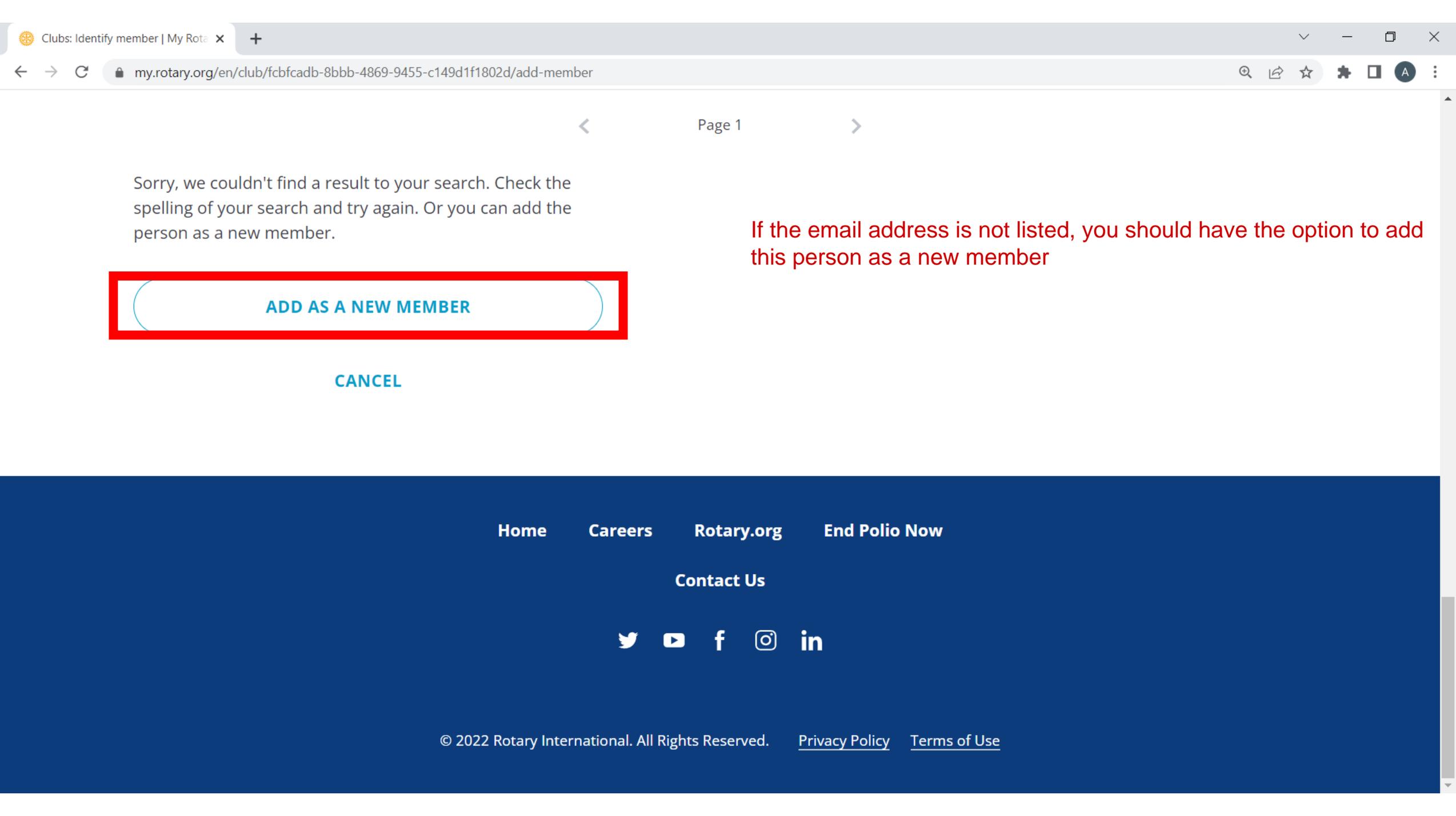
Member ID

First name

Last name

[CANCEL](#)

If we were to look up a member via their email address, we can easily see if they are in the system.



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.

