

Rotary International Member Access (updated January 2007)

NOTE: The information on this page is for Club Secretaries and Presidents.

Club Secretaries or Presidents are required to let RI know the names of the incoming President and Secretary **by January 1** each year. This document illustrates the steps involved

To access the database, Presidents and Secretaries must first register and be assigned a password by Rotary International.

Registration

The location of the Member Access to the RI database is using the Member Access link on the home page of <http://www.rotary.org> or directly using <https://riweb.rotaryintl.org/>

Clicking on the Member Access link on the RI website will take you to the Sign-in screen. If you have not yet registered, use the **Register Now** link to go to the Registration Page

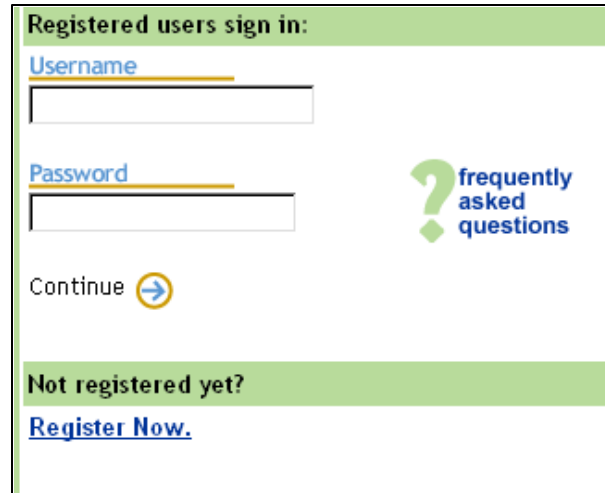
You will need to know ::

Your District Number - 5020

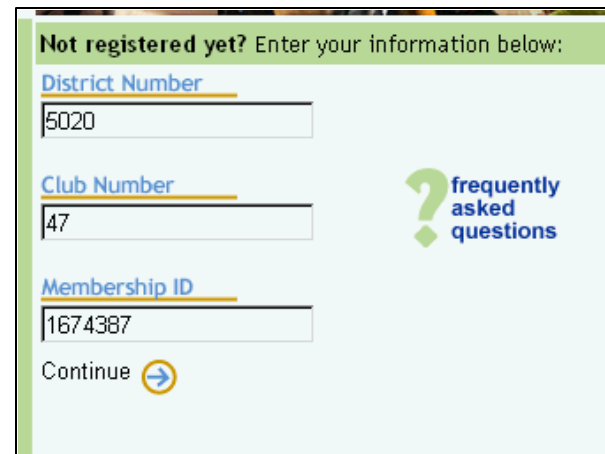
Your Club Number -

Your Rotary International Membership ID - (this is on the address label of your copy of "The Rotarian")

- Enter your District Number, Club Number and Membership ID then click on the Continue arrow.
- On the next screen you will be asked to enter your email address which will be used as your username. Your password will be emailed to the email address that you enter into the space provided. Click on the arrow to submit this form



The screenshot shows a sign-in interface with a green header that reads "Registered users sign in:". Below the header are two input fields: "Username" and "Password". To the right of the password field is a green question mark icon with the text "frequently asked questions". Below the input fields is a "Continue" button with a right-pointing arrow icon. At the bottom of the screen, there is a green bar with the text "Not registered yet?" and a blue link labeled "Register Now."




The screenshot shows a registration interface with a green header that reads "Not registered yet? Enter your information below:". Below the header are three input fields: "District Number" (containing "5020"), "Club Number" (containing "47"), and "Membership ID" (containing "1674387"). To the right of the input fields is a green question mark icon with the text "frequently asked questions". Below the input fields is a "Continue" button with a right-pointing arrow icon.

If you are a first-time registrant, your e-mail address will be your username. If you are re-registering here to obtain a forgotten username/password, press the arrow below to receive them.

Your password will be sent to the e-mail address you select. Confirm, or enter a new address. You may change your username/password after entering the portal.

E-mail Address

My e-mail address has been correctly entered. E-mail me my password. 

Logon

When you have received your password from RI, go to the Member Access page and enter your email address (this is now your username) and password.

Your options will be shown on the home page of the Business Portal. (see the illustration on the right)

Among the options are two for obtaining the Club Recognition Summaries and the Monthly Contribution Reports.

Update Club

IMPORTANT

It is very important that you inform RI of the names of the incoming Club President and Secretary before January 31 to meet the deadline for the production of the RI Annual Directory.

There is no connection between the District 5020 Officer Directory and the RI Directory. Even if you have entered the names of the incoming Secretary and President in the District 5020 Officer Directory, you must still enter the information again in the RI Directory and vice versa



- From the list of options, choose the Update Club Data which is the 6th in the list of options
- You will see the Official Club Data form where you can edit the Data for your club, including meeting times,
- Towards the bottom of that page you will see the form similar to the form illustrated on the next page (for the 2004-5 Rotary year)

Assign Officer Positions:		To assign or remove officer positions, choose member from the dropdown next to each officer position. If you would like to assign an official "officer address" to this position holder, please do so via the Update Membership Data Application .	
Club President::	Current: Methot, Richard Incoming: None <input type="text" value="Hilton, Talore (ID #1674387)"/>	Term:	<input type="radio"/> 1 July 2004-30 June 2005 <input checked="" type="radio"/> 1 July 2005-30 June 2006 <input type="radio"/> Previous Club President's term ended before 30 June. I am assigning a new Club President, term effective: <input type="text" value="1"/> <input type="text" value="July 2004"/> and ending on 30 June.
Secretary:	Current: Jones, Donald H. (Don) Incoming: None <input type="text" value="Jones, Donald H. (ID #333858)"/>	Term:	<input type="radio"/> 1 July 2004-30 June 2005 <input checked="" type="radio"/> 1 July 2005-30 June 2006 <input type="radio"/> Previous Club Secretary's term ended before 30 June. I am assigning a new Club Secretary, term effective: <input type="text" value="1"/> <input type="text" value="July 2004"/> and ending on 30 June.
Executive Secretary:	Current: None Incoming: None <input type="text" value="Select Officer"/> If this officer is not a member of your club, please contact Data Services staff to assign	Term:	<input type="radio"/> 1 July 2004-30 June 2005 <input type="radio"/> 1 July 2005-30 June 2006 <input type="radio"/> Previous Executive Secretary's term ended before 30 June. I am assigning a new Executive Secretary, term effective:: <input type="text" value="1"/> <input type="text" value="July 2004"/> and ending on 30 June.
<input type="button" value="Submit Changes"/>			

- On the right of the form are buttons that allow you to
- enter a name for the President and Secretary in the current Rotary Year
 - enter a name for the President and Secretary in the following Rotary Year
 - enter a name for a new officer taking over in mid year.

To enter the name of the incoming President, check the button for the next Rotary year then find the name of the President in the drop menu contain the names of you club members.

To enter the name of the incoming Secretary, check the button for next Rotary year, then find the name of the Secretary in the drop menu contain the names of you club members.

For the large clubs who employ an Executive Secretary, there is space on this page to enter that name also, but that is not likely to change from year to year.

When you have entered the new names, click on the "Submit Changes" button