



**To: All Club Secretaries
District Officers.**
**From: PDG Barry Hasdell
District Secretary**
Date: 8th November 2011

A GUIDE TO CLUB SECRETARY'S ENTERING CLUB MEMBERS DETAILS ON THE DISTRICT DATABASE

Following the October District Council meeting, the following notes are as promised:

Introduction

You must first register for a login & password on the district site at this link:

www.rotary-ribi.org/register.asp

or selecting the "member's login" button on the District Web site:

www.rotary1070.org

and then selecting the 3rd box on the left hand side, click on - District 1070 Database.

Even if your club is not using the RIBI website template, as a club secretary you can still enter database data from the District Website.

In all cases in order for you to be able to enter information on the database you must first of all be entered into the database system as a "club administrator".

This will need to be done by one of the District Administrators detailed below:

The District Secretary Barry Hasdell: B.Hasdell@btinternet.com or

DGNE Ken Billington: kenb1070@virginmedia.com

This has already been completed for Club Secretaries.

To add a member's initial details

1. Before proceeding you should first of all agree with each club member to be entered what User Name and Password they would like to use (You should advise them that they can change the password details later on if required & that they should keep a note of their chosen word!).

2. Log on by either entering:

www.rotary-ribi.org/register.asp

or if you wish through:

Your club web site

or the district website www.rotary1070.org if your club is not using the RIBI template.

Then enter your User Name and Password.

3. Click on "Club Admin" in the top white coloured bar. A new page will appear.

4. Click on "Club members" in the Left Hand column list. A new page will appear.

5. At the top of the new page you will see the area for entering the preliminary details of a club member.

6. Complete these details and click on the box marked "Add Rotarian".

7. At this stage you can continue to add more members following the above procedure.

8. Log Out when completed.

9. Allow at least 1 hour to elapse and proceed as below:



To complete members full details

10. Log on again as in steps 2-4 above.

11. You will see listed at the foot of the page the names of all current members accepted on to the database. In the event that the members whose names were entered at stages 3-8 above do not appear, log out and wait a further 4 hours. If no success after this further period contact one of the District web administrators. If the names appear OK proceed as follows.

12. Place your mouse pointer over the name of the member whose details you wish to complete (or amend) and click on it.

13. You will now have a page showing this member's current details. You can now complete all the uncompleted fields that apply to this member. However you may if you wish ask each member to do this by logging on via their user name and password.

14. Take care in deciding which boxes to tick. RE "User Level" normally a member will not have Club admin rights.

15. Ensure that Membership type is either ACTIVE or if an honorary member HONORARY

16. Re the section which starts after "Reason for leaving" you will see a section a box below, please insert the known reason(s)

"The following fields enable the display of an 'anonymous' email link on different parts of the PUBLIC website:

Please take care here, our advice is DO NOT TICK ANY OF THESE BOXES, if ticked, the person concerned could well find that they are bombarded with unwanted e-mails (you have been warned!)

- Club Website : (Club committee members) Display link on Club Site
- District Website : (District committee members) Display link on District Site
- RIBI Website: (RIBI committee members) Display link on RIBI Committee Page
- The following fields enable the member to receive emails automatically when reports are posted to different parts of the site or a member updates his/her details .
- Club Website :
- District Website :
- RIBI Website:
- Updates : **Notify me if any member of a club in this district changes their contact details"**.

You should take care in deciding which of the above boxes to tick.

Normally only tick the Club and District boxes, but for any Committee Chairmen, the President, Vice President , Treasurer and Secretary tick the RIBI website box.

Next steps and dealing with problems

1. Open the "Club Admin" page by clicking on the box at the top of the page marked "Club Admin".

2. Once open scroll down the list on the left hand side to "Other items". Click on the heading "Tutorials".

3. This will open a page which gives good general information, as well as a comprehensive menu of helpful items in its left hand column.

4. Click on any of these to access information that will help your operational know how as required.

I do hope that these notes will be of assistance

Yours sincerely and in Rotary Service,

Barry

District Secretary

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