If the email address is not listed, you should have the option to add this person as a new member

ADD AS A NEW MEMBER

CANCEL



Donate

Join



My Rotaract Club

Rotaract Club (Community)

Club details

Members

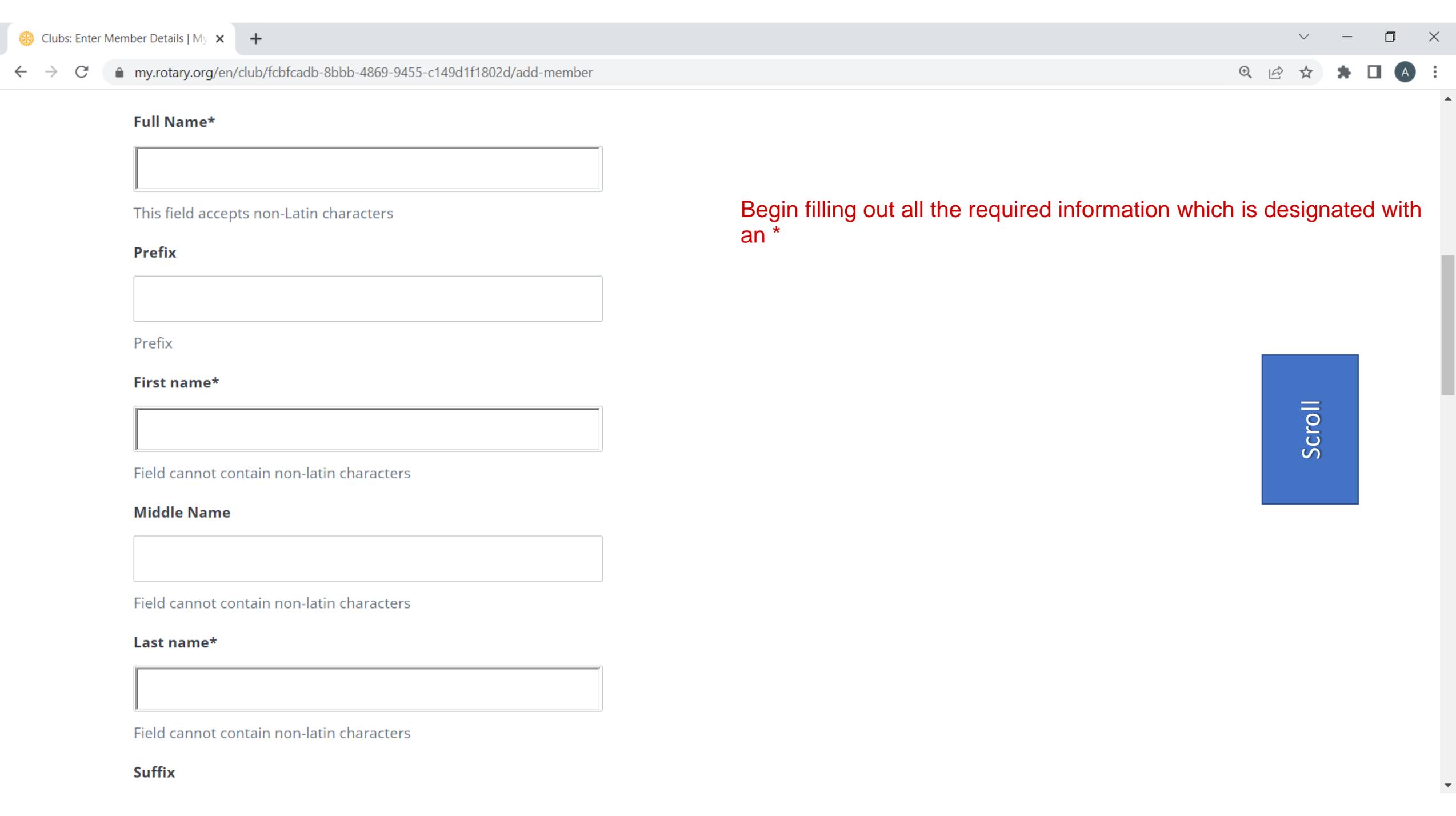
[Back](#) | Step 2 of 3

Enter Member Details

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

Scroll down to start typing their information

Scroll



Full Name*

This field accepts non-Latin characters

Prefix

Prefix

First name*

Field cannot contain non-latin characters

Middle Name

Field cannot contain non-latin characters

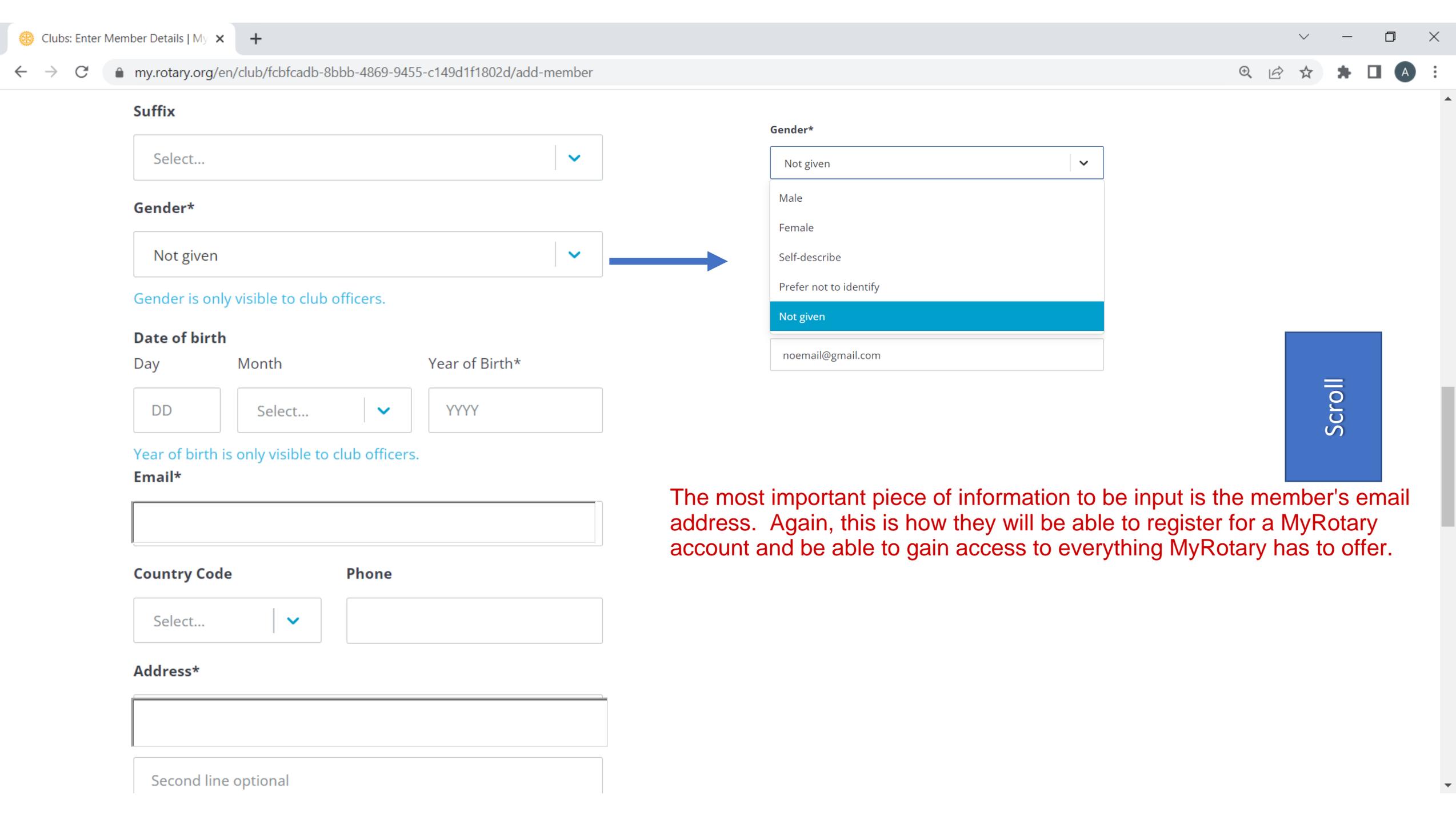
Last name*

Field cannot contain non-latin characters

Suffix

Begin filling out all the required information which is designated with an *

Scroll



Suffix

Select... | v

Gender*

Not given | v

Gender is only visible to club officers.

Date of birth

Day: DD, Month: Select... | v, Year of Birth*: YYYY

Year of birth is only visible to club officers.

Email*

[Empty text input field]

Country Code

Phone

Select... | v

[Empty text input field]

Address*

[Empty text input field]

Second line optional

Gender*

Not given | v
Male
Female
Self-describe
Prefer not to identify
Not given
noemail@gmail.com



Scroll

The most important piece of information to be input is the member's email address. Again, this is how they will be able to register for a MyRotary account and be able to gain access to everything MyRotary has to offer.

