



Ron Barden

Rotary Club of Clayton

District Communications Officer (DaCdb) 2017-18

Assistant Governor 2017-18

Technology & DaCdb:

**Search RI for
Prospective Member**



Club Secretaries - Search RI for Prospective Member

One of the most difficult challenges with a club member's record is correcting multiple RI numbers. This happens when a prospective member does not acknowledge, or was not asked if, they have previously been a member of another Rotary club. This can be avoided by: asking the proposed member if they have been a member of a Rotary club before; and/or checking the RI database. Giving a Rotarian an additional/new RI number means that any previous contributions to the Rotary Foundation will not follow this Rotarian. The only way to correct this is to contact Data@rotary.org. That can be a very frustrating experience. The process below is to provide a systematic way for checking the RI database for a prospective member.

An additional note:

As of the 2016-17 Rotary Year, DaCdb (District and Club Database) has included a RI search process as part of adding a new member. This process will take all the information the club secretary has entered into the new member's DaCdb record and search RI for a record with matching information. If there is no match, DaCdb will return a message with the new member's RI number. However this process is not fail safe. So it is still a good idea to search RI before submitting a new member.

Club Secretaries - Search RI for Prospective Member


In your web browser enter:

<http://www.rotary.org>

...and press the enter key

Club Secretaries - Search RI for Prospective Member

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My Rotary Member Dashboard

Welcome to My Rotary, a place for members of Rotary to access tools and information to make your membership experience better.

[SIGN IN TO MY ROTARY](#)

[REGISTER FOR AN ACCOUNT](#)

Rotary Spotlight




ate with us in Atlanta! [Register for the convention](#) by 31 March and save. >

Click SIGN IN TO MY ROTARY

If you do not already have a RI Login, click REGISTER FOR AN ACCOUNT

Club Secretaries - Search RI for Prospective Member

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My Rotary

Welcome to My Rotary, a place to manage your membership experience.

If you are not a member of Rotary, you can create an account and sign in.

Sign In

1. **Sign-in Email *** [Why Create An Account?](#)

[Forgot email?](#) [?](#)

2. **Password ***

[Forgot password?](#)

[Remember me](#) [?](#)

3. **SIGN IN** [CREATE ACCOUNT](#)


Signing in to My Rotary gives you a customized experience and easier access to tools and information that are relevant to you.

Anyone can create an account and sign in. Existing Member Access users can re-register with their current user ID. For tips on registering and using the site, see our [website resources](#). For assistance, [contact us](#).

Club Secretaries - Search RI for Prospective Member

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Profile Delegation Account Settings Sign Out(ronbarden.1217@gmail.com)

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Exchange Ideas Take Action Learning & Reference **Manage** The Rotary Foundation News & Media Member Center

Club & District Administration

- Club Administration**
- District Administration
- Contributions
- Reports
- Rotary Club Central

Community Marketplace

- Official Rotary Apps
- Club Management Systems & Website Providers
- Marketplace Resources

Grand Center

- Outlook
- Guidelines
- Leadership
- Awards
- Images & Video
- Strengthening Rotary Resources

Products & Services

- Shop.rotary.org
- Licensed Vendors
- Awards
- Travel & Expenses


1. Mouse over Manage (arrow pointing to Manage)

2. Click Club Administration (arrow pointing to Club Administration)

What It's Like

Ordinary Rotarians can find themselves in extraordinary circumstances. In their own words, they tell us what it's like to... [Read more >](#)

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My Club Snapshot

Club Name
Clayton

Website

What's new

[Celebrate The Rotary Foundation's centennial](#), explore our interactive timeline to brush up on your Foundation history, and find ideas for planning your



Club Secretaries - Search RI for Prospective Member

CLUB ADMINISTRATION

 PAGE GUIDE

CLUB FINANCES

☆ Club Invoice

View your club's invoice, pay dues with a credit card, or update invoice preferences

[Club invoice](#) | [Daily club balance report](#) | [Edit invoice preferences](#) | [About the club invoice](#) | [Rotary exchange rates](#)

CLUB & MEMBER DATA

Select:
["Add, edit, or remove members"](#)

★ Update Member Data

Report membership changes within 30 days by 1 January or 1 July, to ensure your club invoice reflects the latest information. Record new member sponsors so they receive recognition.


[Add, edit, or remove members](#) | [Add, edit, remove club officers](#) | [Record a new member sponsor](#)

Rotary



District 6910

Club Secretaries - Search RI for Prospective Member

Rotary 

Contact Us | FAQ

Club Data Reports | Membership | CRS

Rotary Club of: Clayton

Club Number: 4158


Active and Honorary Members 48 record(s) Add Members Terminated Members Deceased Members

Following are active and honorary members

Click on: "Add Members"

	Membership ID	Last Name	First Name	Admitted	Member Type
View Edit Terminate	6939836	Adams	Chris	07-Aug-2008	Member
View Edit Terminate	1281200	Allred	Tony	10-Jul-2014	Member
View Edit Terminate	8341663	Andrews	Rob	28-Jul-2011	Member
View Edit Terminate	8103979	Andrews	Frank	30-Jul-2009	Member
View Edit Terminate	3435440	Antosiak	Jim	01-Dec-1988	Member
View Edit Terminate	6350274	Baker	Mitchell	10-Jul-2005	Member

Club Secretaries - Search RI for Prospective Member

Rotary 

Click on: “Search for an existing member”

Either search for a Rotarian who is already a member of another club or add a new member.

To avoid adding someone who is already in the RI database, it is highly recommended that you search for the member before adding him/her as a new member.

Club Secretaries - Search RI for Prospective Member

Search by IDs

ID

Submit

Or criteria below

Last Name *2 characters required

Middle Name

First Name:

Country/ Geographical Region

Select country

Club Name

Submit

Search Results

Name	City, State	Country/ Geographical Region	Most Recent Club Name	Position
Ronald S. Barden	Atlanta GA	United States		
Ronald W. Barden	Rabun Gap GA	United States	Clayton	Member

In this example we are searching by "Last Name:" and "First Name:". Once entered, click on the "Submit" tab and look under the "Search Results" heading to see if your new member has been a member in another Rotary Club.

The Rotarian "Name" is a link to minimal information.

END OF THIS PRESENTATION