

- d) After the login you will be taken to the Club Listings page, part of which is shown below. You will see the editing options for your club. **Assistant Governors will see the editing options for all clubs in their area.**

Parkville AM	Members			
Port Alberni	Members	Edit club info 2006/07	Edit exec info for 2007/08	View exec info for 2007/08
Port Alberni-Arrowsmith	Members			

- e) Click on the link to **Edit exec info for 07/08**, you will see the Club Executive Editor for 2007/08 page shown below:

- f) For each position, click on the down arrow on the right of each line. This will bring up a menu of all the members in your club who are current or incoming officers, as shown below.

- g) Select the name of the member who will hold the position in the coming year.

- h) Do this for all the Club Officers and Chairs.

- i) Enter the names of 2007-8 Secretary and President in the Rotary International Directory.

See <http://rotary5020.org/docs/rillogin.pdf> for more details

**NOTES :**

- ? Please note that the list of positions reflects the new club structure from RI using the new Director titles. The titles of the four Service Directors are no longer used in the 5020 Officer Directory
- ? The position of Directory Updater should ONLY be used if the Club Secretary designates that task to another person.

- ? **If the name of an officer is missing from the pull down menu, please make a note of the missing name and return to this step after you have completed Step 5 where you will enter the missing name in the Officer Directory.**

**3. View missing phone and email information**

- a) Return to the Club Listings Page  
<http://directory.rotary5020.org/clublist.php>
- b) Click the link **View club executive info for 07/08** for your Club
- c) You will see a table showing the club positions, the names you entered in step 2 and the phone and email information as entered in the Officer Directory.
- d) Print a copy of this page for use in Step 4.

**4. Enter any missing email and phone information**

- a) Make sure that you have a copy of your club roster that contains current phone numbers AND email addresses of the Club Executive Officers and Chairs. It would be a very good idea to check this information with each member personally before entering the information in the Directory.
- b) Go to the link <http://directory.rotary5020.org/clublist.php>
- c) Click on the Members link. This will bring up the Officer Listing page where you will see a screen similar to the one below listing the names of current or incoming Club **or District** Officers/Chairs in your club.

- d) Look at the copy of the names, phone numbers and email addresses that you printed in Step 3 and click on the name of an officer for whom there is missing information.

- e) You will be taken to the Officer Editor page and will see the information form for email addresses, phone numbers and mailing address. The address for (snail) mail can be either the home address or business address, as preferred. Enter any missing or incorrect phone numbers or email address, then click the Edit Details button at the bottom of the page to enter the updated information into the Directory

**5. Enter any names missing from the menu used in Step 2**

- a) If you have any incoming officers whose names were not listed on the drop-down menu in step 2, enter their names and information by using the **New Officer** link at the top of the Current and Incoming Officer Listings page. (see the diagram on page 3)  
NOTE AGAIN: It is not necessary to enter all club member names in the Officer Directory, only the names and information of incoming officers.  
Please delete any names of members who are not current or incoming Club (OR DISTRICT) Officers.
- b) Enter the name, a password (8 letters), email address, and phone numbers.
- c) Click the Edit Details button to enter the information into the Directory
- d) Return to step 2 to enter the name of the club officer using the **Edit Exec for 07-08** link for your club on the Clublist Page:  
<http://directory.rotary5020.org/clublist.php>

**–Further Help**

If you have any questions about any of these steps, please email Jim Swift [ostonica@shaw.ca](mailto:ostonica@shaw.ca) or phone 250-723-5879

**District 5020 Officer/Chair Directory Manual  
Minimal Essentials -- Version 2.8  
January 9 2007**

The purpose of this brochure is to give the 5 basic steps for entering incoming Club Officer names and contact information into the District 5020 Officer Directory between now and and May 1 2007.

It also explains (Section 4) the procedure for updating email addresses as they change during the year.

**PLEASE NOTE: Club members should not be listed in the Officer Directory if they are NOT current or incoming officers. Names should be deleted from the member list if they are not current or incoming Club or District Officers/Chairs or other position holders.**

Deadlines: Jan 31: Club Secretary and President  
May 1: All other Club Officers

Weekly Status Report: <http://rotary5020.org/docs/0708missing.php>

This document is designed to be printed back to back on letter size paper and folded into a 4 page pamphlet.

**1. Obtain your UserID and password**

If you do not know your password or userID (which is a number between 1 and 999999), you can obtain it by following these steps:

- a) Go to <http://directory.rotary5020.org/sendpassword.php>
- b) Enter your email address.
- c) You will receive an email message containing your userid and your password.

**2. Enter the Club Officer Names**

- a) Go to the link <http://directory.rotary5020.org/clublist.php>
- b) You will see the logon box shown on the right.
- c) enter your userID (a number between 1 and 999999) and your password.

