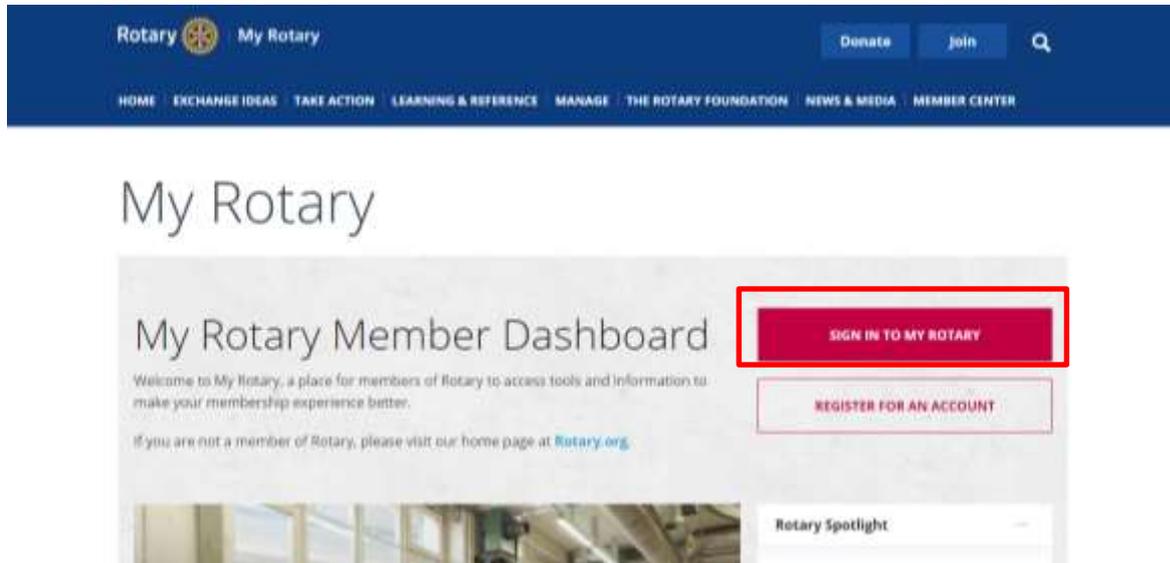


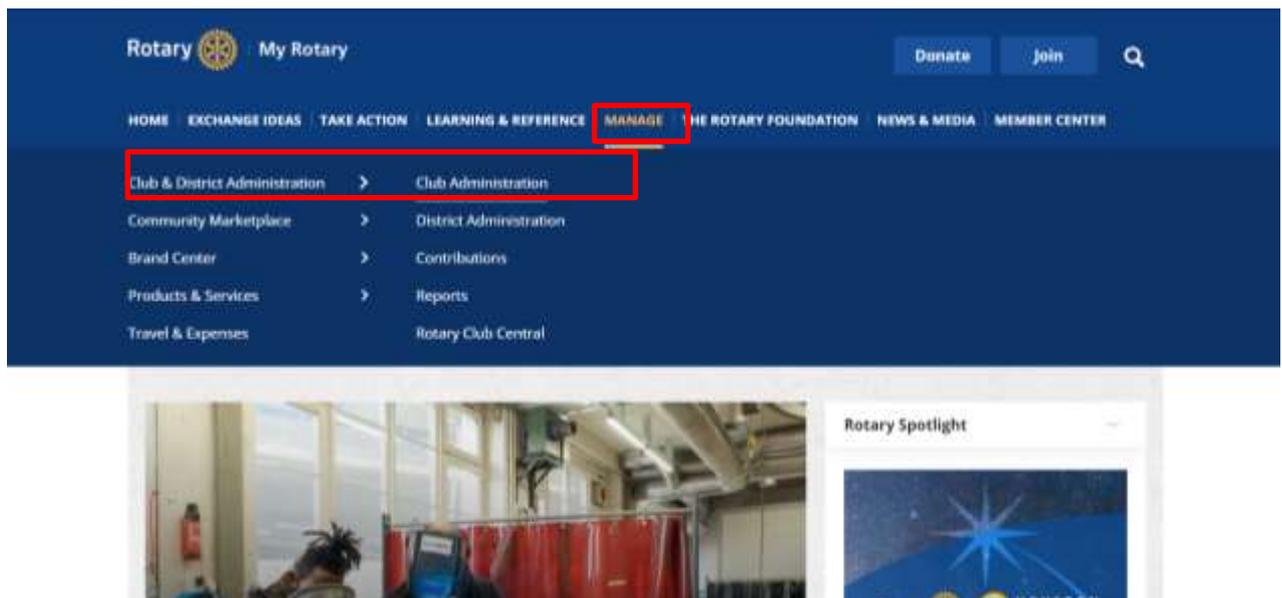
GUIDE TO ADD ROTARACT CLUB MEMBERSHIP ROLL

