

Rotary International in Ireland - District 1160

ON-LINE CLUB & MEMBERSHIP UPDATES

USER INSTRUCTIONS

Please note that the information which you provide is what will appear in 2012 -13 District Directory
(Deadline for District Directory is 20th May 2012)

1. On the Command Line in your web browser enter the Rotary Ireland update area which is <http://www.district1160.org/login.php>
(Or follow this link)
3. The next page asks you to "Please enter your User ID and Password".



Enter your **User ID:** and **Password:** (**here**) and click "Enter"

(If you don't know your user name or password, Email communications@rotary.ie or andy@andycameron.com and the details will be sent to you).

4. This will take you to the Welcome page, which contains the following menus: -
 - **Edit Club Details 2011-12 (current year) - IGNORE, if not applicable.** Make changes here, where appropriate, **for this year only (2011-12)** do not forget to click on the **SAVE** button at the bottom of the page!
 - **Edit Club 2012-13 (DG Jack Cunningham's year):** This option takes you to the display of all general Club Details where you can select and update Meeting Date/Time/Venue etc; Secretary's Address for Correspondence; Past Presidents (deceased Past Presidents scroll to the year/name and add an asterisk *); Club Executive; Club Council; Club Service Chairs; Club Liaison Officers; Club Officers; Club Nominated Email Contacts, etc do not forget to click on the **SAVE** button at the bottom of the page!

NOTE: You should only make entries here, which are relevant to the Rotary Year 2012-13, This applies to details of all Club Officers for next year (2012-13), who will take up (or continue) their position(s)

Edit Members: The next page displays the names of all Members of your Club. When choosing the **edit** option behind a name, the member's personal details will be shown; all field names are properly designated, allowing for easy and efficient adjustments where necessary. When updates are made, do not forget to click on the **SAVE** button at the bottom of the page! You will then be taken back to the full Members' listing, so that you can choose another member. In the case of members having left the Club, click on **delete** behind the name).

- **Print Members:** This option allows you to print out a listing of all your Club's members as currently contained in this year's directory, giving all personal details. Such a list should ideally be printed out and circulated among members at your normal weekly meetings. Every member should be asked to check his/her own information and make amendments, where appropriate, and to initial his/her entry to confirm its correctness. This will prove to be the most efficient way of gathering any update info for entering onto the database at a later date.
- **Print Members Short:** This option prints out a short version of the Members Listing, covering only name and classification.
- **Logout:** After you have made your update(s), this option will sign you out of the Update website (please ensure that you complete this step).
- **Membership info gathering form (PDF 5k):** This is a blank form, designed to be used when collecting details from a NEW MEMBER. Print out as many forms as needed.