



District 6960
Secretary Manual
2023-2024

TOGETHER, WE

CONNECT

Belinda Rodebaugh
RotaryBelinda@gmail.com

Rotary  PEOPLE OF ACTION

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DACdb

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- Member Cards
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- Club Leadership History
- NewMember Form
- Admin Functions <
- Club Setup
- Help Functions <

SIESTA KEY CLUB FUNCTIONS (#90196)

Search...

Select a function. **Reposition** ICONs by dragging and dropping. **Remove/Add** ICONs using Configuration.
✔ = The top 6 functions will **appear on the My CLUB Shortcuts menu** in the same order arranged here.



Find Member



Club Members



PMail



Calendar



PText



View your Club Bulletins here



RI Compare



Club Finance



Club ezBulletins



Club Bulletins



Club Grants



Club FILES

- **TIPS:**
- Members should keep current
- Pictures are important
- Click a quick pic at meetings and post
- Cell phone carrier is required for non-paid Ptext Function

Rotary District 6960 - Siesta Key

Home My DATA My CLUB DISTRICT Support / Training

MEMBER NAVIGATION

- Enter Makeup
- Club Members
- My Engagement/Attendance
- My Finance Statement
- My Rotary
- How To Adjust Profile
- How To Set Required Fields
- How To Set Privacy Settings

My CLUB Shortcuts

DISTRICT Shortcuts

Member Profile: Belinda Rodebaugh
Rotary District: 6960

Learn how to adjust the settings on this page by reviewing the help topic in the left navigation titled How To Adjust Profile.

About

Gender:	Female
Partner / Spouse:	Ray Rodebaugh
Marital Status:	
Birthdate:	August 18
Club Start Date:	06/21/19
RI Join Date:	03/20/13
Previous Years:	6
Bio/Description:	*Within her 1st month attended RLI and b Graduate in 1 year. In month, she proposed Member Mentor Program

Belinda Ray

Active Member | Ray

Siesta Key

- **TIP:**
- 30 minutes to compose & send
- Customizable templates
- Schedule delivery
- Tracking

The screenshot shows a web application interface for sending personalized emails. The top navigation bar includes links for Home, Find, My DATA, My CLUB, DISTRICT, Help, Admin, and Setup. The user is logged in as Rodebaugh, Belinda.

The main content area is titled "Personalized Mail v4 (UserID)". It features a "Send Options" section with the following fields:

- FROM:** Belinda Rodebaugh (with a note: "E-Mail 'Friendly' Display Name - Your members will see this name on the email")
- From email:** rode2health@gmail.com (with a note: "Email address this mail will be sent from if Override is set to YES below")
- TO:** Rodebaugh, Belinda; (with a note: "Sending to: 1 View Member Types")
- Subject:** ROTARY -

Below the "Send Options" section is a rich text editor with a toolbar containing various icons for text formatting, alignment, and insertion. The text in the editor reads: "Dear {%FName%},".

On the left side, there is a "PMail NAVIGATION" menu with options like Compose, PMAIL ALL Active Members in District, PMail ALL Active Members in Club, Pending, Tracking, Read Analysis, Manage Templates, Manage Groups, Bounce Reports, and Documentation. Below this are "My CLUB Shortcuts" and "DISTRICT Shortcuts" sections.

PText (Personalize Text Messaging): **Siesta Key**

Messages will send a text message to the selected members' cell phones. Text messages are typically limited to 140-160 characters, and will depend on the individual carrier. The message window above is constrained to meet the text size limits of all carriers being texted below. By default, members without a carrier defined will be sent an EMail. This option can be unchecked below. As an alternative option, the message can be sent as a normal email.

Note: If you change the *MemberType* selections above, you **MUST** click [Refresh] first before Sending-Selected

PText Parameters:

Total Members: **23** Club Members

Member Type:

(All [ON](#) | [OFF](#))

- | | | | |
|---|--|--|--|
| <input checked="" type="checkbox"/> Young Professionals | <input checked="" type="checkbox"/> Active | <input checked="" type="checkbox"/> Active-LOA | <input checked="" type="checkbox"/> Acti |
| <input type="checkbox"/> Friends of Rotary | <input type="checkbox"/> Guest | <input type="checkbox"/> Guest-Rotarian | <input type="checkbox"/> Hon |
| <input type="checkbox"/> Interact | <input type="checkbox"/> Potential Member | <input type="checkbox"/> Proposed | <input type="checkbox"/> Rota |
| <input checked="" type="checkbox"/> Staff Position | <input type="checkbox"/> Snowtarian | <input checked="" type="checkbox"/> Active-Associate | <input checked="" type="checkbox"/> Acti |
| <input checked="" type="checkbox"/> Active-Satellite | <input checked="" type="checkbox"/> Active-Satellite-LOA | <input checked="" type="checkbox"/> Active-Satellite-R85 | <input type="checkbox"/> Alun |
| <input type="checkbox"/> Alumni-INTERACT | <input type="checkbox"/> Alumni-ROTARACT | <input type="checkbox"/> Alumni-RYE | <input type="checkbox"/> Alun |
| <input type="checkbox"/> Alumni-Verified | | | |

Messaging:

- Send via Email
 Send via SMS Gateway (No Cost)

Plan B:

- Send Email if member cannot be texted?

Text Subject:

Text Message:

120 characters left (max allowed to be sent by member carriers)

- **TIP:**
- Carrier & Cell to receive text
- Check box to send email if no carrier
- Continue in PTEXT Limited (no reports or scheduled sending)

MY CLUB NAVIGATION

- ☰ My Club Members <
- ☰ Member Cards
- ☰ Member DIRectory
- ☰ Club Leadership History
- ☰ NewMember Form
- ☰ Admin Functions ▾
 - ☰ Edit Club
 - ☰ Edit Club Positions
 - ☰ Add New Member
 - ☰ Member Listing
 - ☰ Member Transfer
 - ☰ List ALL Clubs
- ☰ Club Setup
- ? Help Functions <

SIESTA KEY CLUB FUNCTIONS (#90196)

Select a function. **Reposition** ICONs by dragging and dropping. **Remove/Add** ICONs using Configuration.

✔ = The top 6 functions will **appear on the My CLUB Shortcuts menu** in the same order arranged here.



Find Member



Club Members



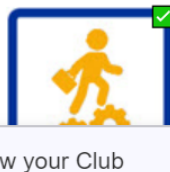
PMail



Calendar



PText



View your Club Bulletins here



RI Compare



Club Finance



Club ezBulletins



Club Bulletins



Club Grants



Club FILES

- **TIP:**
- Double check organizational year
- Can Clone
- Add new
- Can be multiple positions
- Mid-Year changes by date

Club Admin: Siesta Key (Club #90196) id=90196

Cancel View Update

Information Address Meeting Info Links **Positions** Billing Security PData Notes

Club Positions

This is a list of Club members and their position(s) in this Club. Members get added to this list by being a member of the Club (there is no add link here). Member positions within the Club can be edited from this screen, just click on the PENCIL icon.
Only Active and Staff Position members can hold office. Others (e.g., Honorary) are not on the list below.

Listing Options: Show: Only members with Club positions? OrgYear: 2019-20

Listing Reports: (Pop-Up blockers must be disabled) Leadership History: [Click Here](#) Position Summary: [Click Here](#)

24 members A | B | C | E | F | H | K | L | M | N | O | R | S | W |

Edit	Club Member Name	MemberType	Sec-Lvl	2019-20 Positions
- A -				
	[REDACTED]	Active	1	
- R -				

- **TIP:**
- Never terminate to make changes

- **Previous Rotarian?**
- **RI ID# required**

- **Enter RI ID# - info should**
- transfer if previous club used
- DACdb

- Enter new info into DACdb and RI Compare to receive RI ID# and enter in DACdb

The screenshot shows the DACdb Member Admin interface. The top navigation bar includes Home, Find, My DATA, My CLUB, DISTRICT, Help, Admin, and Setup. The user is logged in as Rodebaugh, Belinda. The main content area is titled "Member Admin: New Member" with a sub-header "D-6960 Siesta Key (#90196)". There are "Cancel" and "Add" buttons. Below this is a tabbed interface with tabs for Member, Photo, Contact, Spouse, Business, Club, Login, Bio/Notes, and RLI. The "Member Information" section contains the following fields:

- Deleted: No Delete flag for Member (Note: bypasses RI Processing)
- Rotary ID: If former Rotarian, get RI Member ID# before continuing! Also known as "MemberID"
- Member Type:
- Prefix:
- First Name:
- Middle Name:
- Last Name:
- Suffix:
- Previous Name: Former Name or Maiden Name
- Gender: {Select}

A placeholder for a profile picture is shown on the right with the text "No Photo".

- **TIP:**
- No duplicate listings
- Correct any red with corrected information

RI NAVIGATION

- Member Compare
- Club Officer Compare
- Club Info Compare
- RI Transaction Log
- District Compare (Lvl 6+)
- RI Help

My CLUB Shortcuts

DISTRICT Shortcuts

Home Find My DATA My CLUB DISTRICT Help Admin Setup

Siesta Key: Member Compare id=90196

The member information is summarized below. Click on the Compare link to review the member detail. Rotary IDs are automatically updated in DACdb now.

Field names listed in **Red** in the column **!=** means the fields shown do not match. Click on the Compare link on the left to drill down into the fields and specific values that do not match. Members listed at the top in DACdb's side were not found in RI ***OR*** the MemberID is incorrect.

Updates that you make here should be immediately effective. Members terminations today, do not take effect until the end of the day at Rotary.

