

HOW TO USE THE ONLINE MULTIPLE DONOR FORM

These instructions are for “Club Officers”, including Club President, Club Foundation Chair, Secretary, and Treasurer.

1. Go to Rotary.org
2. On the far right hand corner of the screen, click on "Member Access"

The screenshot shows the Rotary.org website in a Microsoft Internet Explorer browser window. The address bar displays the URL <http://www.rotary.org/en/Pages/ri/default.aspx>. The website header features the Rotary International logo and navigation tabs: About Us, Contribute, Service and Fellowship, Students and Youth, Members, and Media and News. A yellow arrow points from the 'Members' tab to the 'Member Access' link in the top right corner of the page. Below the navigation, there is a featured article titled 'Your best shots' with a photo of two people carrying water. The main content area is divided into three columns: News, Announcements, and Highlights. The News column includes articles about a foundation donation for polio eradication, a former Rotary scholar, and a disaster relief program. The Announcements column lists various club activities and seminars. The Highlights column features promotional banners for foundation questions, a donation campaign, and the 2009 Birmingham RI Convention.

3. Login using your email and your password. For first time Member Access Portal (MAP) users, click “Register Now”. The system will instruct you on steps. You will receive an email link that will instruct you on how to complete registration.

Rotary.org - Microsoft Internet Explorer

Address: <http://www.rotary.org/en/selfservice/Pages/login.aspx>

ROTARY INTERNATIONAL®
THE ROTARY FOUNDATION®

Rotary Business Online

Registering with Rotary's Member Access allows you to access online services and features. To ensure your personal information remains confidential, many of our online services require you to log in to our secure environment with a unique email address and password. Once registered, you will have access to a variety of online services specific to your affiliation with Rotary International and The Rotary Foundation.

These services may include:

- Making TRF contributions
- Viewing your TRF contribution/recognition history
- Registering for RI Meetings
- Searching the online Official Directory
- Managing your Rotary email subscriptions
- Viewing secure sites

Rotary club and district officers have access to additional records and reports.

Member Access will be unavailable for updating club and membership data and registering for the RI Convention Thursday-Monday, 21-25 May. During this time, you may experience additional service interruptions. For more information, visit www.rotary.org.

You must be registered in Member Access to login. Only the following groups may register: active Rotarians, Rotary Center Directors, Rotary World Peace Fellows and Rotary World Peace Fellow Alumni. If you are interested in Rotary International, The Rotary Foundation or any of Rotary's initiatives, please contact your local [Rotary club](#) for more information.

E-mail Address:

Password:

Remember My Email Address [What is this?](#)

Need Assistance?

Outbound emails from Member Access will be sent from: donotreply@rotarymailings.org and/or secure@rotarymailings.org. Please add these email addresses to your email contacts and safe list so that you can continue to receive important messages related to your Member Access account. Outbound messages related to Member Access will no longer be sent from website@rotary.org.

- Forgot Password? [Reset Password](#) .
- Forgot Login E-mail Address? [Contact us](#) .
- Need Additional Help? [Read Frequently Asked Questions](#) .

Privacy | Copyright © 2009 Rotary International

Start | <http://www.rotary.org/en/Pages/ridefault.aspx> | Local intranet | 10:25 AM

4. Once in MAP, on the left side of the screen is a list of options. Click on the 4th option down, "Personalized Contribution Forms"

The screenshot shows the Rotary International Member Access portal. The browser window is titled "Rotary International - Microsoft Internet Explorer". The address bar shows a URL with a session key. The page header includes the Rotary International logo and navigation links for "My Profile", "Change Password", and "Logout".

