



國際扶輪 3460 地區

2011-12 年度

總監辦事處

地址：437 台中市大甲區興安路 138 號之 192 E-mail：d3460.2011-12@bio-xlab.com
電話：04-26760102#205 傳真：04-26765912 聯絡人：余佳欣

健康・活力 頌扶輪

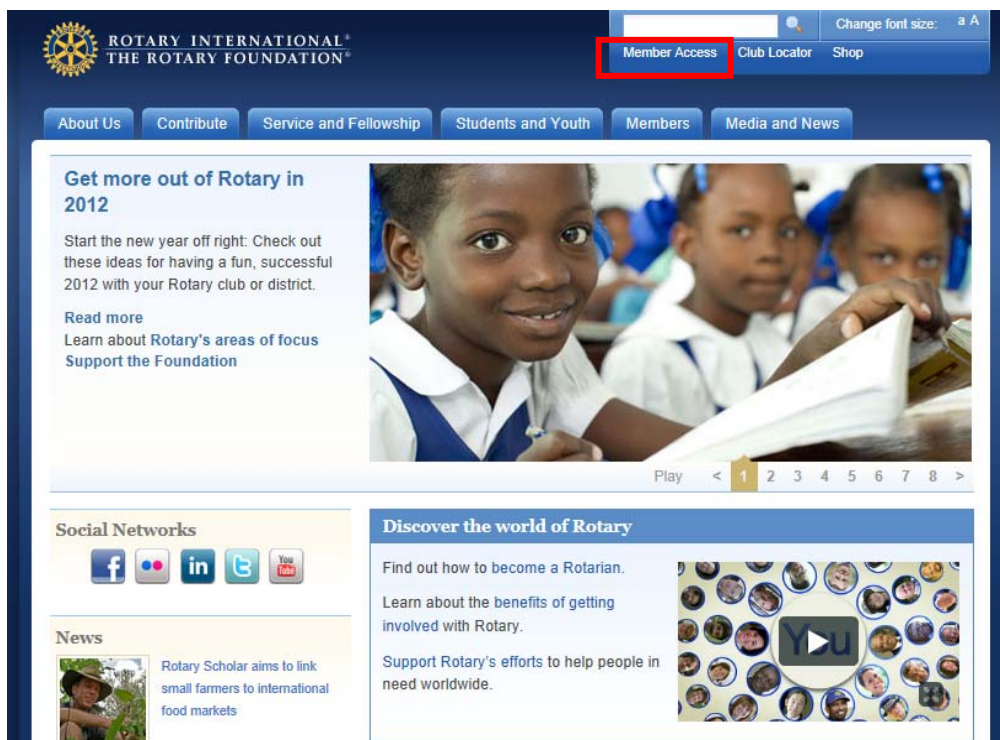


RI Member Access 操作說明

1. 進入 RI 網站 → <http://www.rotary.org>



2. 點選右上方之「Member Access」(紅色方框處)





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3. 進入登入畫面。

(若尚無帳號者，請建立一新帳號→步驟4；若已有帳號者，請直接進入步驟8)

Member Access

Sign in to Member Access

Login e-mail: *Forgot login e-mail?*

Password: *Forgot password?*

Remember me *What is this?*

Sign in

Having trouble?

Don't have a Member Access account?

Create Account

Contact us

Announcements

New contribution and recognition reports available to club and district officers

We continue to improve our reporting capabilities as we receive valuable feedback from Rotarians. In addition to new contribution and recognition reports, a Contribution and Recognition Report Users Guide is now available in the Contribution & Recognition Reports section of the main menu.

Are you new to Member Access?

The first step to getting started is to create an account. Learn how in the [FAQ](#).

Experience Rotary's new online contribution system

Make a one-time or recurring gift in 12 currencies while preserving existing tax benefits where available. Sign in and click "Contribute to The Rotary Foundation" to make your gift today.

4. 請點選「Create Account」按鈕建立新帳號。

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5. 請輸入 E-mail Address。

Member Access

Member access registration

Please provide the e-mail address you wish to use as your login. You will enter this address each time you sign into Member Access, so it should be unique to you and not shared by other members.