Members in Rotary						=	Members in DACdb			
#	Action	Member Name	Rotary ID	Birth Date	MemberType	!=	Member Name	Rotary ID	Birth Date	Member
1	Compare		10792093	02-Nov-49	Active			10792093	02-Nov-49	Active
2	Compare		10574451	04-Jul-70	Active			10574451	04-Jul-70	Active
3	Compare		10574442	25-Oct-85	Active			10574442	25-Oct-85	Active

RI NAVIGATION

- Member Compare
- Club Officer Compare
- Club Info Compare
- RI Transaction Log
- District Compare (Lvl 6+)
- RI Help

My CLUB Shortcuts



DISTRICT Shortcuts



Siesta Key: Club Information Compare id=90196



The Club Information include the club meeting address, permanent mailing address, phone numbers, website and email. Updates that you make here should be immediately effective.

	Information in Rotary	=	Information in DACdb
Club Information:			
Club Name:	<input type="text" value="Siesta Key"/>	=	<input type="text" value="Siesta Key"/>
Club Number:	<input type="text" value="90196"/>	=	<input type="text" value="90196"/>
Charter Date:	<input type="text" value="24-May-19"/>	=	<input type="text" value="24-May-19"/>
Club Addresses:			
Rotary Business Address1:	<input type="text" value="P.O. Box 25023"/>		<input type="text" value="P.O. Box 25023"/>

- **TIP:**
- Keep Club information current

- **TIPS:**

- New Committee – Click Committee Highlight name and push over with arrows
- Files are available for Committees
- Can Pmail Committee Members from this area

Rotary District 6960 - Siesta Key

Home My DATA My CLUB DISTRICT Support / Training

COMMITTEE NAVIGATION

- District & Club Committees
- Special District Committees
- My Club Committees
- Sign-Up
- Committee Sign-Up
- Sign-Up Admin
- Help
 - Help
 - Sign-Up Help
- My CLUB Shortcuts
- DISTRICT Shortcuts

Siesta Key Committee Listing, OrgYear: 2022-23

Club Committees are shown below. Use the *Display Options* below to filter the results.

Sequence Clone Add Committee

Display Options

Club Committees

	Action	Committee Name	Committee Type	OrgYear
Siesta Key				
<input type="checkbox"/>		Finance	Club Internal	2022-23
<input type="checkbox"/>		Membership	CLUB Committee	2022-23
<input type="checkbox"/>		Public Image	CLUB Committee	2022-23
<input type="checkbox"/>		Rotary Foundation	CLUB Committee	2022-23
No Club Committees: 4				

COMMITTEE NAVIGATION

- Committee Members
- Committee Leadership
- Committee Participation

My CLUB Shortcuts



DISTRICT Shortcuts



Committee Members: Membership 2019-20 id=800157803

Search...



- Files
- Missing Club
- Reports
- Enter Makeups
- Edit

Committee Chairs



Belinda Rodebaugh
Chair

Committee Members, sorted by Club Name

#	<input checked="" type="checkbox"/>	Action	Member Name	Club Name	Committee Position	Email	Home Phone	Office Phone	Cell Ph
1	<input checked="" type="checkbox"/>			Siesta Key	Member				
2	<input checked="" type="checkbox"/>			Siesta Key	Member				
3	<input checked="" type="checkbox"/>			Siesta Key	Member				
4	<input checked="" type="checkbox"/>			Siesta Key	Member				
5	<input checked="" type="checkbox"/>			Siesta Key	Member				



DAC db
Home Find My DATA My CLUB DISTRICT Help Admin Setup
Rodebaugh, Belinda

Engagement Summary: **Siesta Key** OrgYear: 2019-20 View: Club View

The Engagement Dashboard is shown below. The engagements listed include your club, shared club projects and District sponsored projects. The summary below defaults to a District View can be changed to a Club View by selecting the Club View in the drop-down at the top right.

ENGAGEMENT NAVIGATION

- Engagement Summary
- Club Meetings**
 - Manage Meetings
 - Edit Monthly Attendance
 - Submit Attendance
 - Excused Attendance
- Makeups**
 - Enter Makeup
 - Enter *Banked* Makeup
 - Manage Banked Makeups
 - Match Banked MakeUps
- Service Projects**
 - Manage Projects
 - Enter Project Activity
- Reports**
 - Reports
- Bar Codes**
- Help
- Getting Started Video

136 hours

Total Volunteer Hours 2019-20

8 People

Number of Club Volunteers 2019-20

\$ 1

Total Cash Contributions 2019-20

1 hours

Total In-Kind Hours 2019-20

\$ 0

Total In-Kind Contributions 2019-20

1 Users

Active Users

37 Users

Max Users Per Project

\$ 3,195

Economic Value of all projects 2019-

TopHours

✉ Top Hours 2019-20

Service Project Name	Club	Hours
District & Club Computer Training	Siesta Key	92

TopMembers

✉ Top Members 2019-20

Member Name	Club	Hours
Rodebaugh, Belinda	Siesta Key	114
Bennison, Craig J.	Siesta Key	6

TopContributions

✉ Top Contributions 2019-20

Service Project Name	Club	Amount
District & Club Computer Training	Siesta Key	1

15

• Engagement Detail Report

- **TIP:** (Premium Module priced by Club size)
- Shows individual member engagement, which can help Club Leadership develop plans to engage members

MemberType ↕	30-Jun-19	04-Aug-19	18-Aug-19	08-Sep-19	15-Sep-19	06-Oct-19	20-Oct-19	03-Nov-19	17-Nov-19	24-Nov-19	01-Dec-19	08-Dec-19	15-Dec-19	22-Dec-19	29-Dec-19	05-Jan-20	19-Jan-20	26-Jan-20	02-Feb-20	16-Feb-20	01-Mar-20	15-Mar-20	29-Mar-20	05-Apr-20	12-Apr-20	19-Apr-20	26-Apr-20	% ↕
Active	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	1.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	11.1
Active	0.0	1.0	0.0	1.0	0.0	0.0	1.0	0.0	0.0	0.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	25.9
Active	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	4.0	0.0	1.0	0.0	0.0	2.0	1.0	0.0	1.0	1.0	1.0	1.0	0.0	1.0	0.0	1.0	0.0	85.2
Active	0.0	1.0	0.0	0.0	0.0	0.0	1.0	1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	14.8
Active	1.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	1.0	0.0	1.0	0.0	1.0	0.0	1.0	0.0	1.0	1.0	1.0	1.0	0.0	0.0	0.0	1.0	0.0	63.0
Active	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	1.0	0.0	1.0	0.0	1.0	0.0	1.0	0.0	1.0	1.0	1.0	1.0	0.0	1.0	0.0	1.0	0.0	70.4
Active	0.0	0.0	0.0	0.0	1.0	0.0	1.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	18.5
Active	0.0	0.0	0.0	1.0	0.0	1.0	1.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	18.5
Active	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Active	0.0	0.0	1.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	7.4
Active	0.0	0.0	0.0	1.0	1.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0	0.0	0.0	0.0	0.0	1.0	0.0	1.0	0.0	25.9
Active	1.0	0.0	1.0	0.0	0.0	0.0	1.0	1.0	1.0	0.0	0.0	2.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	29.6
Active	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Active	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0	0.0	0.0	0.0	1.0	0.0	0.0	1.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	22.2
Active	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Active	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	4.0	0.0	1.0	0.0	1.0	0.0	0.0	1.0	1.0	0.0	1.0	1.0	0.0	0.0	0.0	1.0	0.0	1.0	0.0	48.1
Active	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Active	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	4.0	0.0	1.0	0.0	0.0	1.0	1.0	0.0	1.0	1.0	1.0	0.0	0.0	1.0	0.0	1.0	0.0	74.1
Active	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Active	1.0	1.0	2.0	1.0	1.0	1.0	1.0	1.0	10.0	0.0	1.0	8.0	12.0	6.0	6.0	5.0	24.0	1.0	1.0	2.0	1.0	1.0	2.1	6.5	14.0	14.0	9.0	491.1
Active	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	2.0	1.0	0.0	1.0	0.0	0.0	1.0	1.0	0.0	1.0	1.0	1.0	1.0	0.0	1.0	0.0	1.0	0.0	77.8
Active	0.0	1.0	0.0	1.0	0.0	0.0	1.0	1.0	1.0	0.0	1.0	0.0	1.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	33.3

- TIP:
- *Enter Meeting
- *Click on meeting to enter attendance

DAC db Home My DATA My CLUB DISTRICT Support / Training Shopping Cart Rodebaugh, Belinda

ENGAGEMENT NAVIGATION

- Engagement Summary
- Club Meetings**
- Manage Meetings
- Edit Monthly Attendance
- View District Attendance
- Attendance Entry
- Attendance Entry
- Bar-code Entry
- Batch Bar-code Entry
- Submit Attendance
- Excused Attendance
- Makeups

Siesta Key - Club Meeting Jan 17, 2023 id=289828 Search... Print Settings

Tuesday January 17, 2023

This page is a summary of meeting engagement. Member data can be added using the ADD button, or corrected using the pencil dit.

Cancel Refresh Add to Calendar

Add Member

14 Club Size (Active Members)	0 # Makeups Filed
0 # Excused Attending	7 / 0 = 50.0% # Active / # Exempt Attending

Club Meeting Attendance List

#	Action	MemberName	MemberType	Makeup	Excused	Exempt	Hours	Meal Code	Guest Code	Created
---	--------	------------	------------	--------	---------	--------	-------	-----------	------------	---------



Home

My DATA

My CLUB

DISTRICT

Support / Training

Rotary District 6960 - Siesta Key



Rodebaugh, Belinda

ENGAGEMENT NAVIGATION

Engagement Summary

Club Meetings

Manage Meetings

Edit Monthly Attendance

View District Attendance

Attendance Entry

Attendance Entry

Bar-code Entry

Batch Bar-code Entry

Submit Attendance

Siesta Key - Club Meeting Jan 17, 2023 id=289828 Tuesday January 17, 2023

Search...



This page is a summary of meeting engagement. Member data can be added using the ADD button, or corrected using the pencil dit.