Third line optional

Country/Region*

United States ✕ ▼

City*

Required

State/Province/Territory*

Select... ▼

Postal Code*

Required

Language*

Select... ▼

Continue to fill out the required information



Country/Region*

Select... ▼

- Afghanistan
- Åland Islands
- Albania
- Algeria
- American Samoa
- Andorra
- Angola

State/Province/Territory*

Select... ▼

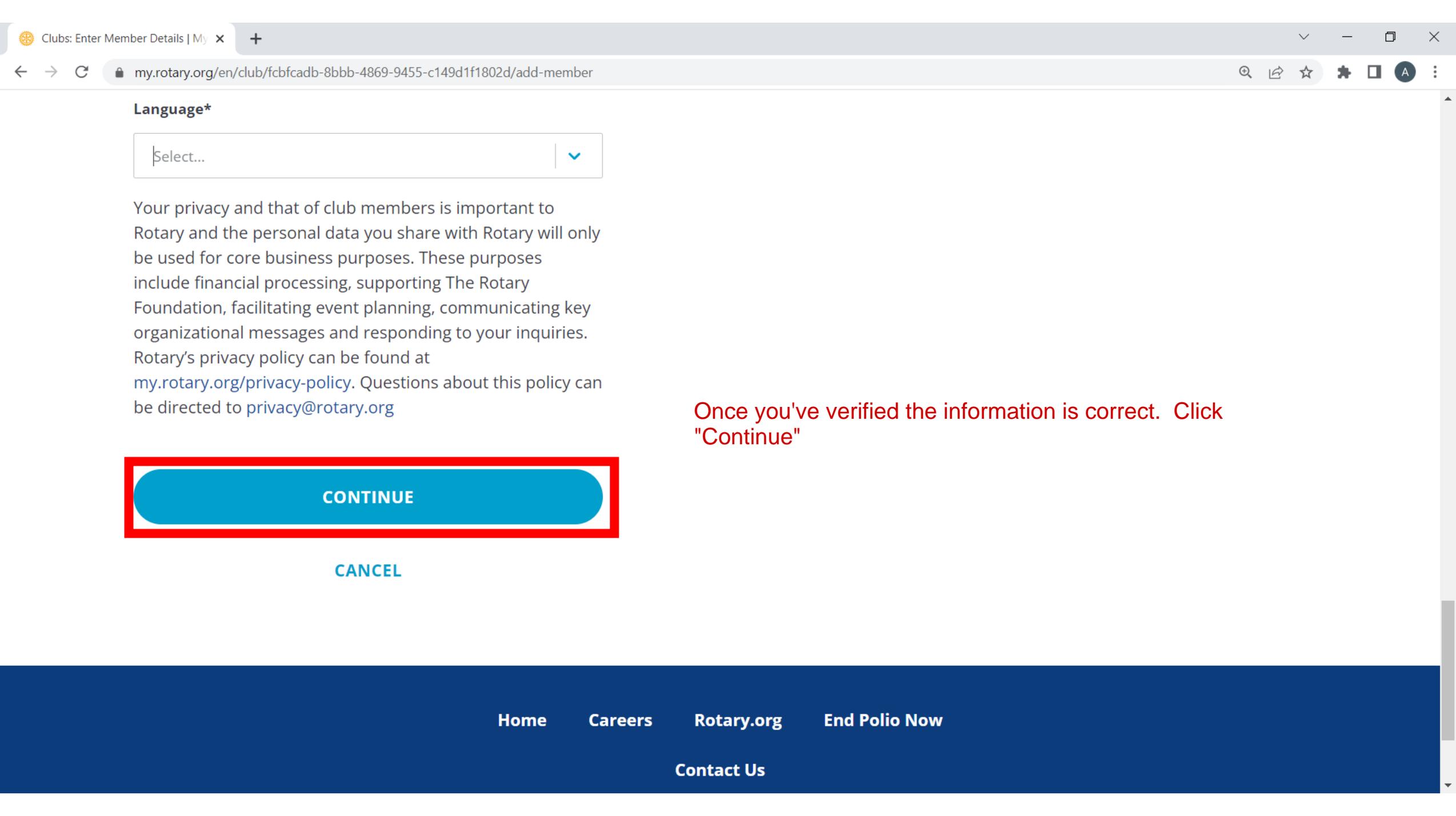
- AA
- AE
- Alaska
- Alabama
- AP
- Arkansas
- Arizona

Language*

Select... ▼

- Abkhazian
- Afar
- Afrikaans
- Akan
- Albanian
- Amharic
- Arabic

Scroll



Language*

Select... | v

Your privacy and that of club members is important to Rotary and the personal data you share with Rotary will only be used for core business purposes. These purposes include financial processing, supporting The Rotary Foundation, facilitating event planning, communicating key organizational messages and responding to your inquiries. Rotary's privacy policy can be found at my.rotary.org/privacy-policy. Questions about this policy can be directed to privacy@rotary.org

Once you've verified the information is correct. Click "Continue"

CONTINUE

CANCEL

◀ Back | Step 3 of 3

Add Membership Information

Member type*

Honorary

Active

Admission date*

Admission date*

August 2022						
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Select today

Since this is a new member, you will have the option to select them as an active member. Select their active membership date. Then certify that the information is in accordance with club bylaws.

