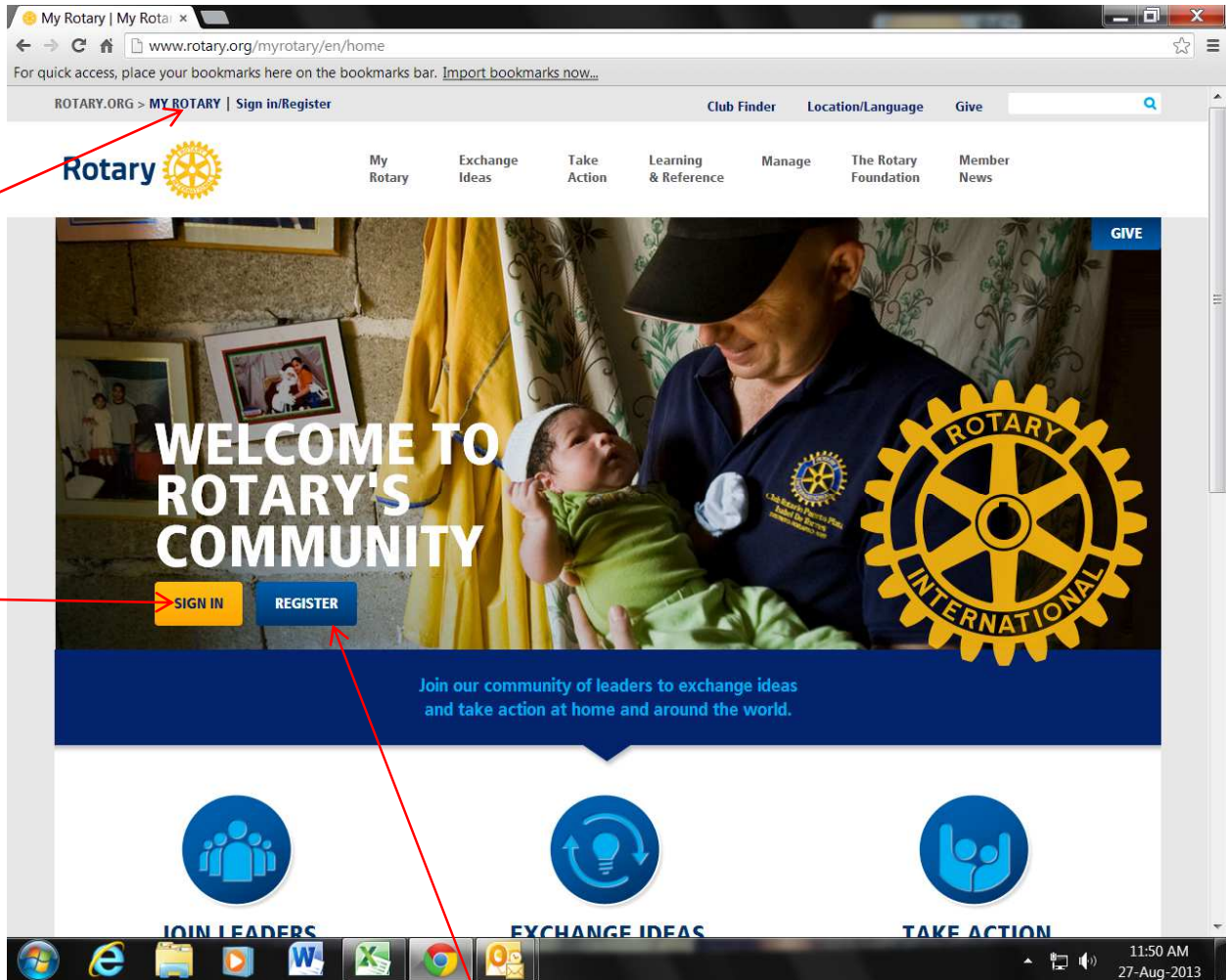
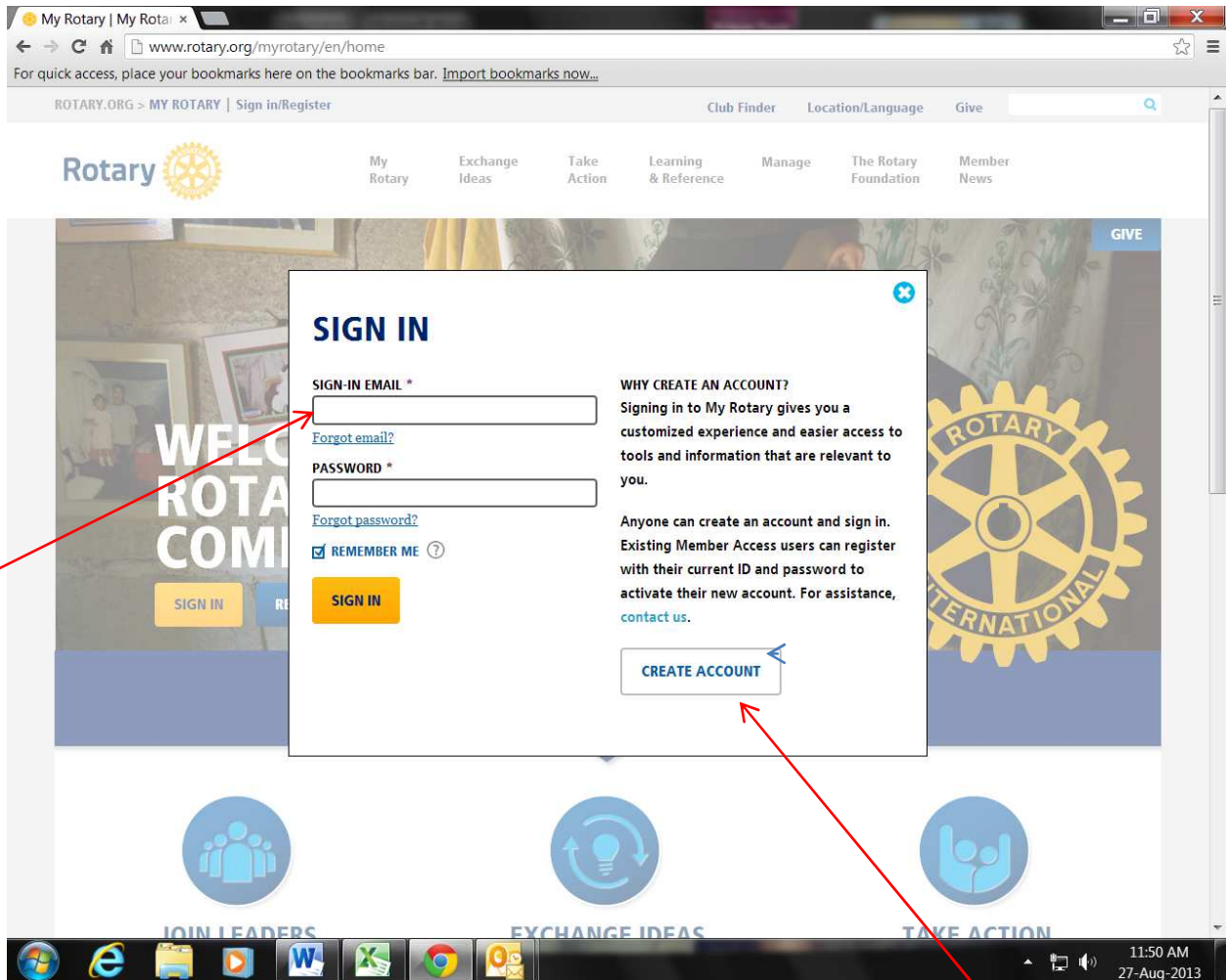


