

MEMBER ACCESS PORTAL (MAP) FOR CLUB PRESIDENT, SECRETARY & EXECUTIVE SECRETARY UPDATING CLUB DATA

UPDATE CLUB DATA

1. Log into *Member Access* via www.rotary.org
2. Click on *Update Club Data* in the green menu

MEETING PLACE DETAILS

3. Choose the tab *Edit Club Meeting Place Details* in order to modify the meeting date, time or place
4. To validate, click on *Submit Changes*
5. For an alternative meeting date, time or place, please contact Data Services at data@rotary.org

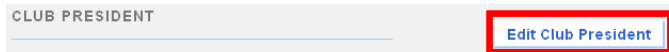
ROTARY CLUB CONTACT PERSON PHONE NUMBER

3. Choose the tab *Edit Club Meeting Place Details* to modify the phone number
4. To validate, click on *Submit Changes*

CHANGE CURRENT OFFICERS

(CLUB PRESIDENT, SECRETARY, EXECUTIVE SECRETARY, TREASURER, ROTARY FOUNDATION CLUB CHAIR)

1. Click on *Update Club Data* from the green menu
2. Scroll down and look for the position to update
3. Click on the tab available under the position to update; for instance *Edit Club President*



4. Choose on the left side of the respective year *Edit* to modify the *Start Date* and *End date*, *Remove* to remove current officer from history or *Add* to indicate a new officer and his/her starting date
5. Select a name using the drop down button, then click on *Submit Changes*

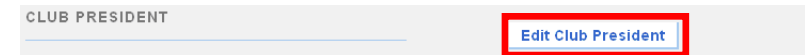
Functions available for club presidents and secretaries

- Update Membership Data
- Daily Club Balance Report
- Contribute to The Rotary Foundation
- View your Contribution History
- Pay Semiannual Dues or Print Semiannual Report (SAR)
- Search Club and District Data**
- Update Club Data**
- Manage E-mail Subscriptions
- Fund Development Club Goal Report Form
- View Club Recognition Summaries (CRS)
- View MCR, SHARE & Polio Reports
- View EREY Eligibility Report
- Register for Meetings

ADD INCOMING OFFICERS

(CLUB PRESIDENT, SECRETARY, EXECUTIVE SECRETARY, TREASURER, ROTARY FOUNDATION CLUB CHAIR)

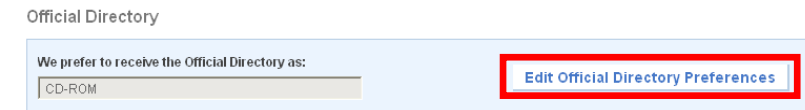
1. Click on *Update Club Data* in the green menu
2. Scroll down and look for the position to update
3. Click on the tab available under the position to update; for instance *Edit Club President*



4. Choose the tab *Add* on the left side of the respective year
5. Select a name using the drop down button
6. Click on *Submit Changes*

OFFICIAL DIRECTORY (OD)

1. To change the version of the OD received (CD-ROM or Print), click on *Edit Official Directory Preferences*



2. Select CD-ROM or Print using the drop down button
3. Click on *Submit Changes*

SEARCH CLUB DATA AND DISTRICT DATA ONLINE

To access the online version of the OD (containing current committee and task force listings, current board and trustees, and club and district information searchable by district or city), click on *Search Club and District Data* in the green menu