Cancel

Refresh

Add to Calendar

Add Member

14

Club Size (Active Members)

0

Makeups Filed

0

Excused Attending

7 / 0 = 50.0%

Active / # Exempt

Club Meeting Attendance List

Attendance Percent

#	Action	MemberName	MemberType	Makeup	Excused	Exempt	Hours	Meal Code	Guest Code	Created
1							1.00			01/17/23 04:40 PM

ENGAGEMENT NAVIGATION

- Engagement Summary
- Club Meetings
- Manage Meetings
- Edit Monthly Attendance
- Submit Attendance
- Excused Attendance
- Makeups
- Enter Makeup
- Enter **Banked** Makeup
- Manage Banked Makeups
- Match Banked MakeUps
- Service Projects
- Manage Projects
- Enter Project Activity
- Reports
- Reports
- Bar Codes
- Help
- Gettina Started Video

Engagement: Service Project Listing 2019-20



Open Engagements are shown below. The engagements listed include your club, shared club projects and District sponsored projects.

All OrgYears

Add Service Project

Change OrgYear

Click on the **RADIO BUTTON** to enter service project participation.
Click on the **Project Name** to see a summary of the service project and enter hours and monetary contributions.

Parameters:

Service Project Status: Open Projects Closed Projects All Projects

OPEN - Engagements: Service Project Listing

#	Action	Engagement Name	Start Date	In Kind Dollars	In Kind Hours	Actual Hours	OrgYear	Modified	Created
December 2019									
1	<input type="radio"/>	Club Volunteering at All Faiths Food Bank	Dec 05, 2019	0.00	0.00	19.0	2019-20		Rodebaugh, Belinda 11/24/19 01:18 PM
2	<input type="radio"/>	District & Club Computer Training	Dec 01, 2019	0.00	0.00	91.6	2019-20	Rodebaugh, Belinda 01/22/20 01:41 PM	Rodebaugh, Belinda 01/22/20 01:36 PM
November 2019									

TIP:

*Enter project

*Click on project to enter participation

REPORTS NAVIGATION

- [District Reports](#)
- [Area Reports](#)
- [Club Reports](#)
- [Committee Reports](#)
- [Event Reports](#)
- [Other Reports](#)
- [My Favorites](#) <
- [Documentation](#)

My CLUB Shortcuts



DISTRICT Shortcuts



Member's birthdays, Partner's birthdays, Member's club anniversaries and Wedding anniversaries

Telephone List

10.10 - Telephone List
List showing home, office and cellphone numbers and emails

PETS

11.10 - PETS (List of PEs Identified & Missing by Club)

Dumps and Extracts

12.10 - Full Database Dump
List of all information in all member's profiles

12.30 - All Committees and All Members

12.50 - Member Dynamic Extract (DIY)
Report you can select what you want of member's information

12.70 - Member Type By Club

12.80 - Dynamic XML Extract (DIY)
Same report above except in an XML format

12.90 - Club Dynamic Extract (DIY)
Excel or Word list of club information by selected fields

Occupational Code Table

13.10 - RI Occupational Code Table
RI's list of Occupational Codes

Business Cards

14.10 - Business Cards
A variety of name badges one can print for members

TIP:
*12.5 Member Dynamic Extract can be downloaded into excel for easy manipulation

Report Setup

Extract



Select Member Report Parameters

Member Type:

 (All [ON](#) | [OFF](#))

- | | | | |
|---|--|--|--|
| <input checked="" type="checkbox"/> Young Professionals | <input checked="" type="checkbox"/> Active | <input checked="" type="checkbox"/> Active-LOA | <input checked="" type="checkbox"/> Active-R85 |
| <input type="checkbox"/> Friends of Rotary | <input type="checkbox"/> Guest | <input type="checkbox"/> Guest-Rotarian | <input checked="" type="checkbox"/> Honorary |
| <input checked="" type="checkbox"/> Interact | <input type="checkbox"/> Potential Member | <input type="checkbox"/> Proposed | <input checked="" type="checkbox"/> Rotaract |
| <input type="checkbox"/> Staff Position | <input checked="" type="checkbox"/> Snowtarian | <input checked="" type="checkbox"/> Active-Associate | <input checked="" type="checkbox"/> Active-Corporate |
| <input checked="" type="checkbox"/> Active-Satellite | <input checked="" type="checkbox"/> Active-Satellite-LOA | <input checked="" type="checkbox"/> Active-Satellite-R85 | <input type="checkbox"/> Alumni |
| <input type="checkbox"/> Alumni-INTERACT | <input type="checkbox"/> Alumni-ROTARACT | <input type="checkbox"/> Alumni-RYE | <input type="checkbox"/> Alumni-RYLA |
| <input type="checkbox"/> Alumni-Verified | | | |

Club Type:

 (All [On](#)|[Off](#))

- | | | | |
|---|--|---|--|
| <input checked="" type="checkbox"/> Rotaract Club | <input type="checkbox"/> Club Foundation | <input checked="" type="checkbox"/> Rotary Club | <input checked="" type="checkbox"/> Satellite Club |
| <input type="checkbox"/> Alumni Club | <input type="checkbox"/> Guest Club | <input type="checkbox"/> ZONE Club | <input checked="" type="checkbox"/> Provisional Club |
| <input type="checkbox"/> Interact Club | <input type="checkbox"/> Prospect Club | | |

Scope:

Active (non-Terminated Members Only ▾)

Termination Reason:

Note: If ANY Termination Reasons are checked, Only Terminate will be displayed.

- Relocation
 Family Obligations
 Business Obligations
 Health/Personal
 Joining New Club
 Attendance
 Deceased

Report Fields:

 (All [ON](#) | [OFF](#))

Member Information

- | | | | | |
|--|--|--|---------------------------------------|--|
| <input type="checkbox"/> UserName | <input checked="" type="checkbox"/> MemberName | <input type="checkbox"/> FName | <input type="checkbox"/> Last Name | <input type="checkbox"/> First Name |
| <input type="checkbox"/> Mid Name | <input type="checkbox"/> Prefix | <input type="checkbox"/> NameSfx | <input type="checkbox"/> Nick Name | <input type="checkbox"/> UserID |
| <input type="checkbox"/> UserID-BARCODE | <input type="checkbox"/> UserStatus | <input type="checkbox"/> District | <input type="checkbox"/> ZoneID | <input type="checkbox"/> MemberType |
| <input type="checkbox"/> MemberID | <input type="checkbox"/> MemberID-BARCODE | <input type="checkbox"/> BadgeNumber | <input type="checkbox"/> Gender | <input type="checkbox"/> TermReason |
| <input type="checkbox"/> Spouse First Name | <input type="checkbox"/> Spouse Last Name | <input type="checkbox"/> Spouse NickName | <input type="checkbox"/> Spouse EMail | <input type="checkbox"/> IsPartnerMember |
| <input type="checkbox"/> Badge Title | <input type="checkbox"/> Occupation Code | <input type="checkbox"/> Classification | <input type="checkbox"/> Lang Abbr | <input type="checkbox"/> Degree |

Note: Field names ending with (c) are composite fields -- consisting of more

- **Tip:**
- Public Files
- Secure Files are for Club Members only

Home My DATA My CLUB DISTRICT Support / Training Rotary District 6960 - Siesta Key Rodebaugh, Belinda

Club FILE NAVIGATION

- Files
- Bulletins
- My CLUB Shortcuts
- DISTRICT Shortcuts

File Manager: Club Siesta Key Downloads

The file manager stores documents and images below. The documents can be organized under sub-directories (folders).

Zip Download Delete Copy Move Add Folder Add Link Upload File

Secure Public

Store files here that you would ONLY like logged members to be able to see. Members MUST login to see these files. The files stored here are ONLY accessible to users that have logged in to District 6960. They are NOT accessible to users on the internet, nor are they able to be linked to as webpages on other websites. Because of this, don't upload html files, url links, or other web content to these directories, as they may not be useable.

If you want your file to be accessible to the general public, have it linked on your website, etc. - use the Public Files tab.
If you want to allow direct access to your file, you can click on the "link" hyperlink in the Link column to get a link to the file that will allow a user to authenticate (login) before they gain access to the file.

NOTE: The following words are "reserved" and cannot be used in any File Name or Folder Name: CAST, DECLARE, CONCAT, SELECT, UNION

Navigation: Home <<< click links here to navigate

Action	Type	File Name	Link	Modified	Size
		DACdb Introduction Guide 4-20.pdf	Link	2020-04-09 03:27:42 PM	106 KB
		FireSide Chat Presentation Rotary Club of Siesta Key 5-26-19_BR.pdf	Link	2020-06-04 03:50:57 PM	405 KB

0 Directories | 2 Files D:\Rotary\SecureAccounts\6960\90196\Downloads\ Directory Space Used: 511 KB

[Home](#)[My DATA](#)[My CLUB](#)[DISTRICT](#)[Support / Training](#)

Rotary District 6960 - Siesta Key



Rodebaugh, Belinda

CALENDAR NAVIGATION

Views

[Zone Calendar](#)[District Calendar](#)[Area Calendar](#)[My Club Calendar](#)[Speakers](#)[Help](#)[Rotary Florida PETS 2023 O](#)[Rotary Florida PETS 2024 O](#)**My CLUB Shortcuts****DISTRICT Shortcuts**

Event Calendar: Rotary District 6960

search..

[Add Event](#)

District and Club events are shown below. Select the View mode (week, month, or list year) as appropriate. Click on the event name to get a detailed description of the Event. Select the Manage Event link in the List Year view or Manage Event button in the event pop-up to access Edit, Backroom, Check-In and other event management functions. Click on the mini calendar to bring up a ics.vcs card to download to your personal calendar. If an address has been entered on the Location tab of an event, clicking the small map icon opens a popup map pin of the address.

