

April, 2020

Importance of keeping Rotary Down Under database up to date

With the changing of board members each year there seems to be some confusion over what databases need updating and where this can be done.

This letter is sent out twice a year to remind members that the Rotary Down Under (RDU) database runs separately from the Rotary International (RI) and District databases. This means that membership and address changes made to the RI database and District databases also need to be made to the RDU database.

Members can be added, removed or updated on the RDU database at any time of the year. Members that are added after RDU invoices are issued will be charged a pro-rata amount.

As it is mandatory for all members of Rotary to subscribe to an official Rotary publication, please ensure all current members are subscribing to a magazine.

The only exceptions are:

- 1) it is not mandatory for honorary members to subscribe (this is up to each individual club to decide as the magazine cost is charged to the club)
- 2) two Rotarians residing at the same address may subscribe jointly to an official magazine.

At RDU we allow 4 officers per club to have access to view and update club and member details each year. These officers are President, Secretary, Treasurer and Database Manager. Once notification is received from the club advising RDU of the names of these officers, access can be given from July 1 – June 30 and is easily reactivated for reoccurring positions. Current club officers can also activate this access in advance for incoming officers.

RDU invoices twice a year – June and December – for January-June and July-December. This allows time for clubs to ensure their subscription list is correct on our database. We allow a couple of weeks after invoices are sent out for adjustments to be made.

**We encourage clubs to ensure the database is up to date
as after this time no further credits will be issued**

PTO.....

If your club already knows the members who will be holding these positions for the next Rotary year, please feel free to access our database and update these details:

Click My Club Details tab – at top right of screen. **Click My Club Officials** from the drop down box. **Click Create** to add new club officials. Enter details including club role and relevant dates. The start date will automatically be added as the day you add the club official however you will need to add the end date – 30/06/2021.
Click Submit to save.

To log in:

1. Go to www.rotarydownunder.com.au
2. Click on Subscription Management Login on left hand side of our home page
Or go directly to <https://database.rotarydownunder.com.au/members/>
3. Enter your username (RDU ID) and password.

To see a **full list** of subscribers for your club **click the club member tab** at the top right.

To **delete** a member **click arrow** on the **right of the members name** and **click delete**.

To **add** a member **click Create** button at **top right** of list – and **add details**. **Submit to save**.

Should any members not have an email address, or prefer not to have it recorded, please use none@none.com

Any officers that are unaware of their Username (RDU ID) and password can contact me directly and I will issue these details to them.

If you experience difficulties with our database, please don't hesitate to contact us for assistance.

For any officers that are not comfortable with updating our database online, you are always welcome to contact me and I can send you a spreadsheet of members that you can correct and send back to me for updating.

Each month RDU receives numerous magazines returned due to incorrect or out of date delivery details. For each of these returned magazines Australia Post charges us \$2.00. To ensure RDU subscription fees are kept to a minimum, please keep all addresses current.

If you require assistance with updating the RDU database, please don't hesitate to contact me via email as RDU staff are currently working out of the office.

Samantha Ausburn
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