Step 1 - Sign in to my Rotary Account → Enter Username & Password (Rotaract President Login)

Use Rotaract President 2021-22 login credentials



Step 2 – After Signing in to my Rotary Account -> Click Manage -> Click Club Administration



Step 3 - Now, Click -> [Add, edit, or remove Rotaract member](#)

Club Administration

Club Finances

- ☆ **Club Invoice**
View your club's invoice, pay dues with a credit card, or update invoice preferences.
[About the club invoice](#) | [Rotary exchange rates](#)

Rotaract

- ☆ **Update Member Data**
Update Rotaract membership and officer information.
[Add, edit, or remove Rotaract member](#) [Add, edit, or remove Rotaract club officers](#)
- ☆ **Update Club Data**
Keep information on club contact, meeting details, and connections preferences up to date.
[Update data](#)

What do you want to do?

I want to...



My Quick Links

You have no Quick Links. To add links, click on the icon and choose "Add to My Quick Links." To remove links, click on the icon and choose "Remove from My Quick Links." [Learn more.](#)

FAQ & Help

Step 4 – Click "Add new Rotaractors" for the Rotary Year 2022-23

The screenshot shows the 'Update Club Data' section of the Rotary Club Administration interface. The 'Update Membership Data' section is active, showing fields for Club ID (3219), Club Code, and Club Status (Active). Below this, there are three buttons: 'Add new Rotaractors', 'Restate Rotaractors', and 'Terminated Rotaractors'. The 'Add new Rotaractors' button is highlighted with a red box. Below the buttons, there is a table with columns for ID, Name, Dist Club, and Club, and a row for a member with ID 1000000 and Name Dr. Kinross Arts and Science.

ID	Name	Dist Club	Club
1000000	Dr. Kinross Arts and Science	99	

Step 5 – Enter the e-mail address of member and click Submit → then *click continue*

The screenshot shows the 'Add New Rosteractor' form on the Rotary website. At the top left is the Rotary logo. The main heading is 'Add New Rosteractor'. Below it is a warning: 'To avoid duplicating existing information, please search RI records before adding new member information. You can search by e-mail address or by name and country. Search results will appear below. If no records are found, click continue below to proceed to adding the new member's information.' There are two search sections. The first is 'Search by Email Address', which has an 'E-mail' input field highlighted with a red rectangle, and 'Submit' and 'Cancel' buttons. The second is 'Or criteria below', which includes fields for 'Last Name', 'First Name', and a 'Country / Geographical region' dropdown menu, with 'Submit' and 'Cancel' buttons at the bottom. A footer at the very bottom reads 'Rotary ID Copyright 2003-2014 Rotary International'.

Step 6– Add all the details of the member in mandatory fields and click save

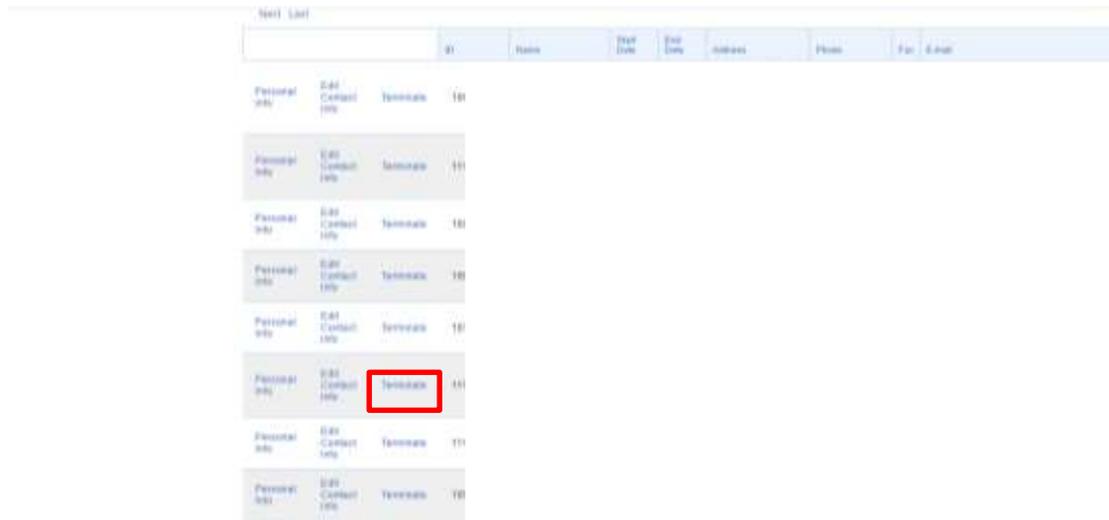
The screenshot shows the 'New member information' form. At the top, it says 'Please enter information' and 'Complete the information below. Fields marked with a * are required'. The form fields are: 'Prefix' (input), 'First Name *' (input), 'Middle Name' (input), 'Last Name *' (input), 'Suffix' (dropdown menu with 'Select Suffix' selected), 'Gender *' (dropdown menu with 'Female' selected), 'E-mail Type *' (dropdown menu with 'Business' selected), 'E-Mail Address *' (input), 'Language Preference *' (dropdown menu with 'Select Language' selected), 'Address Type' (dropdown menu with 'Business' selected), and 'Address Line 1 *' (input).