Procedure certification*

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

CANCEL



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Join



Successfully added **New Member** to club with member ID **333333** ✕

If successful, you will see the member's name and their newly created membership ID listed here.

My Rotaract Club

Rotaract Club (Community)

Club details

Members

If you have questions about your club membership, please contact [Data Services](#)

[Add a member](#)

Adding a Member Key Takeaways

- The email address is the most important information. Without the correct email address in the database, the member is unable to register for their own MyRotary account.
- Once a member is registered into MyRotary, they can then update their own address, phone number and any additional information they'd like to include.

Editing Member Info

If you have questions about your club membership, please contact Data Services

Add a member

Manage club officers

12345

Search club members

to edit a member's information. Select the three dots to the right of their names and click "view member details"

CLUB MEMBERS (17)		Role ▼	Member status ▼
-------------------	--	---------------------	------------------------------

	<u>John Doe</u> ID: 111111	Member 2022 - Present 888888	<div style="border: 2px solid red; padding: 2px;">View member details</div> Assign a club officer role
	<u>Jane Doe</u> ID: 222222	Member 2018 - Present	Edit membership Terminate membership



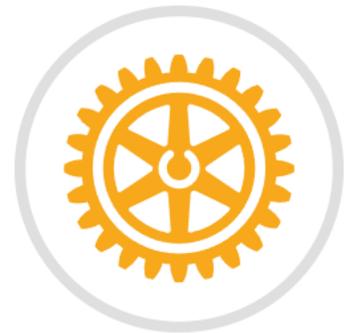
Donate

Join



[← Back to previous page](#)

Select the area of information that you would like to edit.



John Doe

My Club, State, Country (Rotaract Club), Member

Gender, Birthday (day, month, year)