Include Events: <small>(All On Off)</small>	<input checked="" type="checkbox"/> RLI Training Event (1527)	<input type="checkbox"/> Holidays (134)
	<input checked="" type="checkbox"/> District Event (263)	<input type="checkbox"/> District Reminder (458)
	<input checked="" type="checkbox"/> District GOV Official Visit (1238)	<input checked="" type="checkbox"/> Club Meeting (848)
	<input checked="" type="checkbox"/> Club Event (653)	<input checked="" type="checkbox"/> Club FundRaiser (1043)
	<input checked="" type="checkbox"/> Multi-District Event (1433)	
Options:	<input type="checkbox"/> Show My Club's and District Events <input type="checkbox"/> Show only Events I can register for <input type="checkbox"/> Show short description on Event <input type="checkbox"/> Show meeting Speaker/Topic	



Today

Go To

March 2023 – August 2024

month

list year



EVENT NAVIGATION

[Calendar](#)[Edit Event](#)[Resource Manager](#)[My Event Admin](#)[Help](#)

SETUP

[QR Code Setup](#)

My CLUB Shortcuts



DISTRICT Shortcuts

New Event id=0

The event information is listed under the tabs below. Depending on the event options, additional tabs may be displayed.

[Cancel](#)[Add Event](#)

Information

Event Information:

* Event Name: Event Status: (Only **Active** events will be listed on the calendar, exception: moderators and level-6+)Event Category: Club/District Name: Speaker: Topic: Planning Notes/Comments:

Description:

The description on the right defaults to the original format. The description can now be completely changed to be in

TIP:
*Working with an event “In-Active” keeps it from public view

The screenshot shows the DAC db District and Club Software interface. At the top, there is a navigation bar with buttons for Home, Find, My DATA, My CLUB, DISTRICT, Help, Admin, and Setup. The user is logged in as Rodebaugh, Belinda. The main content area displays the event details for "District 6960 Secretary Training" (id=77483092). A prominent red warning message states: "*** This Event is In-Active ***". Below this, there are buttons for "View Questions", "Delete Event", "Clone Event", and "Update Event". The event information is organized into tabs: Information, Schedule, Links, Security, Location, and Images. The "Information" tab is active, showing fields for Event Name, Event Status (set to In-Active), Event Category, Club/District Name, Enable Registration, Speaker, Topic, and Planning Notes/Comments. A rich text editor toolbar is visible at the bottom of the page.

TIP:

*Enabling Registration creates links for the event

The screenshot shows the DACdb website interface. At the top, there is a navigation bar with tabs for Home, My DATA, My CLUB, DISTRICT, and Support / Learning. The user is logged in as Belinda Rodebaugh. The main content area displays the event details for 'District 6960 Club Secretary Training' (id=77655852) on Thursday, March 23, 2023. A red warning message states: '*** This Event is In-Active ***'. Below this, there are buttons for 'Cancel', 'View Questions', 'Delete Event', and 'Clone Event'. The 'Event Information' tab is selected, showing fields for Event Name, Event Status (set to 'In-Active'), Event Category (set to 'Holidays'), Club/District Name (set to 'Siesta Key'), Enable Registration (set to 'Yes'), GTM/Zoom Link, Speaker (Belinda Rodebaugh), and Topic (Secretary Training including DACdb and MyRotary.org).

- **TIP:**
- External Link is for Club Members
- External Public Link for email to non-Rotarians & Websites
- Creates QR Code for event registration that should be included in all marketing materials!

DAC Home My DATA My CLUB DISTRICT Support / Training Rotary District 6960 - Siesta Key Rodebaugh, Belinda

EVENT NAVIGATION

- Calendar
- Edit Event
- Backroom
- Guest Admin
- Resource Manager
- My Event Admin
- Help

SETUP

- QR Code Setup

My CLUB Shortcuts

DISTRICT Shortcuts

District 6960 Secretary Training id=77651557

Thursday March 02, 2023

***** This Event is In-Active *****

The event information is listed under the tabs below. Depending on the event options, additional tabs may be displayed.

Cancel View Questions Update Event

Information Schedule Location **Links** Options Questions Moderators Payments Notifications Security

This page covers the many ways you can link to this Event. The links that will display here will depend on the configuration of the event. For example, if this is event does not have registrations turned on, then a number of links associated with registrations will not be presented below.

Event Registration Links:

External Event Link: Use this link on your public website to take a **Member** user to the landing page for the event.
<https://www.dacdb.com/index.html?EventID=77651557>

Request ezLink: Use this link on your public website to take a **Member** to an Event page where the member can request an ezLink for the Event. The ezLink will be mailed to the member's email whereby they can bypass the login process and register directly for the Event.
<https://Registrations.DACdb.com/Register/ezLink.cfm?EventID=77651557>

External Public Link: Direct Public URL for **Public/Guest** Event Registration:
<https://Registrations.DACdb.com/Register/index.cfm?EventID=77651557&NoCaptcha>

For use on public websites for **non-members** should use this link. No login is required, non-member will complete an entry form to identify themselves and will then go on to the registration form. Note: If your Event is limited to members of a Committee, this link will not work since a public member is not defined in a committee.

Option:

- To Add the Captcha, remove the **&NoCaptcha** to the link. Using a Captcha helps to prevent BOTS from registering.

The screenshot shows the DACdb website interface. The top navigation bar includes 'Home', 'My DATA', 'My CLUB', 'DISTRICT', and 'Support / Learning'. The user is logged in as 'Rodebaugh, Belinda'. The main content area is titled 'District 6960 Club Secretary Training' (id=77655852) on Thursday, March 23, 2023. A red banner indicates '*** This Event is In-Active ***'. Below this, a message states: 'The event information is listed under the tabs below. Depending on the event options, additional tabs may be displayed.' There are buttons for 'Cancel', 'View Questions', and 'Update Event'. The 'Options' tab is selected, showing registration settings. A note says: 'Registrations can be limited to a Committee; otherwise registrations are open to Club or District members. Registrations can be shown on the calendar in multiple districts (e.g., Zone events). This is controlled by a "Domain" setting that is defined by Support.'

Registration Scope:

- Limit to Committee: (Limit registrations to committee)
- Multi-District/Zone Event: (Specify Districts via Domain selection)

Internal Registrations: These apply to *logged-in* member registrations:

- Register another Rotarian
- Spouse/Partner
- Guests of Member

Public Registrations:

- Public person
- Guests of Public person

Public Registration Tabs:

Finance Integration:

- Finance Account: Select GL Bank Account

- **TIP:**
- If using Finance Integration, Club uses DACdb Finance Module, the account must be chosen
- Add the confirmation information each registrant will receive at the bottom of the page.

EVENT NAVIGATION

- Edit Event
- Backroom
- Guest Admin
- Regret
- Resource Manager
- My Event Admin
- Help <

My CLUB Shortcuts



DISTRICT Shortcuts



Enable Registrations For:

These apply to **logged-in** member registrations:
 Register another Rotarian
 Spouse/Partner
 Guests of Member

These apply to **public** registrations:
 Public person
 Guests of Public person

Red Flag Event: Mark this as a *special* event

Finance Integration:

Finance Account: None Selected

Registration Options:

There are a number of optional modules and features that can be turned on for your Event.

Registration: Can member's register for this Event?

Payment Gateway: Save the Event to turn on the Gateway tab.

Enable Regrets: Enable Regret Link on Calendar (does not disable PMail link)

Enable Rooms: Enable break-out 'Rooms' module for this event

Enable CheckIn: Enable Check-In module for this event (Note: design for iPad. Does NOT work with IE)

Use CATegory Code: Enable CatCode on BADGES for Breakouts, Meals, etc.

Print Registration Form: Registrant can print registration form (Note: leave this off ("No") if payments are only by Credit Card)

Event Labeling: (Verb, Noun - e.g., Register, Registration or Purchase, Purchase)
[Register Now!](#) [Modify My Registration](#)
[Register Another Member](#) [Print a Registration Form](#)

Guest Club: Optionally choose the Guest Club where guest registrants will be added

TIP:

*Finance Integration – If using Finance Module (Premium) payments will be added automatically to your Club Account by the chosen gateway

*Print Registration – NO if only accepting credit cards

*Registered Roster – prints a roster for check-in

TIP:


*Click on A to add questions



*Click on pencil to add question parameters

The screenshot shows the DAC interface with the following components:

- Navigation Bar:** DAC db, Home, My DATA, My CLUB, DISTRICT, Support / Learning. User: Rodebaugh, Belinda.
- EVENT NAVIGATION Menu:**
 - Calendar
 - Edit Event
 - Backroom
 - Guest Admin
 - Check-In
 - Enter a Regret
 - Resource Manager
 - My Event Admin
 - Help
- SETUP:** QR Code Setup
- My CLUB Shortcuts:** Search, Mail, QR, Event, Registration, Bikes
- DISTRICT Shortcuts:** Search, Mail, QR, Event, Registration, Bikes
- Buttons:** Import Questions, Reorder Questions, Refresh Questions, + Add New Question
- Table of Questions:**

#	Action	Label	Start Date	End Dates	Questions	Answers
1		Item 1 T Show for: -Rotarian -Spouse/Partner -Guests of Member -General Public GL:Missing!	Mar-23-23	Forever	Are you the incoming Club Secretary?	<input type="radio"/> Yes <input type="radio"/> No, but I am taking notes for the incoming Secretary
2		Item 2 Show for: -Rotarian -Spouse/Partner -Guests of Member -General Public GL:Missing!	Mar-23-23	Forever	Will you have a computer with you?	<input type="radio"/> Yes <input type="radio"/> No, I will pair up with someone else in class


Home
My DATA
My CLUB
DISTRICT
Support / Learning



Rodebaugh, Belinda

EVENT NAVIGATION

[Calendar](#)
[Edit Event](#)
[Backroom](#)
[Guest Admin](#)
[Check-In](#)
[Enter a Regret](#)
[Resource Manager](#)
[My Event Admin](#)
[Help](#)

SETUP


My CLUB Shortcuts

DISTRICT Shortcuts

[Information](#)
[Schedule](#)
[Location](#)
[Links](#)
[Options](#)
[Questions](#)
[Moderators](#)
[Payments](#)
[Notifications](#)
[Security](#)

Authorize.net Users
 Authorize.net implemented new security protocols that require the referrer relay response URL to be entered. If you have been using Authroize.net for a while, you are OK, and no action is required. If you are new to Authorize.net or change accounts with Authorize.net, click the link below to review the steps you **MUST** perform.
 Addition Authorize.net setup: [Click Here!](#)

Configure how you will accept payments for this event. If there are no registration fees associated with this event, this configuration can be skipped.

