HOW TO ADD A MEMBER

GO TO YOUR CLUB'S PAGE

Rotary.org ⬈   Brand Center ⬈   🌐 English ⌄   👤 Sign In | Register

Rotary | My Rotary

Donate   Get Involved   🔍

Welcome to My Rotary

Sign in or register to access your personalized My Rotary portal

Sign in   or   **Register**

Go to My Rotary and sign in.

Or choose **Register** to get a My Rotary account.

Easy access to resources

Rotary Club Central   Grant Center   Membership and Foundation Reports

Rotary | My Rotary

Donate   Refer   🔍

My Rotary ⌄   Participate ⌄   Events & Connections ⌄   Knowledge & Resources ⌄   Who We Are ⌄

Hello, Stacy

View Profile

Choose **View Club**.

Cypress-Fairbanks (Rotary Club)

Next Meeting
Monday at 00:00

View Club →

District 5890

District
5890

Zone
0

View District →

GO TO THE CLUB ROSTER

Evanston

Rotary Club

Go to the **Members** tab.

Club details   Members   Membership Candidates   Finance   Reports   Goals

Location
Illinois, United States

District
6440

Chartered
1920

Club ID

✏ EDIT

One Rotary Center

Language
English

Notes

Contact Information   ✏ EDIT

Rotary | My Rotary

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My Rotary ⌄   Participate ⌄   Events & Connections ⌄   Knowledge & Resources ⌄   Who We Are ⌄

Evanston

Rotary Club

Club details   Members   Membership Candidates   Finance   Reports   Goals

If you have questions about your club membership, please contact Data Services

Add a member

Manage club officers

Download member list

Search club members

Search by name   Search by email address   🔍 SEARCH

CLUB MEMBERS (42)   Role ⌄   Member status ⌄

> Choose **Add a member**.

> Enter any information you have for the member. The more information you can provide, the easier it will be to see if the prospective member is already in the database.

‹ Back | Step 1 of 3

Identify member

First, determine if the person is already in Rotary's database. Enter any information you have for them — only one field is required.

Note that this form accepts only Latin characters.

Email

> Type the member's email address.

Member ID

> Type the member's ID.

First name

Last name

> Type their first and last names.

SEARCH

CANCEL

> Select **SEARCH**.

RESULTS (0)

Sorry, we couldn't find a result to your search. Check the spelling of your search and try again. Or you can add the person as a new member.

ADD NEW MEMBER

CANCEL

If you find no record of the member, select **ADD NEW MEMBER**.

ENTER MEMBER DETAILS

If you searched for a member and found who you were looking for, this page will ask you to confirm their member details before continuing to the final step.

‹ Back | Step 2 of 3

Enter Member Details

Double-check to ensure this member's information is up-to-date. You can edit the member's information if needed.

PERSONAL DETAILS

Full Name*

This field accepts non-Latin characters

Prefix

Prefix

First name*

Field cannot contain non-latin characters

Middle Name

Field cannot contain non-latin characters

Last name*

Field cannot contain non-latin characters

Complete the required fields in the **ENTER MEMBER DETAILS** section. Then choose **CONTINUE**

CONTINUE

CANCEL

ADD MEMBERSHIP INFORMATION

Add Membership Information

Member type*

Active

Admission date*

2020-06-15

Sponsored by

Select...

Procedure certification*

☐ I certify that this individual was added in accordance with our club bylaws and understands and accepts the conditions of termination.

CONTINUE

CANCEL AND BACK TO CLUB ROSTER

Choose **Active** for a full, voting, dues-paying member, to be counted in your RI membership numbers. Choose **Honorary** if membership is being used to recognize someone for service or embodying Rotary ideals.

Select the date when the member joined your club. (It must be within the past 30 days.)

Add one or two sponsors, if the member had any.

Select **CONTINUE**.

Check the **Procedure certification** box.

Congratulations! You have added a member to your club.