Finally your membership details will be saved and redirected to membership roll page

Follow the same procedure to add all the members

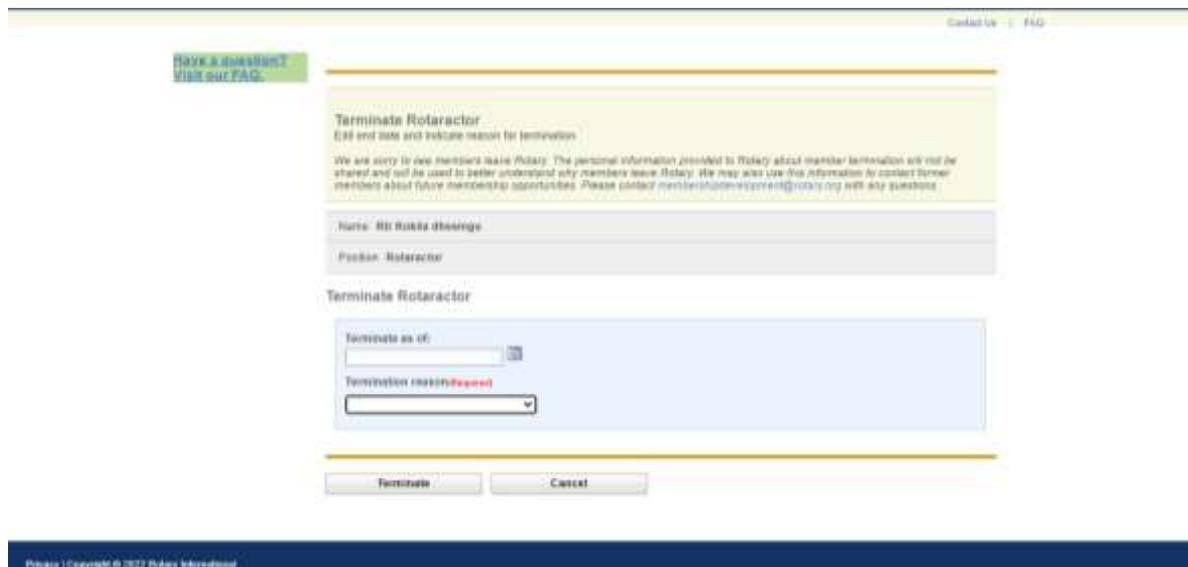
Terminate Rotaractors

Click Terminate option on the appropriate Rotaractor



The screenshot shows a table with columns: #, Name, Start Date, End Date, Address, Phone, Fax, Email. Below the table are several rows, each with a 'Personal Info' link, an 'Edit Contact Info' link, and a 'Terminate' link. The 'Terminate' link in the sixth row is highlighted with a red box.

Select the date and state the reason from the drop down box and click terminate



The screenshot shows the 'Terminate Rotaractor' form. It includes a 'Save a question? Visit our FAQ' link, a 'Note: All tasks done' section, and a 'Position: Rotaractor' field. The main form area is titled 'Terminate Rotaractor' and contains a 'Terminate as of:' date field, a 'Termination reason' dropdown menu, and 'Terminate' and 'Cancel' buttons. A footer bar at the bottom reads 'Rotary | Copyright © 2022 Rotary International'.

Finally your membership details will be saved and redirected to membership roll page

The process can be continued for every other Rotaractor for termination if required.