- Payments can be made by check (optional)
- Payments can be made by credit/debit card (optional)
- Payments can be made "on-account" (optional - requires Finance Module) 


If you are accepting checks, you must indicate the types of checks that you will accept. By default, Personal Checks are accepted. If you are accepting credit/debit cards, at least one merchant gateway must be defined and configured.



Payment Convenience Fee:

Convenience Fee:	<input type="text" value="No"/>	
Convenience Fee Fixed:	<input type="text" value="0.00"/>	
Convenience Fee Percent:	<input type="text" value="0.0000"/>	<small>(Total Amount * HandlefeePcnt/100.0) + HandleFeeFixed</small>










Payment Gateway Configuration: [+ Add New Gateway](#)

TIP:
*Check boxes for preferred notifications















Home
My DATA
My CLUB
DISTRICT
Support / Learning


 Rodebaugh, Belinda

EVENT NAVIGATION



















-  Calendar
-  Edit Event
-  Backroom
-  Guest Admin
-  Check-In
-  Enter a Regret
-  Resource Manager
-  My Event Admin
-  Help

SETUP

-  QR Code Setup
- My CLUB Shortcuts**
-      
- DISTRICT Shortcuts**
-      

Setup automatic event reminders by enabling one or more of the notifications below. Each notification can be sent to the Registrant, Moderator or both. Only moderators with emails enabled will receive the notifications. Notifications are sent out early in the morning each day.

Add Notification

Action	Enabled	Subject	Notification Trigger	Notify	Alert Periods	Created By	Modified By
 	<input type="checkbox"/>	ROTARY: THANK YOU for Registering	New Registration	Both	1 Days After	March 23, 2023 Rodebaugh, Belinda	
 	<input type="checkbox"/>	ROTARY: THANK YOU for your Payment	Payment Made	Both	1 Days After	March 23, 2023 Rodebaugh, Belinda	
 	<input type="checkbox"/>	ROTARY: Action Required on Your Registration	Payment Over Due	Both	3 Days After	March 23, 2023 Rodebaugh, Belinda	
 	<input type="checkbox"/>	ROTARY: Action Required on Your Registration	Payment Over Due - Check	Both	1 Days After	March 23, 2023 Rodebaugh, Belinda	
 	<input type="checkbox"/>	ROTARY: Action Required on Your Registration	Payment Over Due - Credit Card	Both	1 Days After 5 Days After	March 23, 2023 Rodebaugh, Belinda	
 	<input type="checkbox"/>	ROTARY: {%EventName%} Registration MODIFIED	Registration Modified	Both	1 Days After	March 23, 2023 Rodebaugh, Belinda	
 	<input type="checkbox"/>	ROTARY: {%EventName%} Registration CANCELLED	Registration Cancelled	Both	1 Days After	March 23, 2023 Rodebaugh, Belinda	
 	<input type="checkbox"/>	{%EventName%} is Right Around the Corner!	Event Start	Both	-7 Days Before (15-Apr-23) -3 Days Before (19-Apr-23)	March 23, 2023 Rodebaugh, Belinda	
 	<input type="checkbox"/>	Thank you for your participation!	Event End	Both	3 Days After (25-Apr-23)	March 23, 2023 Rodebaugh, Belinda	

TIP:

*Security Level should be 4 (usually Club Officers) for Club Events

The screenshot shows the DAC interface with a navigation menu on the left and a main content area. The main content area displays the event details for 'District 6960 Secretary Training' (id=77655940) on Saturday, April 22, 2023. A prominent red warning states: '*** This Event is In-Active ***'. Below this, there are buttons for 'Cancel', 'View Questions', 'Delete Event', and 'Clone Event'. The 'Security' tab is selected, showing the following settings:

- View Security:** Level-0. What Security-level is allowed to View this Event on the Event Calendar?
This must be set to Level-0 for public viewing via <https://www.IsMyRotaryClub.org/> (e.g., Website displays).
- Edit Security:** Level-4. What Security-level is allowed to Edit this Event?
Other security restrictions still apply. Typically this would be set to a level-7 or above to prevent editing.

At the bottom of the page, it says: 'Last updated on: Mar 23, 2023 At: 10:55:00 PM By: Rodebaugh, Belinda Created: Mar 23, 2023 By: Rodebaugh, Belinda'

- SUPPORT NAVIGATION**
- DACdb UI QuickStart Guide
 - New Support Tickets
 - User Conference 2019
 - Old Support Tickets
 - RI Theme
 - DACdb Training
 - Policy
 - FAQ

- Help Topics**
- P. Password Requirements.htm
 - Support.html
 - Overview
 - Policy
 - Attendance
 - Calendar, Events and Meetings
 - Club
 - Committee
 - e-Meeting
 - Engagement
 - Files
 - Finance
 - Go-to-Webinar

DACdb Support for Rotary District 6960

Search... [Print] [Settings]

Use the "Search" field at the top right to search for a help topic.

Welcome to the DACdb Support Center. Our goal is to provide you with the information and support that you need as quickly and easily as possible. You will find easy-to-follow steps below to help you with your quest. Please follow the steps below to obtain the needed support.

Step 1 - Self Help:

- FAQ - Review the documentation under the Frequently Asked Questions (FAQ) link
- Help Topics - On the left side of this page there are lots of helpful articles about many areas in DACdb. Use the "Search" field above to search for articles too.

Step 2 - District Support:

- Tier 1 Support -- Designated District Help - This person, listed in the box on the right, is your district's local support person. This should be your go-to person for the fastest support. Once contacting your District Representative, if unsuccessful, then proceed to the next step.

Step 3 - DACdb Support:

- Tier 2 Support Request - Once exhausting the options in steps 1 and 2 above, you can submit a support request. Opening a support ticket will immediately alert us to your request and enable you to track the progress of the submitted request.

• For Fastest Service, Submit a Support Ticket

District 6960 Help

Designated District Help

Christi Womack Villalobos
 Phone: 941-315-0635
 Email: christiwv@gmail.com

District DCO Help

The screenshot shows a web browser with two tabs: 'DACdb.com' and 'My Rotary | My Rotary'. The address bar shows 'my.rotary.org/en/'. A cookie consent banner is at the top. The main navigation bar is dark blue and contains the Rotary logo, 'My Rotary', and buttons for 'Donate' and 'Join'. A search icon is also present. Below this is a horizontal menu with links: HOME, EXCHANGE IDEAS, TAKE ACTION, LEARNING & REFERENCE, MANAGE, THE ROTARY FOUNDATION, NEWS & MEDIA, and MEMBER CENTER. The user's name 'Belinda Rodebaugh' is displayed in the top right. The bottom of the browser shows the Windows taskbar with various application icons and the system tray displaying the time '3:52 PM' and date '3/8/2023'. A large, light gray rectangular area is overlaid on the bottom half of the page, partially obscuring the text 'My Rotary'.

My Rotary

Browser tabs: DACdb.com, My Rotary | My Rotary

Address bar: my.rotary.org/en/

Cookie notice: This website uses cookies. By continuing you are agreeing to our privacy policy