Enter Login E-mail:

← (1)請輸入您的 E-mail※不能與他人共用。

Confirm Login E-mail:

← (2)請再次輸入您的 E-mail 以作確認。

← (3)點選 submit 確定。

[Contact us](#)

6. 輸入您的基本資料。

E-mail address:

*First Name:

← (1)請輸入您的名字。

*Last Name:

← (2)請輸入您的姓氏。

*Street Address:

← (3)請輸入您的地址 (不包含城市及國家)。

※英文地址可參考 [中華郵政英文地址查詢](#)。

*City:

http://www.post.gov.tw/post/internet/f_searchz

[one/index.jsp?ID=190103](http://www.post.gov.tw/post/internet/f_searchz)

State/Province:

← (4)請輸入您的城市。

Postal Code:

← (5)請輸入您的郵遞區號。

*Country / Geographical Region:

← (6)請選擇「Taiwan」。

*Contact Telephone:

← (7)請輸入您的聯絡電話。

Preferred Language:

※市話：+886-區碼-xxxxxxx

手機：+886-9xx-xxxxxxx



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***Affiliation (Please check all that apply):**

Rotarian ← (8) 扶輪社友請勾選此選項。

Club or District Executive Secretary/Administrator
(11) 若為社或地區幹部請勾選此選項。

Submit **Clear**

***Affiliation (Please check all that apply):**

Rotarian

Club or District Executive Secretary/Administrator

***District Number:**

3460 ← (9) 請選擇 3460 地區。

***Club Name:** ← (10) 請選擇貴社社名。

----Select----

(12) 資料填寫完成後請按 Submit。

7. 待 RI 審核完成後（約需一至二個工作天），會寄一封信至您登錄的 E-mail。信件內會有一連結網址，請點選該網址進行密碼之設置（密碼設置建議：第一個字為大寫英文字母，後面為 8 個阿拉伯數字）。密碼設置完成後，恭禧您！您可以開始使用您的帳號密碼登入 RI 系統，使用其線上功能（功能選單會因職位設定而有所不同）。登入方法請見步驟 8。

8. 登入 RI 系統。

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Login e-mail: *Forgot login e-mail?*
← (1) 輸入您的 E-mail。

Password: *Forgot password?*
← (2) 輸入您的密碼。

Remember me *What is this?*

Sign in ← (3) 輸入完成後，點選「Sign in」進入。

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9. 登錄貴社職員資料方法→於紅框處點選『Update Club Data』。

View Membership Data

Contribute to The Rotary Foundation

View your Contribution History

Search the Online Official Directory

Rotary Workgroups

Manage E-mail Preferences

Forms

View Club Recognition Summaries (CRS)

View MCR, SHARE & Polio Reports

View Incoming Officers

Review Club Data

View EREY Eligibility Report

Review Membership Trends

Register for Meetings

Hello
It is 11:36:44 PM USA Central Standard Time on 08-Mar-2011.

Conduct Rotary business online. With new, improved options for performing administrative tasks, the Rotary Business Portal offers Rotarians secure access to RI services.

[Frequently Asked Questions](#)

10. 點選後會出現貴社的例會日期時間、地址、電話等資料…中間有一個『Add Club Officers』，點選後會出現許多社友的名字。

11. 首先找出明年度社長的英文名字（不是扶輪暱稱，換頁可按下面的 Next 鍵），找到時於名字的左方有『add』，點選後會出現明年度社長的資料，確認是否無誤，正確時點選右下方的『Add Incoming Officer』。

★中間有一個 Position，按旁邊箭頭選 President 社長→選好後記得注意下面二個的日期要是 2012 年 7 月 1 日至 2013 年 6 月 30 日→確認後→按 Submit 提交。

12. 重覆步驟 9~11 設置秘書（Secretary）及幹事小姐的資料，一樣確認後按 Submit 提交就完成了。

13. 如何確認自己是否有設成功呢？

★回到登入後的那個畫面（步驟 9），選擇『Update Club Data』，在步驟 10 的『Add Club Officers』下面有一區『Current Officers』，為今年社長、秘書及幹事小姐的資料；如果您剛才的步驟有設成功，下面 Incoming Officers 的一區就會出現明年度的社長、秘書資料了。