New Member, ID: 55555

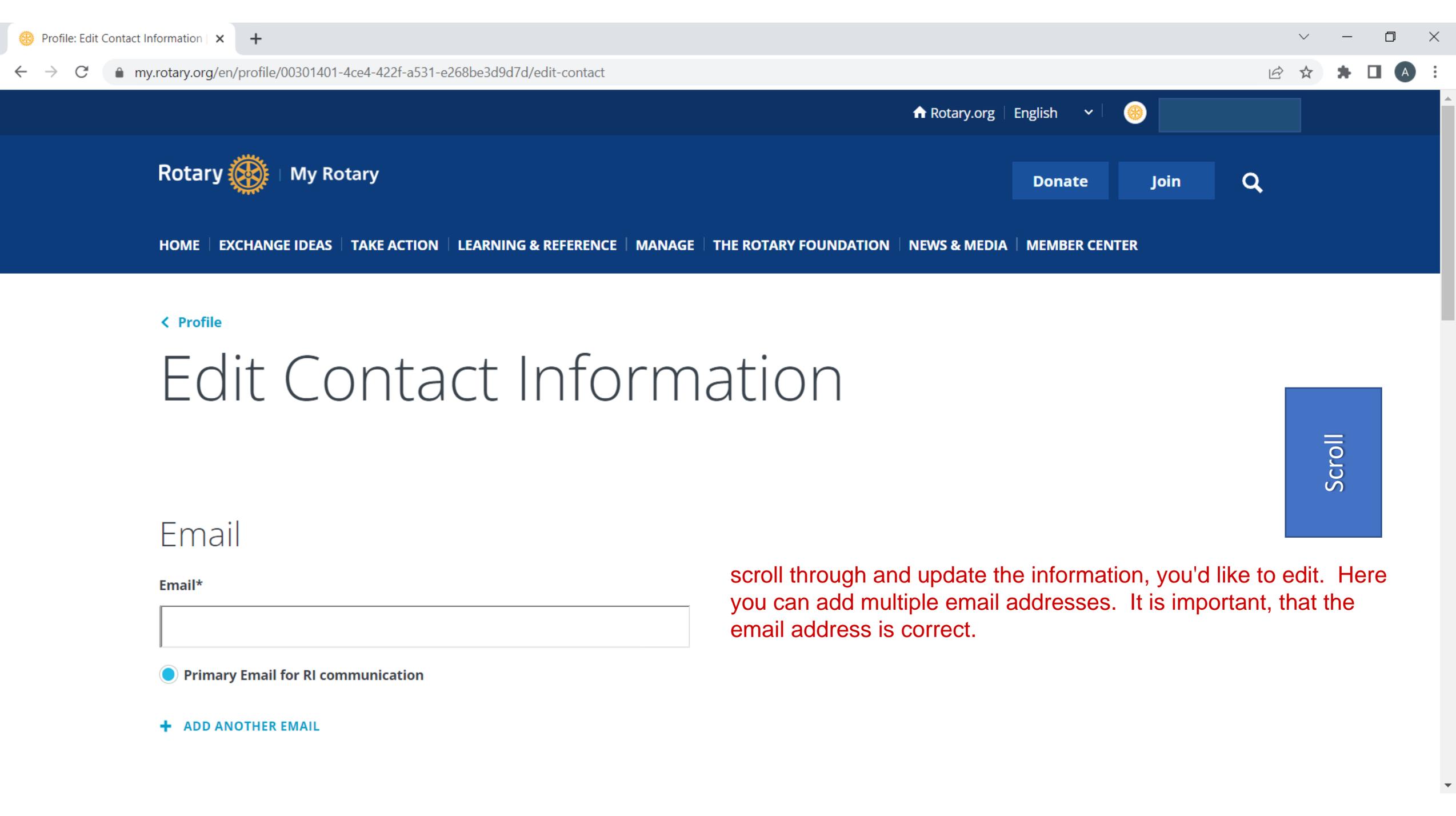
 EDIT

Contact Information

 EDIT

Primary Email

John.Doe@gmail.com



< Profile

Edit Contact Information

Scroll

Email

Email*

Primary Email for RI communication

+ ADD ANOTHER EMAIL

scroll through and update the information, you'd like to edit. Here you can add multiple email addresses. It is important, that the email address is correct.

Phone

+ ADD ANOTHER PHONE

Address

Address Type*

Address*

1234 Rotary Way
Address Line 2
Address Line 3

Country/Region*

City*

State/Province/Territory*

Postal Code*

Primary Address for RI communication

+ ADD ANOTHER ADDRESS

SAVE CHANGES

CANCEL

Once you've made the changes. Click "Save Changes".



Donate

Join



HOME

EXCHANGE IDEAS

TAKE ACTION

LEARNING & REFERENCE

MANAGE

THE ROTARY FOUNDATION

NEWS & MEDIA

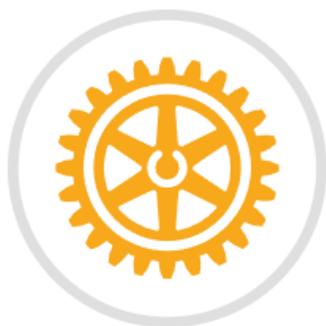
MEMBER CENTER

Update successful.



Navigate Home clicking Home --> Clubs --> Choosing your Rotaract Club
Then click the "members tab" again

[← Back to previous page](#)



John Doe

My Club, State, Country (Rotaract Club), Member

Gender, Birthday (day, month, year)

New Member, ID: 55555

[EDIT](#)

Contact Information

[EDIT](#)

Primary Email

Doe.John@gmail.com

Member Termination

If you have questions about your club membership, please contact Data Services

[Add a member](#)

[Manage club officers](#)

Search club members

 **SEARCH**

CLUB MEMBERS (17) Role  Member status 

	<u>John Doe</u> ID: 111111	Member 2022 - Present 888888	
	<u>Jane Doe</u> ID: 222222	Member 2018 - Present	

- View member details
- Assign a club officer role
- Edit membership
- Terminate membership**

To terminate a member, click the three dots to the right of the member you'd like to terminate. From there select "terminate membership"



Donate

Join



My Rotaract Club

Rotaract Club (Community)

Club details

Members

[Back](#) | Step 1 of 2

Scroll to update information



Select Termination Details

Please provide a date and reason for termination and review how this data will be used by Rotary.

Termination Date*

Select Termination Details

Please provide a date and reason for termination and review how this data will be used by Rotary.

Termination Date*

Termination Reason*

HOW THIS INFORMATION WILL BE USED

We are sorry to see members leave Rotary. The personal information provided to Rotary about members termination will not be shared and will be used to better understand why members leave Rotary. We may also use this information to contact former members about future memberships opportunities. Please contact membershipdevelopment@rotary.org with any questions.

[CANCEL AND BACK TO CLUB ROSTER](#)

Termination Date*

Calendar view for August 2022. The date 14 is selected.

