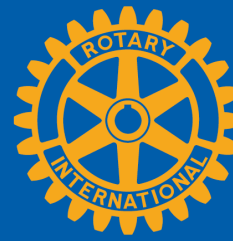


# HOW TO ADD A MEMBER



ROTARY.ORG > MY ROTARY | Sign in/Register Club Finder Location/Language

Rotary My Rotary Exchange Ideas Take Action Learning & Reference **Manage** The Rotary Foundation Member News

**CLUB & DISTRICT ADMINISTRATION** TOOLS BRAND

- Club Administration
- District Administration
- Contributions
- Reports
- Club Invoice

- Community Marketplace
- RSS Feeds
- Mobile Apps
- Member Data Integration

- Our Stor
- Guidelin
- Logos
- Material
- Ads
- Images & Video
- Strengthening Rotary Resources

**1**

Go to rotary.org and sign in to MyRotary. Then go to **Manage**, then **Club Administration**.

## CLUB ADMINISTRATION

### CLUB FINANCES

★ **Club Invoice**  
View your club's invoice, pay dues with a credit card, or update invoice preferences.  
[Club invoice](#) | [Daily club balance report](#) | [Edit invoice preferences](#)  
[Rotary exchange rates](#)

### CLUB & MEMBER DATA

☆ **Update Member Data**  
Report membership changes within 30 days, or by 1 January or 1 July, to ensure your club invoice reflects the latest information. Record new member sponsors so they receive recognition.

[Add, edit, or remove members](#) | [Add, edit, or remove club officers](#) | [Record a new member sponsor](#)

**2**

Click on **Add/edit/remove member**

### Club Data

Rotary Club of: [Redacted]

Club Number: [Redacted]

Active and Honorary Members 22 record(s) **Add Members** Terminated Members Deceased Members

The following are active and honorary members:

	Membership ID	Last Name	First Name				
<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Terminate</a>	8918182	cbvcbv	cbcxbv	02-Jul-2014	Member

**3**

Click on **Add Members**.

4

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

Click **Continue** if you are adding someone who is not in Rotary's database.

First, click **Search for an existing member** to see if the new member is already in Rotary's database (e.g., transferring member from another club or if you know that the new member has been a Rotaractor or alumni before).

Search by IDs

ID

Submit

Or criteria below

Last Name \*2 characters required

Middle Name

First Name:

Country/ Geographical Region

Select country

Club Name

Submit

5

Please report the name as it appears in Latin alphabet in the individual's passport or other government issued document.

Club Information (Non Editable)

Club Number	Club Name	Chartered
28549	Sakado Satsuki	13 February 1992

Add Members

Prefix

First Name: **Required**

Middle Name

Last Name **Required**




Suffix

Gender **Required**

E-mail Type

E-mail Address



Language **Required**

Street Address Line 1 **Required**

Street Address Line 2

Save and Continue

Enter known information and click **Submit**. The system will search for matching records.

Complete the required fields and click **Save and Continue**. You have successfully added a new member.

Search Results

1 2

Name	City, State	Country/ Geographical Region	Most Recent Club Name	Position
bob	xyz	Bahamas		Honorary Member
Brian	Nassau	Bahamas		
D. Anthony	Nassau	Bahamas	South-East Nassau	Member



**Member Type and Admission Date**  
For Member Type assign Active or Honorary. Admission Date must be within the last 30 days.

Member Type **Required**      Admission Date For Your Club **Required**

Once the search results appear, click on the person's name for the person you want to add, and click **Add member and Update Contact**.

Add member & Update Conta

Transferring members can only be admitted to your club the day after their former club terminated their membership in MyRotary. Members who have not yet been terminated by their former club cannot be admitted as an active member until this is done.