Rotary.org | English | Belinda Rodebaugh

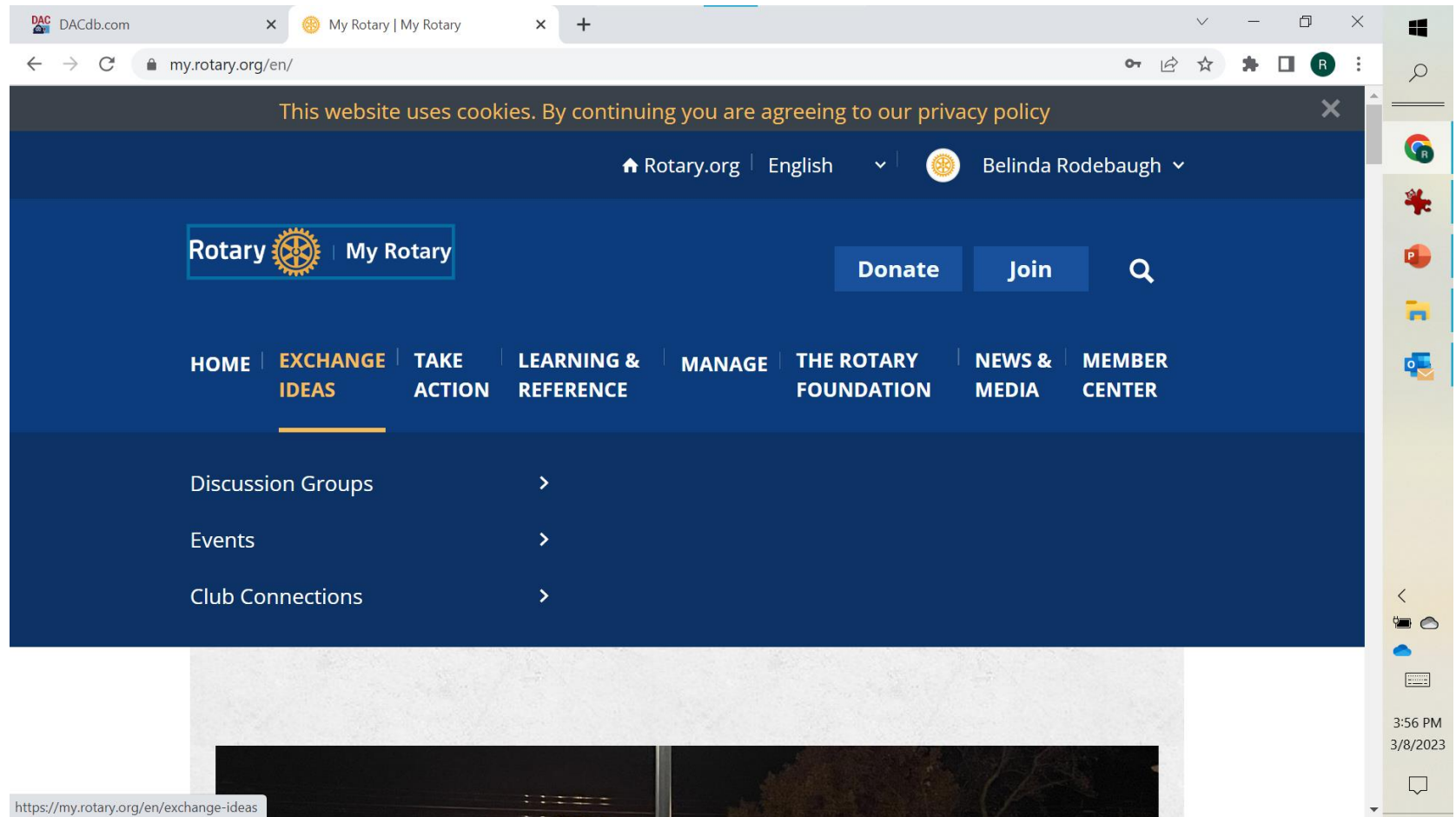
Rotary | My Rotary

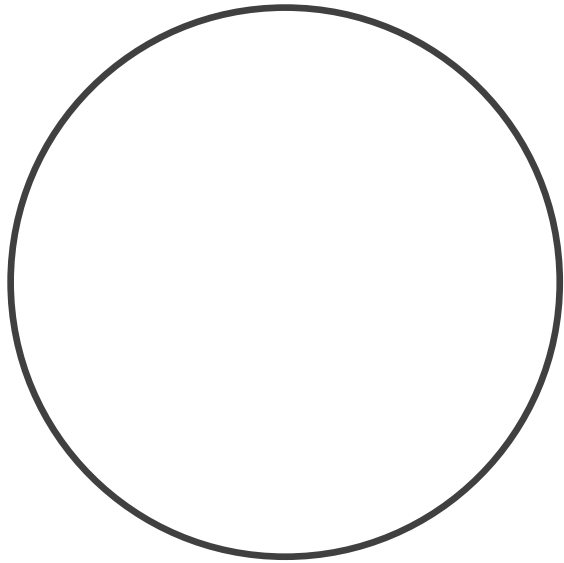
Donate | Join | Search

HOME | **EXCHANGE IDEAS** | TAKE ACTION | LEARNING & REFERENCE | MANAGE | THE ROTARY FOUNDATION | NEWS & MEDIA | MEMBER CENTER

- Discussion Groups >
- Events >
- Club Connections >

URL: https://my.rotary.org/en/exchange-ideas





Browser tabs: DACdb.com, My Rotary | My Rotary

Address bar: my.rotary.org/en/

Cookie notice: This website uses cookies. By continuing you are agreeing to our privacy policy

Rotary.org | English | Belinda Rodebaugh

Rotary | My Rotary

Donate | Join | Search

HOME | EXCHANGE IDEAS | TAKE ACTION | LEARNING & REFERENCE | MANAGE | THE ROTARY FOUNDATION | NEWS & MEDIA | MEMBER CENTER

- Give >
- End Polio
- Raise for Rotary
- Develop Projects >
- Apply for Grants >
- Empower Leaders >

Address bar: https://my.rotary.org/en/take-action

System tray: 3:57 PM, 3/8/2023

- **TIP:**
- Contains opportunities to learn about a wide variety of Rotary topics
- Qualifies for makeups

The screenshot shows a web browser window with the URL my.rotary.org/en/take-action. A cookie consent banner is visible at the top. The page header includes the Rotary logo, the text "My Rotary", and buttons for "Donate" and "Join". A navigation menu is displayed with the following items: HOME, EXCHANGE IDEAS, TAKE ACTION, **LEARNING & REFERENCE** (highlighted with a yellow underline), MANAGE, THE ROTARY FOUNDATION, NEWS & MEDIA, and MEMBER CENTER. Below the navigation menu, a list of links is shown: Learn by Role, Learn by Topic, About Rotary, Policies & Procedures, Learning Center, and Webinars. The browser's address bar at the bottom shows the URL <https://my.rotary.org/en/learning-reference>.

Browser tabs: DACdb.com, My Rotary | My Rotary

Address bar: my.rotary.org/en/

Cookie notice: This website uses cookies. By continuing you are agreeing to our privacy policy

Rotary.org | English | Belinda Rodebaugh

Rotary | My Rotary

Buttons: Donate, Join, Search

Navigation menu:

- HOME
- EXCHANGE IDEAS
- TAKE ACTION
- LEARNING & REFERENCE
- MANAGE**
- THE ROTARY FOUNDATION
- NEWS & MEDIA
- MEMBER CENTER

Sub-menu items under MANAGE:

- Club & District Administration > Club Administration
- Community Marketplace > District Administration
- Brand Center
- Travel & Expenses
- Contributions
- Reports
- Rotary Club Central

Address bar at bottom: https://my.rotary.org/en/manage/club-district-administration/826

System tray: 5:06 PM, 3/8/2023

my.rotary.org/en/manage/club-district-administration/club-administration

HOME | EXCHANGE IDEAS | TAKE ACTION | LEARNING & REFERENCE | MANAGE | THE ROTARY FOUNDATION | NEWS & MEDIA | MEMBER CENTER

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](#) | [About the club invoice](#) | [Rotary exchange rates](#)

Club & Member Data









☆ **Update Member Data**
Report membership changes within 30 days, no later than 1 January or 1 July, to ensure your club invoice reflects the latest information. Record new member sponsors.

- **TIP:**
- Club Invoice is where you can find your Club Invoice prior to billing

The screenshot shows a web browser window with the URL my.rotary.org/en/exchange-ideas. The page features a dark blue header with the Rotary logo and the text "My Rotary". Navigation buttons for "Donate" and "Join" are visible, along with a search icon. A main navigation menu includes links for HOME, EXCHANGE IDEAS, TAKE ACTION, LEARNING & REFERENCE, MANAGE (highlighted with a yellow underline), THE ROTARY FOUNDATION, NEWS & MEDIA, and MEMBER CENTER. Below this menu, a list of sub-links is displayed: Club & District Administration (with a right-pointing arrow), Community Marketplace (with a right-pointing arrow), Brand Center, and Travel & Expenses. On the right side of this list, the following items are listed: Club Administration, District Administration, Contributions, Reports, and Rotary Club Central (underlined). The browser's taskbar at the bottom right shows the time as 3:19 PM on 3/20/2023. The address bar at the bottom left shows a secure URL: <https://my.rotary.org/en/secure/13301>.

Exchange Ideas



-  Dashboard
-  Goal Center
-  Global View
-  Service Activities
-  Resources
-  Reports
-  Contact Us
-  My Rotary

Dashboard

Welcome to Rotary Club Central, the online tool for setting goals and tracking progress. Explore data and trends related to your club's goals on this page, and use the tabs to manage goals, project activities, and more.

Please note: data reported outside Rotary Club Central, including data reported in My Rotary, will be delayed for at least 24 hours.

Global

My Zone

My District

My Club Group

My Club

Rotary Club of **Siesta Key**

Membership Trends

Gender Trends

Dashboard

Goal Center

Global View

Service Activities

Resources

Reports

Contact Us

My Rotary

SETTINGS

Goal Center

Please note: data reported outside Rotary Club Central, including data reported in My Rotary, will be delayed for at least 24 hours.

Rotary Club of **Siesta Key**

2019-20

PRINT

22 OF 25 ACHIEVEMENT

Members & Engagement

Rotary Foundation Giving

Service

Young Leaders

Public Image

Rotary Citation

All

EDIT

The goals you select will appear below. To report progress



Dashboard

Goal Center

Global View

Service Activities

Resources

Reports

Contact Us

My Rotary

SETTINGS

2019-20 Siesta Key Goals

Rotary Club of **Siesta Key**

2019-20

22 OF 25 ACHIEVEMENT

Members & Engagement

Rotary Foundation Giving

Service Learning

- **TIP:**
- *Clubs should enter their goals in the correct organizational year & save


✓ SAVE


CANCEL


Which goal category has different goals those you plan to

- *Each category has different goals those you plan to




 Dashboard


 Goal Center

 Global View

 Service Activities

 Resources

 Reports

 Contact Us

 My Rotary

SETTINGS

2023-24 Siesta Key Service Activities



Add New
Service
Project



Repeat
Past
Service
Project

IMPORT FROM ROTARY SHOWCASE ...

2023-24 Manage Projects

COMPLETED PROJECTS

CURRENT PROJECTS

- Dashboard
- Goal Center
- Global View
- Service Activities
- Resources**
- Reports
- Contact Us
- My Rotary
- SETTINGS

Resources

General Resources

RESOURCE	DESCRIPTION
How to Set a Goal in Rotary Club Central	A step-by-step visual guide to selecting and setting a goal in the Rotary Club Central tool for club officers
How to Report Progress on Goals in Rotary Club Central	A step-by-step visual guide to updating goals with progress and achievements in the Rotary Club Central Tool for club officers



2023-2024 Rotary International Presidential Citation



(Must select and meet 13 or more items to receive citation.)