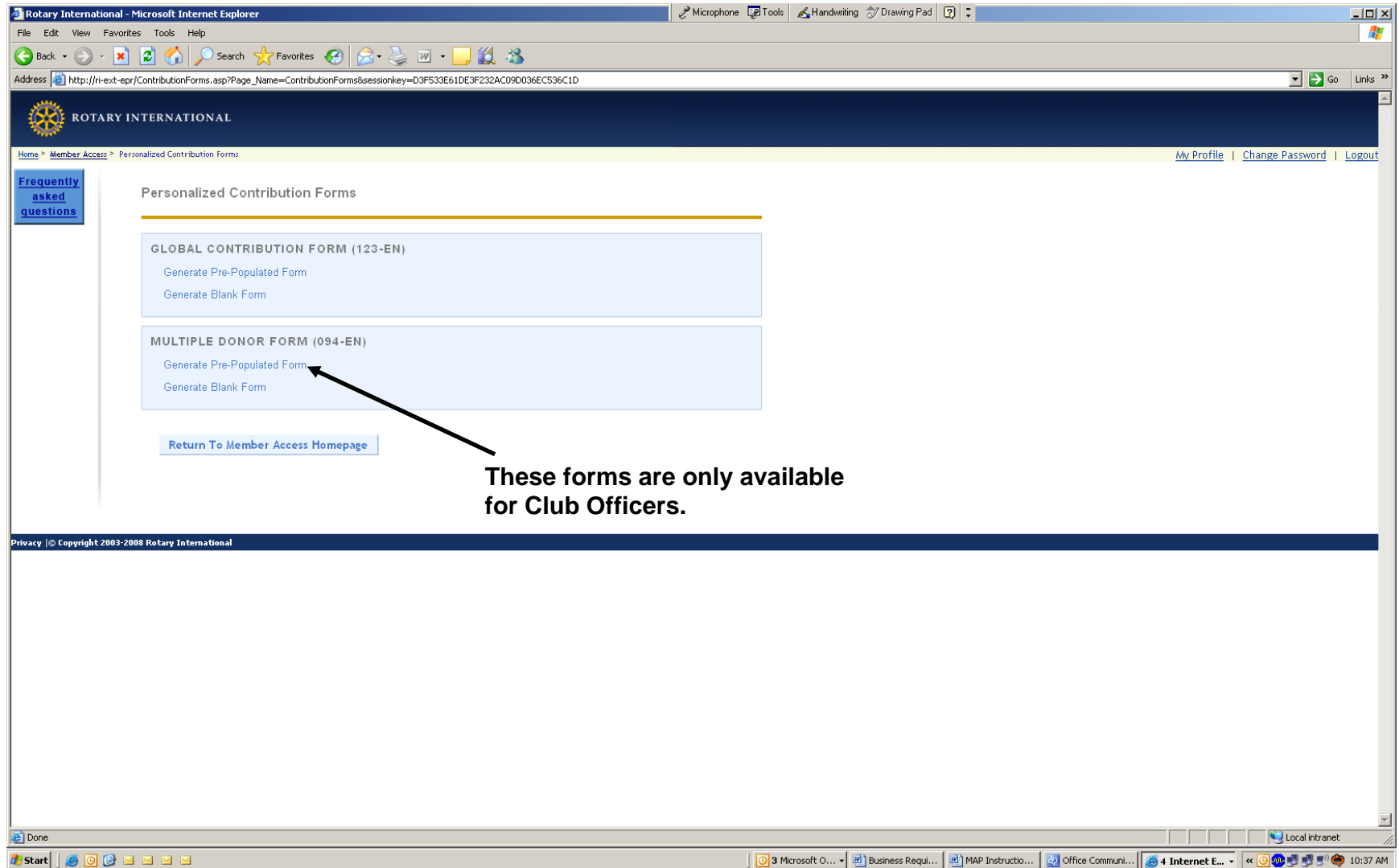
The main content area is titled "Rotary Business Online" and features a navigation menu on the left. The menu items are:

- Update Membership Data
- Daily Club Balance Report
- Contribute to The Rotary Foundation
- Personalized Contribution Forms** (circled)
- View your Contribution History
- Pay Semiannual Dues or Print Semiannual Report (SAR)
- Search the Online Official Directory
- Update Club Data
- Manage E-mail Preferences
- View Club Recognition Summaries (CRS)
- View MCR, SHARE & Polio Reports
- View EREY Eligibility Report
- Register for Meetings

The main content area displays a greeting: "Hello **Lori Sinclair**. It is 10:34:03 AM USA Central Standard Time on 20-May-2009." Below this is a section titled "Conduct Rotary business online. With new, improved options for performing administrative tasks, the Rotary Business Portal offers Rotarians secure access to RI services." At the bottom of the main content area is a "Frequently Asked Questions" section with two links: "Registration and Login" and "Club and Membership".

The footer of the page includes "Privacy" and "Copyright 2003-2008 Rotary International". The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "10:34 AM".

