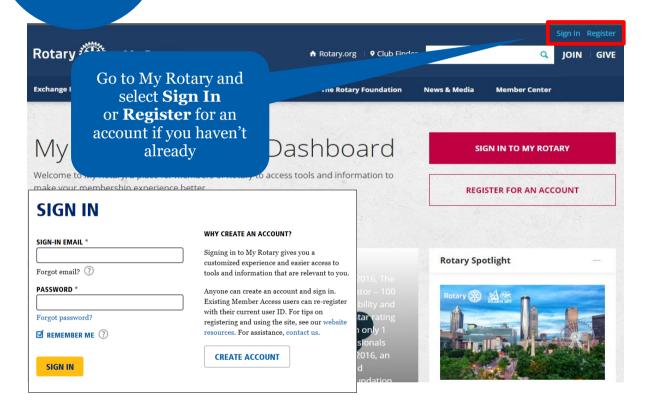
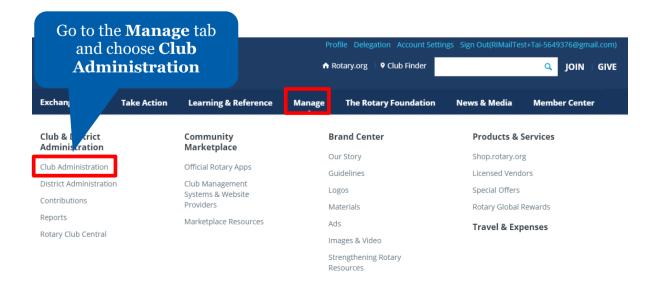
HOW TO CHOOSE OR UPDATE A CLUB MANAGEMENT VENDOR IN MY ROTARY



NAVIGATE TO THE CLUB MANAGEMENT VENDOR PAGE





Go to Club & Member Data and click on Designate a club management vendor

Club & Member Data

Update Member Data

Report membership changes within 30 later than 1 January or 1 July, to ensure your club invoice reflects the latest information. In new member sponsors.

Add, edit, or remove members | Ad Record a new member sponsor

☆ Update Club Data

Provide club contact information and choose club management providers.

Update meeting details | Update mailing address and contact information |
Designate a club management vendor

CHOOSE A VENDOR TO UPDATE CLUB DATA

Scroll down to **Club Management Systems** and click on **Full Access.** This button will disappear from this page until you terminate this vendor.

Club Management Systems

A Rotary or Rotaract club can simplify its recordkeeping of one or more club management verecords to Rotary International's database. A district of may also use a vendor to view club data access to club information. (Note that, though more and one vendor may be authorized to view a control that the data.) First, your club must be a custome of which management vendor. Find a list of the vendor services on the Club Management System of website Providers page of My Rotary. Then, your club club data by choosing the appropriate of website.

This step should be done before choosing a vendor to **view** club data.

What kind of access do you wap to provide a data management vendo

One who can update your club's data from RI.

Full Access

One who can only view and show you your club's data.

View-only Access

You can only choose **one** vendor to update club data in Rotary's database on your club's behalf. You should choose **only** update vendor if your club and district are using the same provider.

Select the vendor from the drop-down menu

I Agree

Identi^{*} authorize a Club Management Vendor Agreement below and click on "I Agree" to authorize Rotary International to complete the data integration process Please r and subn authorization Rotary Clu nd Rotaract Club Authorization to Initiate Data Integration Agreement lub management vendor you are authorizing from the dropdown menu below. Identify the Club management vendor • Start Date 01/10/2018 00:00:00 By clicking the "I agree" button, I make the representations and warranties, authorize RI to complete the data integration process in rotary.org/myrotary and agree to abide by the terms and conditions set forth below: 1. I represent and warrant that I have the authority to act on behalf of my club (the "Club") and to enter this Agreement with RI. I represent and warrant that the members of my Club understand that their personal and member data will be shared with and used by Rotary International, including its foundation, employees, subsidiaries, agents, and representatives (collectively "RI"), and the club management vendor identified above ("Club Management Vendor"). 2. The Club grants RI express consent to integrate Club data, including individual member data, with the Club Management Vendor. The Club represents and warrants that it has granted the Club Management Vendor express consent to provide Club data, including individual member data to RI. The Club grants RI express consent to provide Club data to the Club Management Vendor. 3. The Club understands that it can withdraw its express consent at any time by returning to https://my.rotary.org/manage/club-district-administration/club-administration and following the appropriate steps or by contacting RI staff at data@rotary.org. The Club understands that such a withdrawal of consent applies on a go forward basis only and does not affect data that may have been integrated between RI and the Club Management Vendor when consent was current or not withdrawn. 4. The Club agree or its members (existing now or in the future), individually or collectively, for a lated to any of the data it provides to RI hereunder and the data Click I Agree integrated betwe r or any privacy or confidentiality laws or regulations, data breach or data theft. I agree to the terms and tions set forth in this Rotary Club and Rotaract Club Authorization to Initiate Data Integration Agreement.

