

Registration Instructions

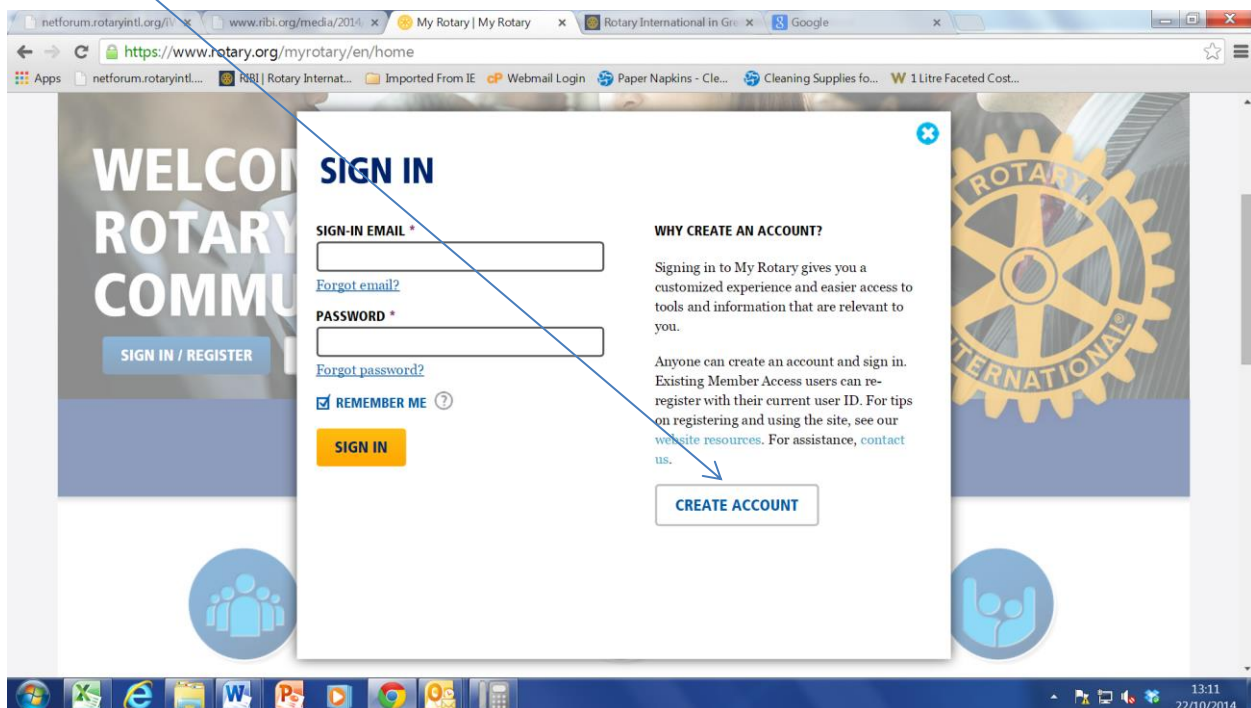
How do I register?

If you have registered to use the 'My Rotary' area of the new RI Website since its launch in August 2013, you will have automatic access to sign-in to the 'For Members' area on the new RIBI Website and you do not need to do anything further regarding registration, simply use your RI sign-in email address and password for the RIBI Website.

If you have not yet registered/re-registered for the new RI Website since its launch in August 2013, you will be required to first create an account on the RI website to allow you access to the 'For Members' area of the RIBI Website. Registration is in two stages, follow the simple step by step instructions below to create your account, it will only take a couple of minutes – please read the 'Trouble Shooting' section below before you start the registration process:-

First Stage (click 'continue' after each stage if and when prompted)

1. Visit 'My Rotary' at www.rotary.org/myrotary
2. On the 'My Rotary' page, click the link 'Sign in / Register'
3. The pop up message window is split into two areas, to register and create an account, click the link 'Create Account' on the right hand side of the message window.



4. On the 'Account Registration' screen, enter your name and the email address you have on your membership record on the RI Global Database (this will be your 'sign-in' email address). If the system does not recognise you from your initial details to match you to the database, you may be asked for further information at this point.

5. The screen will then show the following 'thank you' message:- Thank you for registering, you've completed the first step in the process. You will receive an email sent to your sign-in email with a link to activate your account.

Second Stage (click 'continue' after each stage if and when prompted)

6. You will be sent an automated email from Rotary International Support with a link to follow to activate your account and complete your registration. If you do not receive the email, check your Junk Mail inbox.

7. Click the link in the email and you will be directed to the 'Account Set Up' screen where you enter a password, security question and answer of your choice. Please note that the password must be a minimum of 8 characters, there must be at least one upper case letter and one lower case letter and there must be at least one number in the password. Please note that your password is case sensitive and when signing in in future it must be typed exactly as you set it up.

8. You will then be directed to the 'Congratulations' screen.

You have now successfully created your account and set up your sign-in email and password. This will enable you to have access to both the 'My Rotary' area of the RI Website and the 'For Members' area of the new RIBI website.

Trouble shooting (please read before you start the registration process):-

1. To access the RI Website, you will need to use a modern browser such as Chrome, Firefox, Safari or Internet Explorer 9 or 10 to visit and register for site. Don't forget to set the new browser as your Default Browser. Older browsers such as Internet Explorer 8 will not work due to the enhanced security and functionality on the RI Website.

2. You must ensure that your club secretary has entered you on the RI Global Database as a member of the club and has entered your correct email address otherwise the system will not be able to recognise you as a member. Please note that the RI Global Database is not your District database, these are two separate databases and are not linked.

3. If you do not receive your automated email after completing step one, check your Junk or Spam mail box. If you have still not received the email after 24 hours, please email data@rotary.org and staff at RI will resolve this issue for you.

If you experience any difficulties, please do not hesitate to contact the Club and District Support (CDS) Team at the RIBI Secretariat on Tel: 01789 765411, then select option 6 for the CDS Team.