5. Under Multiple Donor Form, choose "Generate Pre-populated Form"



The screenshot shows a web browser window displaying the Rotary International Member Access page. The page title is "Personalized Contribution Forms". It features two main sections: "GLOBAL CONTRIBUTION FORM (123-EN)" and "MULTIPLE DONOR FORM (094-EN)". Each section has two buttons: "Generate Pre-Populated Form" and "Generate Blank Form". A black arrow points to the "Generate Pre-Populated Form" button under the "MULTIPLE DONOR FORM" section. A text box with the text "These forms are only available for Club Officers." is positioned to the right of the arrow. The browser's address bar shows the URL: http://ri-ext-epr/ContributionForms.asp?Page_Name=ContributionForms&sessionkey=D3F533E61DE3F232AC09D036EC536C1D. The browser's status bar at the bottom shows the time as 10:37 AM.

Rotary International - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://ri-ext-epr/ContributionForms.asp?Page_Name=ContributionForms&sessionkey=D3F533E61DE3F232AC09D036EC536C1D

ROTARY INTERNATIONAL

Home > Member Access > Personalized Contribution Forms

My Profile | Change Password | Logout

Frequently asked questions

Personalized Contribution Forms

GLOBAL CONTRIBUTION FORM (123-EN)

Generate Pre-Populated Form

Generate Blank Form

MULTIPLE DONOR FORM (094-EN)

Generate Pre-Populated Form

Generate Blank Form

Return To Member Access Homepage

These forms are only available for Club Officers.

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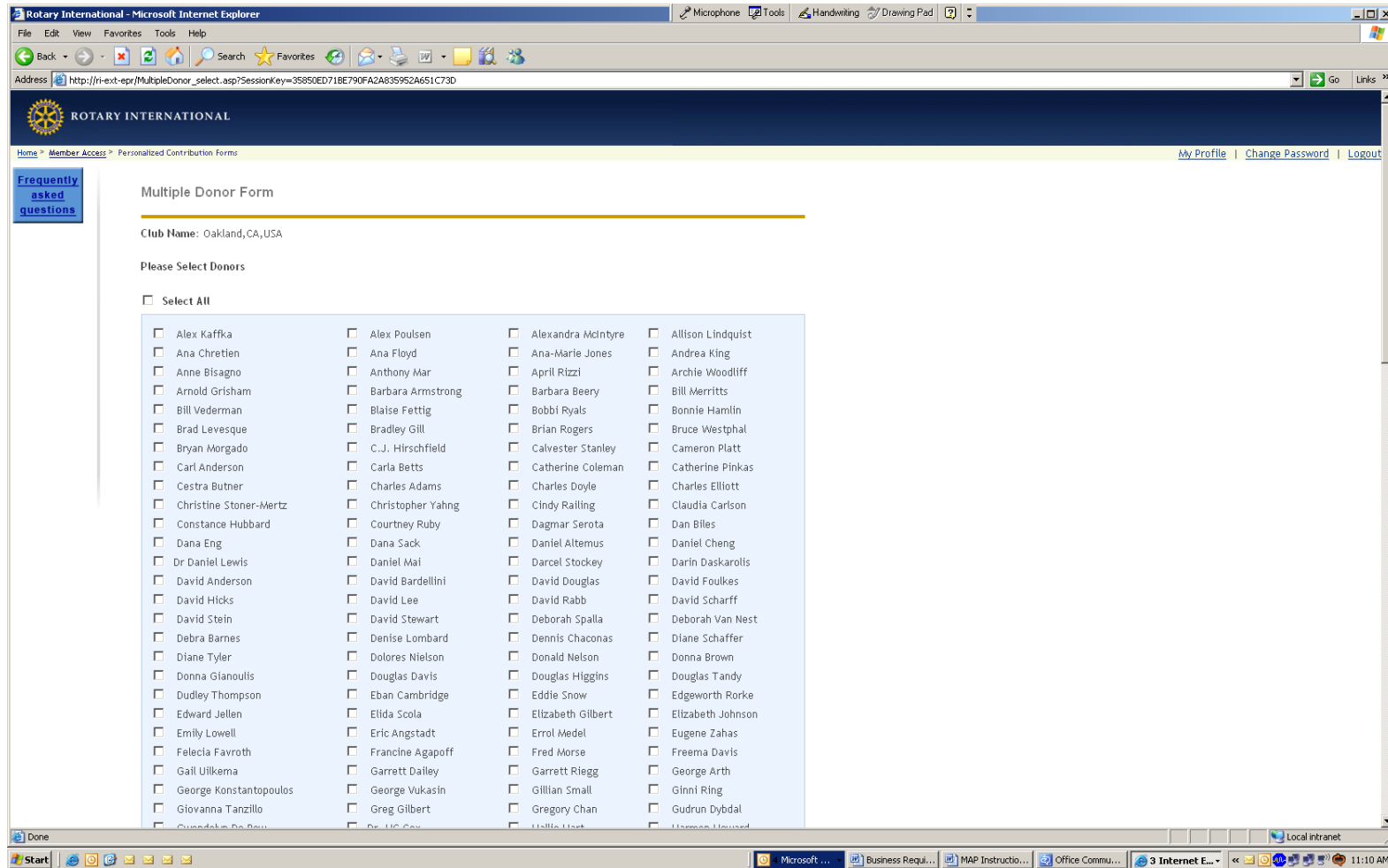
Done