1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Goal	Description
				Club membership	How many total members does your club want by the end of the Rotary year?
				Members and Engagemengt	Do your club bylaws reflect your members and other participants needs?
				Service participation	How many members will participate in club service activities during the Rotary year?
				New Member Sponsorship	How many members will sponsor a new club member during the Rotary year?
				Rotary Action Group participation	How many club members will be members of at least one Rotarian Action Group (RAG) during the Rotary Year?
				Leadership development participation	How many members will participate in leadership development programs or activities during the Rotary Year?
				District conference attendance	How many members will attend your District Conference?
				Rotary Fellowship participation	How many club members will be members of a Rotary Fellowship during the Rotary year?
				District training participation	How many of your club's committee chairs will attend the district training assembly?
				Annual Fund contributions	How much money will be contributed to The Rotary Foundation Annual Fund by your club and its members during the Rotary year?
				PolioPlus Fund contributions	How much money will be contributed to The Rotary Foundation PolioPlus Fund by your club and its members during the Rotary year?
				Major Gifts	How many single outright donations of US \$10,000 or more will be made by individuals associated with your club during the Rotary year?
				Bequest Society members	How many individuals or couples will inform The Rotary Foundation of their plans to leave US \$10,000 or more to the The Rotary Foundation through their estate?
				Benefactors	How many individuals or couples will inform The Rotary Foundation of their estate plans to include the Endowment Fund as a beneficiary or will make an outright gift of US \$1,000 or more to the Endowment Fund?
				Service projects	How many service projects will your club complete during the Rotary year?
				Rotaract clubs	How many new and existing Rotaract clubs will your club sponsor during the Rotary year?
				Interact clubs	How many new and existing Interact clubs will your club sponsor during the Rotary year?
				Inbound Youth Exchange students	How many Rotary Youth Exchange students will your club host virtually or in person during the Rotary year?
				Outbound Youth Exchange students	How many Rotary Youth Exchange students will your club sponsor virtually or in person during the Rotary year?
				RYLA participation	How many individuals will your club sponsor to participate in Rotary Youth Leadership Awards (RYLA) events during the Rotary year?
				Strategic plan	Does your club have an up-to-date strategic plan?
				Online presence	Does your club's online presence accurately reflect its current activities?
				Social activities	How many social activities will your club hold outside of regular meetings during the Rotary year?
				Update website and social media	During the Rotary year, how many times per month will your club's website or social media accounts be updated?
				Media stories about club projects	How many media stories will cover your club's projects during the Rotary year?
				Use of official Rotary promotional materials	Did your club use Rotary International's advertising and public service materials, such as broadcast videos, print ads, and other official materials available in the Brand Center to promote Rotary in your community during the Rotary year?

TIP:
 *Rotary International Presidential Citation Quarterly Spread Sheet for tracking Club progress and entering into Goal Center

To be eligible for the Rotary Citation, clubs need to begin the year as active clubs in good standing – or having paid each invoice balance in full upon receipt. To verify that your club is in good standing, check your daily club balance report under Club Administration > Club Finances. You should have an outstanding balance of \$0.00. Invoices are due when they are posted, in mid-January and mid-July.

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Donate

Join



HOME

EXCHANGE
IDEAS

TAKE
ACTION

LEARNING &
REFERENCE

MANAGE

THE ROTARY
FOUNDATION

NEWS
&
MEDIA

MEMBER
CENTER

Club & District Administration >

Community Marketplace >

Brand Center

Travel & Expenses

My Rotary Member Dashboard

HOME

OUR BRAND

DOWNLOADS

TEMPLATES

- **TIP:**
- Great area to find Rotary videos, marketing aids, and information that can be customized to fit your Club



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Donate Join [Search icon]

- HOME
- EXCHANGE IDEAS
- TAKE ACTION
- LEARNING & REFERENCE
- MANAGE
- THE ROTARY FOUNDATION**
- NEWS & MEDIA
- MEMBER CENTER

Apply for Grants >

Give >

Raise for Rotary

About

Foundation Reports

History

TIP:
Click on Give to access the online giving tool to donate money to The Rotary Foundation!

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Donate

Join



HOME

EXCHANGE
IDEAS

TAKE
ACTION

LEARNING &
REFERENCE

MANAGE

THE ROTARY
FOUNDATION

NEWS
&
MEDIA

MEMBER
CENTER

Office of the President



Rotary magazine

Magazines



Regional Magazines

Rotary blogs



Newsletters

News & Features

TIP:

Rotary Magazine is where you can read The Rotarian with great information about Rotary!

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Donate Join



- HOME
- EXCHANGE IDEAS
- TAKE ACTION
- LEARNING & REFERENCE
- MANAGE
- THE ROTARY FOUNDATION
- NEWS & MEDIA
- MEMBER CENTER**

- Online tools > Licensed Vendors
- Products & Services > Community Marketplace
- Rejoin or change clubs > Official Rotary Apps
- Resources & reference > Member Discounts

Join Us!
Refer a new member

View Nearby Offers

Browse Our Discounts

Tax Day



EXPLORE

Rotary Discounts



BROWSE NOW

Office Savings



SAVE NOW 53

Attend the district training assembly and the district conference.
Meet with the previous secretary and receive the club's records.
Meet with the incoming club officers or board of directors to plan the year ahead. Review your club's strategic plan if it's current or talk to the board about updating it.
Update your club's records and member list using My Rotary or your club management system. If you use a club management system, check to make sure that it can submit information to Rotary International.
Make sure that your club has the most recent Rotary governance documents to refer to as needed.
Make sure the club treasurer has the club invoices in time for payment.
Serve on the club board and club administration committee.
Work with the club membership committee to decide who will manage the membership leads process.
Take minutes at club and board meetings and club assemblies.
Update club and officer information for the online Official Directory and Rotary's records.

Manage club correspondence, including responding to emails and sending official notices and invitations.

Keep promotional items, name badges, and other materials that are used at meetings and events.

Preserve your club's historical records.

Write an annual report for the club at the end of the Rotary year.

Assist the club president, treasurer, and committees as needed.

Meet with your successor and give them the club's records.

Club Secretary | July 2022

CLUB SECRETARY JOB DESCRIPTION



January-June

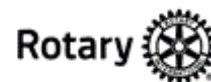
Prepare for your term

- Subscribe to [Rotary newsletters](#) that support your club's activities.
- Join the [Club Secretaries discussion group](#) on My Rotary.
- Become familiar with the [Rotary Code of Policies](#), the [Standard Rotary Club Constitution](#) or [Standard Rotaract Club Constitution](#), and your club's bylaws.
- Meet with the **president-elect** to:
 - Discuss club goals
 - Schedule club activities
 - Decide how you'll divide administrative tasks
 - Decide who'll manage [membership leads](#) for your club
 - Determine how you'll handle club communications
- Meet with the **current secretary** to:
 - Review club procedures
 - Review the club invoice
 - Discuss how the current leaders have managed membership leads
 - Get access to the club's records, archives, and other property



- Meet with your club's membership committee to discuss its initiatives and how you can support them.
- Review the current [Manual of Procedure](#).
- Participate in your district training assembly.
- Attend meetings of the current and incoming board of directors, if you're invited.
- Participate in the club assembly held by the president-elect after the district training assembly to discuss club plans for the coming year.
- Prepare a schedule for sending statements of club dues and fees to all members (monthly, quarterly, or twice a year), and plan how you'll record the dues and fees you receive.

- **July**
- **Take office**
- Update your club information and maintain accurate membership records throughout the year.
- Make sure new club officers are reported in My Rotary so they have access to online tools and resources.
- Rotary club secretaries: Make sure the club treasurer has received the club invoice so it can be paid on time, within 60 days. (A sample invoice is below.)



CLUB INVOICE — JANUARY 2022

.....
INVOICE NUMBER INV-0000501431
CLUB NUMBER
ROTARY CLUB OF Chicago
DISTRICT 6450
INVOICE DATE 01-01-2022

Rotary Club of

Chicago, IL,
 United States

JAN-JUN CHARGES

QUANTITY	UNIT OF MEASURE	DESCRIPTION
119	Members	CLUB DUES
14	Months	Pro Rata Dues
124	Subscriptions	Rotary Magazine - Paper
11	Months	Rotary Magazine - Paper Pro Rata
4	Subscriptions	Rotary Magazine - Digital

TOTAL JAN-JUN CHARGES 5,025.62
PREVIOUS BALANCE 0.00
TOTAL CLUB BALANCE (USD) 5,025.62

NOTIFICATIONS

Want to go paperless? Opt your club out of the paper invoice in My Rotary under Edit invoice preferences.

QUESTIONS?

Contact :
T:
E: @rotary.org

PAYMENT DUE UPON RECEIPT
5,025.62 USD

UNIT PRICE(USD)	TOTAL (USD)
35.00	4,165.00
5.83	81.62
6.00	744.00
1.00	11.00
6.00	24.00

Rotary International
Learning Center; *Get
Ready: Club Secretary;
Your Year*

- **December-February**
- **Midyear tasks**
 - After you report new club officers or members, use My Rotary to confirm that Rotary received your updates.
 - Prepare the midyear progress report to outline the club's status and achievements so far this year.
 - Review the club's schedule of activities with the president and the board of directors.
- Rotary club secretaries: Support the annual meeting to elect club officers.
- Rotary club secretaries: Confirm that your club's membership data is current in My Rotary by 1 January so you receive an accurate club invoice.
- Rotary club secretaries: Make sure the treasurer has received the club invoice so it can be paid on time.
- Rotary club secretaries: Work with the president to report the club's achievements toward the Rotary Citation in Rotary Club Central.
- Rotaract club secretaries: Follow the [citation instructions for Rotaract clubs](#).
- Rotary club secretaries: Report next year's club officers using My Rotary or your [club management system](#) by 1 February. In Great Britain and Ireland, use the Data Management System.
- Rotary club secretaries: If you wish to propose a governor-nominee designate candidate, send the resolution that supports the decision and the [governor-nominee designate form](#) to the district nominating committee.

