




Entering your new Club Board on the District Database


As you hold your AGM, changes to the District Database need to be made. Also changes to RI and Rotary Down Under to avoid extra fees for membership etc.

1. Have you updated your membership list lately?
2. Whether or not your Board changes you need to enter the Board for 2022 (next year) on the district database.
3. You need to do this for each Board member.

Step 1 Log in and go to:

Rotary District 9650 District Contact and Club Database Private Area		
Rotary Home Admin Page Logout User: Di Hall Rotary year:[21]		
Rotary District 9650 MENU		
District Admin Only View: Security=[50] - 10 - 50 - 80 - 85 - 88 - 90 - Print version true N		
Member only area   * Club Help	Di Hall Edit  Change My Password My My Personal Profile My Clubs Board My Club Photos My Clubs Public Profile	* My Club contact list * District Officers Listing * District Committees * District Clubs District Conference Reports - Not available yet
E-Club of District 9650 Club Admin only area * My Club Administrators * Notes and Help	Reports: * My Club contact list - New * My Clubs Board - Next Year 22 * My Club * Roster Selection * Members Anniversaries * Administrators * Recognitions * Youth Protection Menu	My Club Reports: * My Club email list * Bulletin list * District Bulletin list * Club Audit list * My Email List

Step 2 Click on [Next Year 22](#)

Rotary District 9650 District Contact and Club Database Private Area	
Rotary Home Admin Page Logout User: Di Hall	
Directory Year: 2021-2022 D9650 Club Board and Executive Information	
SEARCH by Club:	
E-Club of District 9650 17945 -  Edit	

Unsigned Board and Executive Members	
President	tba
Vice President	tba
Secretary	tba
Treasurer	tba
Immediate Past President	tba
Club	tba
Community Service	tba
International	tba
Membership	tba
Public Relations	tba

Rotary Foundation	tba
Vocation	tba
Youth	tba
President Elect	tba
Executive Secretary	tba
Youth Protection	tba
* Public Officer	tba
* Bulletin Editor	tba
* Committee	tba

Step 3 Click on **Edit**

Rotary District 9650
District Contact and Club Database Private Area
[Rotary Home](#) [Admin Page](#) [Logout](#) User: Di Hall

Directory Year: 2021-2022
Board members for **E-Club of District 9650** club [+ Add](#)

No Committee Members found

Audit Listing for committee members for Next year 2022 - 2023
No Committee Members found

Step 4 Click on **Add** and follow the prompts from there. As you]

ADD Board Member

Type: [C]
Club: E-Club of District 9650

List in Directory: List in published district directory

Member Name:

New Board Member Title: [Help](#)

[Cancel](#)

Step 5 Update and Edit then Click on 2021-2022 and update

AMEND Board Member - Please amend with care

Type: [C]
Club: E-Club of District 9650

List in Directory: List in published district directory

- 2019-2020 =20
 - 2020-2021 =21
 - 2021-2022 =22
 - 2022-2023 =23

Directory Year: replaces below dates

List in Directory:

Date_Start: Must be Month-Day = 07-01

Date_End: Must be Month-Day = 06-30

Member Name:

Committee Title: **Executive Secretary**
OR Select a new role from the drop down list

New Committee

Title:

[Help](#)

Title_Sort_Order: **30**

Notes: Created 2020-12-05 by Di Hall

Date_Amended: 0000-00-00 00:00:00

Amended_By: Di Hall

[Cancel](#)

You need to do this for each Board member