1. **Do you know how to sign on?**
2. User Name**:** This is *usually* your email address.
3. Password:This is *usually* your Rotary Member number. If you don’t know your

Rotary Member number, look at the mailing label on the front of your Rotarian

magazine (it is in the upper left hand portion of the label, and is the 7 significant

digits: e.g. 2057275); or ask your club secretary. (If you do NOT have a Rotary Member number yet, then try using your last name in the password field.)

1. **Have you signed on?**
2. The top line of tabs is the primary way to navigate and they will remain the same wherever you are in the database. *Most of what you will need to do, you will do from the “****My DATA****” and the “****My CLUB****” tab*.

The second row consists of sub‐menu links which takes you to various other functions.(Click on them to get familiar with navigating through all the available information.)

1. The 3rd row of links (your Dashboard) provides an overview of facts and figures about your club and your district.
2. **Do you know how to access our club’s secure files? (Board minutes, bylaws, etc)**
3. Top line, click ‘Files’
4. 2nd line, click ‘Club Files’
5. Click ‘Secure Files’
6. **Find a member’s email or phone number?**
	1. Top line, click ‘My Club’ – scroll down to club member for phone number and email address
7. **How to check your attendance?**
	1. Click ‘My Club’, ‘My Attendance’, scroll down to ‘Attendance Reports and click, scroll down to ‘Member-Level Reports and click.
	2. Find your name and click. All details will be there.
	3. **Quick Start Tip**: Clicking on the “Enter Makeup” button below your picture provides a quick and easy way to notify your club secretary that you attended a meeting at another Rotary Club for one that you missed at your club. When you click on the “Enter Makeup” button a new screen opens. Your name already appears, so you simply need to enter the date of your makeup and where you attended. (Completing the other members present is helpful to your club secretary, but not required.) Be sure and click the gold “Submit” button to send the information to your club secretary.

1. **Read the District monthly newsletter?**
	1. Click ‘Home’
	2. Line 2, click ‘Newsletters’.
2. **Send p-mail to an individual? To a group?**
	1. 1st line, click ‘My Club’
	2. Scroll to ‘Section 3. Club members and Positions
	3. Above members list, on right side of page is a white box ‘Pmail. If you wish to send to entire club, click the box on left side of page adjacent to ‘Members’, if not, click only to those you wish to email.
	4. Click ‘Pmail’
	5. Above “E-Z Template Select’, click ‘Compose’.
	6. Now all you have to do is compose your email and send.
	7. There is a an ‘attach file’ option near the bottom of the page.