I Disagree



Once you select a vendor to update club data, go back to **Club Management Systems** and the click on **View-only Access**. This button will always be present on this page.

Club Management Systems

A Rotary or Rotaract club can simplify its recordkeeping by the or more club management vendors to link its own membership records to Rotary International's database. A district or a laso use a vendor to view club data if the club allows that vendor access to club information. (Note that, though more the last vendor may be authorized to view a club's data, only one may update the data.) First, your club must be a customer of a last of the vendors that provide database services on the Club Management Systems & World or Providers page of My Rotary. Then, your club can allow the vendor access to club data by choosing the appropriate link be

What kind of access do you want to provide a data management vendor?

One who can only view and show you your club's data.

View-only A	Access		
	Vendor	Start Date	
Terminate	Roster on Wheels	03-Apr-2018	

You can let **multiple** vendors **view** club data. You should do it only if your club and district are using different vendors. However, because these vendors can't update club data, changes you make through their software will not be made in Rotary's database.

Rotary Club and Rotaract Club Authorization to Select the vendor from the Identify the club management vendor you are au drop-down menu Club management vendor If you are allowing this vendor to view or to view and update your club data on behalf of your club, under the dropdown menu "Access granted to" below, please select "Club". If you are allowing this vendor view-only access to your club data for viewing by your district or zone, under the dropdown menu "Access granted to" below, please select "District" or "Zone," as applicable. Access granted to District You can allow multiple vendors view ccess to your club process as many times as necessary if you Select the party that has access Start Date to view club data (Rotary club, 01/10/2018 00:00:00 district, or zone) from the drop-down menu By clicking the "I agree" button, I make the representatio tegration process in rotary.org/myrotary and agree to abide by the 1. I represent and warrant that I have the authority to act on behalf of my club (the "Club") and to enter this Agreement with RI. I represent and warrant that the members of my Club understand that their personal and member data will be shared with and used by Rotary International, including its foundation, employees, subsidiaries, agents, and representatives (collectively "RI"), and the club management vendor identified above ("Club Management Vendor"). 2. The Club grants RI express consent to integrate Club data, including individual member data, with the Club Management Vendor. The Club represents and warrants that it has granted the Club Management Vendor express consent to provide Club data, including individual member data to RI. The Club grants RI express consent to provide Club data to the Club Management Vendor. 3. The Club understands that it can withdraw its express consent at any time by returning to https://my.rotary.org/manage/club-district-administration/club-administration and following the appropriate steps or by contacting RI staff at data@rotary.org. The Club understands that such a withdrawal of consent applies on a go forward basis only and does not affect data that may have been integrated between RI and the Club Management Vendor when consent was current or not withdrawn. 4. The Club a lub or its members (existing now or in the future), individually or collectively, for related to any of the data it provides to RI hereunder and the data Click I Agree integrated be dor or any privacy or confidentiality laws or regulations, data breach or data theft.

nditions set forth in this Rotary Club and Rotaract Club Authorization to Initiate Data Integration

I agree to the terms

I Agree

I Disagree

Agreement.



Club Management Systems

Go to Club Management Systems and click **Terminate**

A Rotary or Rotaract club can simplify its recordkeeping by us records to Rotary International's database. A district or zone r access to club information. (Note that, though more than one v the data.) First, your club must be a customer of a club management services on the Club Management Systems & Website Providence club data by choosing the appropriate link below.

wn membership ws that vendor one may update

a list of the vendors that provide database Rotary. Then, your club can allow the vendor access to

Scroll down to Club

ent vendor? What kind of access do you want to provide a data g

One who can only view and show you your

View-only Access				
	Vendor	Start Date	Access Level	Access Granted To
Terminate	Roster on Wheels	03-Apr-2018	Read	Taipei An Ho

Enter the end date and click Submit **Terminate Partner Organization** The partner organization can be terminated by one day prior to today Partner Organization: Club Communicator StartDate 10-Jan-2018 EndDate 09-JAN-2018 . Submit Cancel

Club Management Systems

Management Systems and click on Full Access to A Rotary or Rotaract club can simplify its recordkeeping by using one or records to Rotary International's database. A district or zone may also enter a different vendor access to club information. (Note that, though more than one the data.) First, your club must be a customer of a clubvendor. Fin

services on the Club Management Systems & club data by choosing the appropriate link ders page of My Rotary. Then, your club can allow the vendor access to

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View-only Access