August 2022						
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Select today

Termination Reason*

- Terminated - Personal
- Terminated - Relocation
- Terminated - Family Obligations
- Terminated - Business Obligations
- Terminated - Joining New Club
- Terminated - By club for cause
- Terminated - Deceased

Select the applicable termination date and reason and then click continue

Confirm Termination Details

Please confirm the details of this member's termination

Member Name

John Doe

Termination Date

2022-08-14

Termination Reason

Personal

Review the information for accuracy. Once verified, certify and confirm termination.

Procedure Certification*

I certify that this individual was terminated in accordance with the Standard Rotary Club Constitution.

CONFIRM TERMINATION

[CANCEL AND BACK TO CLUB ROSTER](#)

If you have questions about your club membership, please contact Data Services

[Add a member](#)

[Manage club officers](#)

Search club members

Search by name Search by email address **SEARCH**

The member will still show up on your membership list for at least 24 hours after termination. However, the options for this member will be limited.

CLUB MEMBERS (17)		Role ▼	Member status ▼
	<u>John Doe</u> ID: 111111	Member 2022 - Present 888888	View member details Assign a club officer role
	<u>Jane Doe</u> ID: 222222	Member 2018 - Present	Doe.Jane@gmail.com

Updating Club Officers

If you have questions about your club membership, please contact Data Services

Add a member

Manage club officers

Search club members

Select the three dots next to the member that you'd like to add and chose "assign a club officer role"

CLUB MEMBERS (17)	Role ▾	Member status ▾
--------------------------	--------	-----------------

 John Doe ID: 111111	Member 2022 - Present 888888	<ul style="list-style-type: none">View member detailsAssign a club officer roleEdit membershipTerminate membership
 Jane Doe ID: 222222	Member 2018 - Present	<ul style="list-style-type: none">Edit membershipTerminate membership

My Rotaract Club

Rotaract Club (Community)

Club details Members

[Back](#) | Step 1 of 2

Select a role



Jane Doe

Available Terms

2022-2023 2023-2024

Available club officer roles

*Role required by the Standard Rotary Club Constitution, Article 11, Section 4.

Select...

Select the term you'd like to update and the role and click continue



Select...

- Rotaract Advisor
- Rotaract Foundation Chair
- Rotaract Membership Chair
- Rotaract Public Image Chair
- Rotaract Secretary*
- Rotaract Service Projects Chair
- Rotaract Treasurer*

CONTINUE

CANCEL

IMPORTANT: If you know your Club President for the following year, designate this person before the end of the Rotary year. This will ensure that access is easily rolled over to the incoming President at the start of the next Rotary Term.

Updating Club Data: Mailing Address & Phone Number



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Join



My Rotaract Club

Rotaract Club (Community)

From the Club landing Page. Select Club Details

Club details

Members

[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.



My Rotaract Club

Rotaract Club (Community)

Club details Members

To edit club contact information, click "edit". This is the information that RI will utilize to communicate and send invoices to. Therefore, it is important that this information is correct and up to date.

Location	District	Chartered	Club ID
Georgia, United States	6900	2012	12345

 EDIT

Contact Information

 EDIT

Email Address

ourclubpresident@ourclub.org

Phone Number

Our Meeting Location

Language

English

Notes

When

Wednesday at 19:00

First Wednesday and fourth Thursday



Donate

Join



My Rotaract Club

Rotaract Club (Community)

Club details

Members

Select the information that you would like to update and do so accordingly.

[< Back](#)

Edit Contact Information

Email Address

Country Code

Phone Number

Scroll

Country Code	Phone Number
<input type="text" value="United States +1"/>	<input type="text" value="123456789"/>
Country Code	Fax Number
<input type="text" value="Select..."/>	<input type="text"/>
Website	
<input type="text" value="Ourclub.org"/>	
Mailing Address*	
<input type="text" value="123 Rotary Way"/>	
<input type="text"/>	
<input type="text"/>	
Country/Region*	
<input type="text" value="United States"/>	
City*	
<input type="text" value="Atlanta"/>	
State/Province/Territory*	
<input type="text" value="Georgia"/>	
Postal Code*	
<input type="text" value="12345"/>	
Rotary Language*	
<input type="text" value="English"/>	

Verify the changes and click save

<input type="button" value="SAVE CHANGES"/>	<input type="button" value="CANCEL"/>
---	---------------------------------------

My Rotaract Club

Rotaract Club (Community)

You should see the updated information on the landing page

Club details Members

Location	District	Chartered	Club ID
Georgia, United States	6900	2012	12345

Contact Information

[EDIT](#)