April-June

Preparing for next year

- Begin briefing next year's secretary.
- Prepare your annual report to the club.
- Give the club's records, archives, and other property to the incoming secretary.
- Rotary club secretaries:** Confirm that your club's membership data is current in My Rotary by 1 July so that you'll receive an accurate club invoice. If you use a [club management system](#), make sure your information is being sent to Rotary.
- Rotaract club secretaries:** Update club and member data and report club officers by 30 June.

The club secretary is responsible for promptly reporting membership information to Rotary International in addition to other duties listed in the club constitution and bylaws. The Rotary club secretary also needs to report next year's club officers to Rotary International by 1 February.

See the Rotary Code of Policies section 10.050. for more information.

SECRETARY SESSION 2: YOUR ROLE (60 minutes)



RELEVANCE: Club secretaries are responsible for many administrative tasks that can be handled most efficiently using My Rotary.

WORKSHOP



- Best for learning practical skills or giving participants deeper understanding through an interactive activity
- Led by experts
- Seating arranged in groups, with enough space for facilitator to move freely among participants

Learning objectives

At the end of this session, participants will:

- Understand their responsibilities as the club secretary
- Learn how to use My Rotary to expedite administrative tasks

Before the session

- Consider asking a past club secretary or someone who knows how to use My Rotary to perform the administrative tasks covered in this session to lead the session or help you demonstrate My Rotary during the session.
- Consider any district or regional issues related to this topic.
- Choose the key messages and activity, and plan your session based on the needs of participants.
- For Activity 2, print copies of the Club Secretary: Calendar of Activities, available in the [Get Ready: Club Secretary](#) course.
- Check with the seminar organizer to make sure the venue has enough bandwidth available for wireless internet users.
- Ask participants to bring their laptops or mobile devices and establish a My Rotary account before the event.
- Review the resources listed below.

Resources

- [Club Secretary Basics courses](#) in the [Learning Center](#)
- [Club Administration page](#) on My Rotary



Club Secretary June 2019 14

- [Manual of Procedure](#)
- [Standard Rotary Club Constitution](#)
- [Recommended Rotary Club Bylaws](#)
- [How-to guides: Create a My Rotary Account, Add a Member, Edit Member Information, Remove a Member, Add an Officer, and Update Club Data](#)
- [Club Management Systems and Website Vendors](#)

WORKSHEET: DEVELOPING GOALS



Use this worksheet to draft at least three goals you would like to achieve in your role.

Goal 1:

Support needed:

Timeline:

Goal 2:

Support needed:

Timeline:

Goal 3:

Support needed:

Timeline:

Encourage	Encourage members to register for a My Rotary account, which will allow them to:
Create and manage	Create and manage a profile with their contact information, background, occupation, Rotary program participation, and areas of expertise
View	View goals and achievements in Rotary Club Central
Find and connect	Find and connect with other clubs and members
Browse	Browse projects in Rotary Showcase
Review	Review their personal contribution history
Take	Take courses in the Learning Center

Rotary International Learning Center; Managing Club Business

Visit Rotary's [Brand Center](#) to find newsletter and banner templates, images, ads, presentations, and more that all comply with Rotary's brand guidelines. Simply download them and add your club name or information.

Rotary International Learning Center;
Get Ready: Club Secretary; Managing Information

A My Rotary account

My Rotary provides customized access to many functions and types of information. You can:

- [Review reports](#) on membership, club trends, club giving, and alumni program participation
- Browse [Rotary Showcase](#) to find project ideas and search for project partners
- Use the [Brand Center](#) to find logos and create club and event brochures
- [Contribute](#) to The Rotary Foundation
- Take more courses in the [Learning Center](#)

Rotary International Learning Center; Managing Club Business

Planning Calendar
Rotary Year 2022-23 Important Dates and Reminders

July 2022	
1 July	Constitutional document changes from the 2022 Council on Legislation take effect.
15 July to 1 Oct	Nominations for the Service Award for a Polio-Free World are open.
	Nominations for Avenues of Service award are open year round. You can honor a Rotarian or Rotaractor who participates in service activities in one of the five Avenues of Service — club, vocational, community, international, and youth service.
<ul style="list-style-type: none"> In mid-July, RI sends club invoices to all officers (their email addresses must be current) or mails them to club secretaries. Invoices for any clubs with no officers on record will be sent to the governor. Set your annual goals in Rotary Club Central (Rotary clubs). 	

August 2022 — Membership and New Club Development Month	
15 July to 1 Oct	Nominations for the Service Award for a Polio-Free World are open.
<ul style="list-style-type: none"> RI sends 30-day reminder letters to clubs with balances of \$250 or more. (Clubs that receive the 60-day reminder will not be eligible for the Rotary Citation.) If you haven't received your club invoice, contact riclubfinance@rotary.org. 	

September 2022 — Basic Education and Literacy Month	
15 July to 1 Oct	Nominations for the Service Award for a Polio-Free World are open.
<ul style="list-style-type: none"> RI sends 60-day reminder letters to clubs with balances of \$250 or more. (Clubs that receive this reminder will not be eligible for the Rotary Citation.) 	

October 2022 — Community Economic Development Month	
1 Oct	Nominations for the Service Award for a Polio-Free World are due.
	Nominations for Service Above Self are open. If you know someone, recommend them to your governor to nominate.
3-9 Oct	Rotary Alumni Reconnect Week
24 Oct	World Polio Day
<ul style="list-style-type: none"> RI sends 90-day reminder letters to clubs with balances of \$250 or more. (Clubs that receive this reminder will not be eligible for the Rotary Citation.) Clubs that were terminated in May are no longer eligible to be reinstated and must apply for new charters. 	

November 2022 — Rotary Foundation Month	
31 Oct to 6 Nov	World Interact Week; Interact's anniversary is 5 November.
1 Nov to 31 Dec	Nominations for Rotary Foundation Citation for Meritorious Service are open. This award honors Rotarians and Rotaractors who have been actively involved in service related to The Rotary Foundation. If you know someone to deserves this recognition, recommend it to your district Rotary Foundation chair.
	<ul style="list-style-type: none"> RI sends 120-day reminder letters to clubs with balances of \$250 or more. RI may terminate clubs that have owed \$250 or more for 120 days or longer. Update your membership data through My Rotary or your club management system by 1 January to ensure that your club invoice will be accurate.

December 2022 — Disease Prevention and Treatment Month	
15 Dec	This is the last day to get the deeply discounted registration rate for the 2023 Rotary Convention. Register at convention.rotary.org .
31 Dec	Nominations for Rotary Foundation Citation for Meritorious Service are due.
	This is the last day for clubs to elect officers.
31 Dec	This is the last day to make Rotary Foundation contributions that will be credited to 2022.

January 2023 — Vocational Service Month	
1 Jan to 28 Feb	Nominations for The Rotary Foundation Distinguished Service Award are open.
	<ul style="list-style-type: none"> In mid-January, RI sends club invoices to all officers (their email addresses must be current) or mails them to club secretaries. Invoices for any clubs with no officers on record will be sent to the governor. RI may terminate clubs that have owed \$250 or more for 180 days or longer. Report incoming officers through My Rotary or your club management system by 1 February.

February 2023 — Peacebuilding and Conflict Prevention Month	
1 Feb	Incoming club officers are due through My Rotary or your authorized club management system.
23 Feb	World Understanding and Peace Day (Rotary's anniversary)
28 Feb	Nominations for The Rotary Foundation Distinguished Service Award are due.
	<ul style="list-style-type: none"> RI sends 30-day reminder letters to clubs with balances of \$250 or more. (Clubs with balances of \$250 or more will not be eligible for the Rotary Citation.) If you haven't received your club invoice, contact riclubfinance@rotary.org.

May 2023 — Youth Service Month	
26-27 May	The Rotaract Preconvention is held in Melbourne, Australia.
27-31 May	The Rotary Convention is held in Melbourne, Australia.
31 May	This is the last day for the best registration rate for the 2024 Rotary Convention. Register at convention.rotary.org .
<ul style="list-style-type: none"> RI sends 120-day reminder letters to clubs with balances of \$250 or more. RI may terminate clubs that have owed \$250 or more for 120 days or longer. Update your membership data through My Rotary or your club management system by 1 July to ensure that your club invoice will be accurate. Set your annual goals in Rotary Club Central. 	

June 2023 — Rotary Fellowships Month	
30 June	Rotaract club membership rosters are due through My Rotary or through authorized club management system vendors.
<ul style="list-style-type: none"> Rotaract clubs and their sponsor clubs should report incoming club presidents through My Rotary or through authorized club management system vendors. They may also report an adviser. Make your Foundation contributions by 30 June. Contact the Rotary Support Center to find out the last date to mail gifts, send faxes, or contribute in other ways. 	

March 2023 — Water, Sanitation, and Hygiene Month	
1-31 Mar	Nominations for Rotary's Award for Excellence in Service is open. This award recognizes non-Rotarians who exemplify service in accord with Rotary's ideals. If you know someone who is deserving of this recognition, reach out to your district governor.
13-19 Mar	World Rotaract Week; Rotaract's anniversary is 13 March.
31 Mar	This is the last day to get a discounted registration rate for the 2023 Rotary Convention. Register at convention.rotary.org .
	Appoint club committee chairs by this date.
<ul style="list-style-type: none"> Clubs receive their Rotary Convention credentials. RI sends 60-day reminder letters to clubs with balances of \$250 or more. (Clubs with balances of \$250 or more will not be eligible for the Rotary Citation.) 	

April 2023 — Maternal and Child Health Month	
<ul style="list-style-type: none"> RI sends 90-day reminder letters to clubs with balances of \$250 or more. (Clubs with balances of \$250 or more will not be eligible for the Rotary Citation.) Clubs that were terminated in November are no longer eligible to be reinstated and must apply for new charters. 	