


My Rotary - www.rotary.org/myrotary 更新社友資料

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CLUB ADMINISTRATION

Here are the functions to maintain and update clubs, including contributions functions, processes, and forms

Featured

[Edit SAR preferences](#)

[Review member data](#)

[Daily club balance report](#)

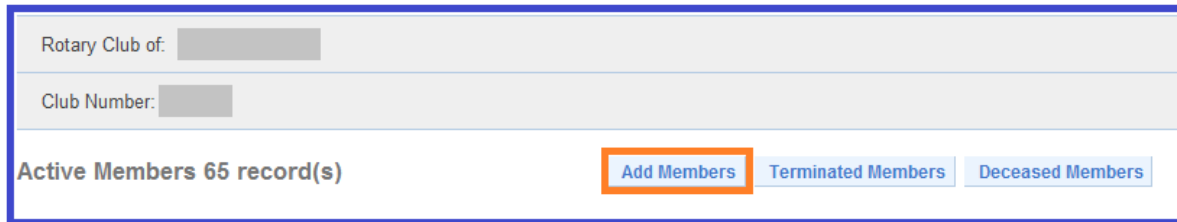
[Add/edit/remove member](#)

[Update club meeting details](#)

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新增社友

1. 點擊 **Add/edit/remove member** 後，點選頁面上方的 *Add Members*



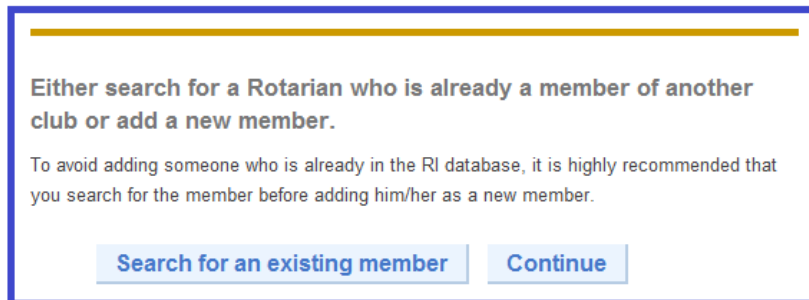
Rotary Club of:

Club Number:

Active Members 65 record(s)

Add Members Terminated Members Deceased Members

2. 如果新社友曾為扶輪社友請點擊 *Search for an existing member*，反之請選擇 *Continue* 以建立新檔案



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.

Search for an existing member Continue

A. 搜尋已建檔的社員

4. 輸入社員號碼並點擊 *Submit*.
如社員號碼不詳，請輸入姓名，城市及國家，並點擊 *Submit*.
5. 點擊您欲新增為貴社新社友的扶輪社友檔案
6. 輸入所需的資料，並點擊 *Add member & Update Contact*.

B. 建立新檔案

4. 輸入所需的資料，並點擊 *Save*

刪除社友

1. 點擊 **Add/edit/remove member** 後，點選社友姓名旁的 *Terminate*
2. 使用下拉式選單以選擇社友退社原因 (*Termination Reason*) 及退社日期 (*Termination Date*)
3. 點擊 *Terminate* 並選擇 *OK* 確認

1 2 3			Membership ID	Last Name	First Name	Admitted	Member Type
View	Edit	Terminate		Ayres	David	01-Jul-2010	Member
View	Edit	Terminate		Barnier	Stephen	26-Oct-2011	Member
View	Edit	Terminate		Beadle	Michael	28-Aug-2001	Member
View	Edit	Terminate		Butler	Bill	15-May-2003	Member

更新社友資料

1. 點擊 **Add/edit/remove member** 後，選擇社友姓名旁的 *Edit* 以執行下列更新選項：
 - 更改社友的入社日期 (若欲更改的日期為 180 天之前, 請寄電子郵件至 data@rotary.org 並註明社友姓名, 號碼及正確入社日期以便更新)
 - 更改社友的類型 (*active or honorary*)
 - 更新社友的聯絡資料