Start

Microsoft O... Business Requi... MAP Instructio... Office Communi... 4 Internet E... Local intranet

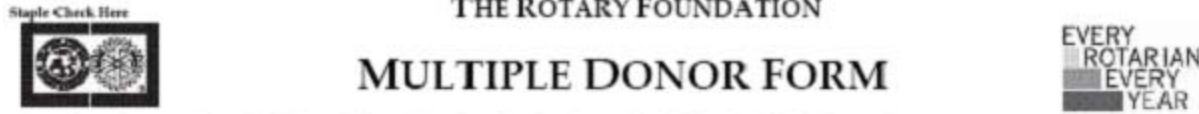
10:37 AM

6. You should now see a list of all possible donors in your club. Choose those who are part of this contribution.



7. Click "Generate Form for Chosen Donors" at the bottom of the page

8. You should now see the multiple donor form with information pre-populated on the donors you've chosen.



Complete this form when submitting a single contribution reflecting the combined gifts of multiple club members.
Please do not send cash.

Contributions to credit Rotary Club Of Oakland, Ca, Usa 496 5170
Club Name Club # District #

Individual completing this form [Redacted]
Name Telephone E-mail Date

CONTRIBUTION METHOD		Credit Card Contribution - To Credit Multiple Donors (Disregard this section if contributing by check or wire transfer.)		
<input type="checkbox"/> Check (payable to The Rotary Foundation) <input type="checkbox"/> Credit Card (Complete credit card section.) <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Discover <input type="checkbox"/> American Express <input type="checkbox"/> Diner's Club <input type="checkbox"/> Wire Transfer (Notify appropriate RI office for instructions.)		Credit Card Number	Expiration Date	Security Code
		_____	____/____	____
		M M Y Y		
		Name as it appears on card		
		Signature of cardholder		

Please provide each individual donor's membership ID, name and personal contribution amount. Membership ID numbers may be obtained from the club secretary and are also listed on the Club Recognition Summary (CRS). A contribution of any amount, from every Rotarian, will truly make a difference.

Note: Changes to designation can only be requested within 90 days of gift receipt date within current Rotary year.

Contribution Designation (choose one):
 Annual Program Fund (eligible for SHARE) World Fund Humanitarian Grant # _____
 Polio Plus

Individual Donor Details (Identify and allocate individual contribution amounts.)					
Membership ID #	Donor Name (as appears on CRS)	Contribution Amount	Membership ID #	Donor Name (as appears on CRS)	Contribution Amount
[Redacted]					
Total (Amount of contribution submitted)					

Please do not enclose any additional correspondence. For contribution or recognition questions, please call The Rotary Foundation Contact Center at 866-9-ROTARY (866-976-8279), or contact the RI office that services your area. If using a credit card, please submit by faxing to The Rotary Foundation at 847-328-5260. Please send only once. Duplicate requests may result in duplicate charges.

Please send your contributions to the appropriate address:
 United States: The Rotary Foundation, 14280 Collections Center Drive, Chicago, IL 60693 USA
 Canada: The Rotary Foundation (Canada), Box B9322, P.O. Box 9100, Postal Station F, Toronto, ON M4Y 3A5, Canada
 094-EN--(B08)

THANK YOU!