

# USING ROTARY'S ONLINE TOOLS



By creating an account on [My Rotary](#), you gain access to the latest reports, information, and tools. Your account helps you do Rotary business quickly and efficiently and ensures that Rotary has accurate records for your club. It also allows you to:

- Customize and share your profile to easily network with your fellow Rotarians
- Join or start a [discussion group](#) to share best practices and hear innovative ideas
- Find [volunteers, partners, and donations](#) for your projects to increase your club's impact
- Take [online courses](#) to help you prepare for your year as club secretary

The [Manage](#) tab on My Rotary reveals the tools and links you'll need to effectively help manage your club. Use these features and resources to make your year a success.

As club secretary, you can also use My Rotary to:

- Update your personal information
- Manage and update club data ([learn more](#))
- Update membership data (learn how to [add](#), [edit](#), or [remove](#) member records)
- Use [Rotary Club Central](#) to review and edit your club's goals and its progress toward them
- Generate club reports
- Manage membership leads assigned to your club
- Manage newsletter subscriptions
- Search the [Official Directory](#)

Make sure that club officers have access to Rotary's online tools and resources by reporting them by 1 February for the following year. You, the president, club treasurer, Foundation chair, or membership chair can add new officers by using the link on the Club Administration page of My Rotary or by entering them into your club management system.

## DELEGATION

As a club leader, you can delegate your administrative tasks on My Rotary to another club member. This temporary permission, known as *delegation*, is not intended to relieve you of your duties; it simply extends your access to My Rotary to another club leader with a My Rotary account. Your delegate can't view your personal information, such as your profile, contribution history, or discussion group activity. This person can, however, access the same tools and sensitive information that you can. Only delegate to someone you can trust. See [How to Delegate Your Online Access](#) for more information.

## **MANAGING MEMBERSHIP LEADS**

Rotary receives thousands of inquiries from people around the world who use our online form to ask about joining a club. Rotary staff members send prospective member's information to the appropriate district, which assigns the person to a club they feel best meets the candidate's needs. You, your membership committee chair, and your president, will receive an email alert when a prospective member is assigned to your club.

Decide who will manage your club's membership leads. You, your membership committee chair, and your president can access information about the prospective member on My Rotary's Club Administration pages. Be sure to take action promptly by contacting the prospective member, or asking the district to reassign the prospect to another club if it's determined that the candidate is not a good fit.

For more information, see the Online Membership Leads course on Rotary's [Learning Center](#).