Email Address

ourclubpresident@ourclub.org

Phone Number

Our Meeting Location

[EDIT](#)

Language

English

Notes

When

Wednesday at 19:00

First Wednesday and fourth Thursday

Next

Updating Club Data: Meeting Location/Date/Time



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Join



My Rotaract Club

Rotaract Club (Community)

To edit meeting information, select "edit" in this area shown below

Club details Members

Location	District	Chartered	Club ID
Georgia, United States	6900	2012	12345

 EDIT

Contact Information

 EDIT

Email Address

ourclubpresident@ourclub.org

Phone Number

Our Meeting Location

Language

English

Notes

When

Wednesday at 19:00

First Wednesday and fourth Thursday



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Join



My Rotaract Club

Rotaract Club (Community)

Club details

Members

Scroll through to the information listed

Scroll

[Back](#)

Edit meeting

Overview

Preview

Meeting Name

Overview

You can Name your meeting and select the spoken language of the club

Meeting Name

Language*

English 

Notes

When

Preview

Our Meeting Location

Language

English

Notes

When

Wednesday at 19:00
First Wednesday and fourth Thursday

Where (In-Person)

1234 We meet Here
Atlanta, GA 30312

Where (Online)

Ourclub.org
Zoom link will be provided in event description



When

Meeting Day*

Frequency

Time (HH:MM)*

Here you can update the day, frequency, time, and meeting format.

Where

Meeting format*

Our club meeting location changes or rotates on a consistent basis

Meeting Location Name

Meeting Address*



Country/Region*

City*

State/Province/Territory*

Postal Code*

Details for joining remotely*

Zoom link will be provided in event description

URL*

Once you have verified the information. Click "Save Changes"

Search

Site Members Clubs

Find a club

Club Name

FILTER BY

Meeting Location

 ×

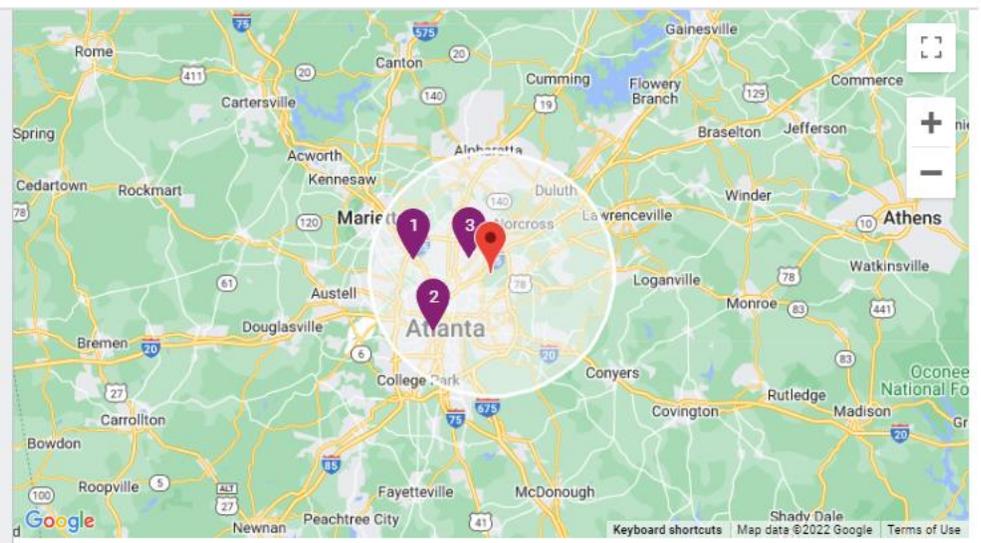
Distance

 ▼ Km Miles

Club Type

 × ▼

Rotaract type

 ▼

Showing 3 of 3 results with 3 filters applied

Atlanta, Georgia, United States (Rotaract Club)

Atlanta, Georgia, United States

 The Place
789 We Meet Here
Atlanta, GA 30345

If done correctly, your club should now be discoverable in the rotary club search found on the club finder website.

Key Takeaways

- Make sure there is a President reported at all times
- If you're not currently designated as club president, contact your DRC or DRR with your coresponding email address and they will work with RI to get you uploaded into the system
- Email addresses are important in linking a MyRotary account with your club. It is important that this information is correct.
- Once you have access into MyRotary then you can explore all the areas to help your club.

Stay connected!

For membership data issues: data@rotary.org
For general Rotaract queries: rotaract@rotary.org

Rotary 
Zone 34
Rotaract Committee
rizoness33-34.org
Rotaract34@gmail.com