Go to **Rotary.org** and click on **My Rotary** if you are registered. If not, please **Register** now.



If you are already registered, **Sign In**. If you are not, click **Create Account** now (please refer to the *How to Create a My Rotary Account and Sign-in Guide*).





PRESIDENT'S REPRESENTATIVE INVITATION GUIDE

My Rotary – www.rotary.org/myrotary

After signing in, click on **Profile** as displayed on the top righthand side of your My Rotary page.

The screenshot displays the My Rotary website interface. At the top, there is a dark blue navigation bar with the Rotary logo and 'My Rotary' text on the left. On the right side of this bar, there are links for 'Profile', 'Delegation', 'Account Settings', and 'Sign Out', with a yellow arrow pointing to 'Profile'. Below this, there are links for 'Rotary.org' and 'Club Finder', a search bar, and 'JOIN | GIVE' buttons. A secondary navigation bar contains links for 'Exchange Ideas', 'Take Action', 'Learning & Reference', 'Manage', 'The Rotary Foundation', 'News & Media', and 'Member Center'. The main content area features a large banner for a '\$1.2 billion pledge to end polio' with a photo of a group of people on a stage. To the right, there is a 'Rotary Spotlight' section with a 'Rotary Toronto 2018' banner and a 'Find inspiration around every corner at the 2018 Rotary Convention. Join us in Toronto! >' link. Below the spotlight is an 'END POLIO NOW' campaign image with a 'You can help end polio. Learn how >' link. At the bottom left, there is a 'My Club Snapshot' section with fields for 'Club Name' and 'Website'. To its right is a 'What's new' section with a link to 'See our coverage of the Atlanta convention. See photos, watch videos, and read our live blog.'



PRESIDENT'S REPRESENTATIVE INVITATION GUIDE

My Rotary – www.rotary.org/myrotary

Click on **My Invitations** to see your invitation to serve as a President's Representative.

The screenshot shows the 'My Rotary' profile page. At the top, there is a navigation bar with links for Profile, Delegation, Account Settings, and Sign Out. Below this is a search bar and 'JOIN | GIVE' buttons. A secondary navigation bar contains links for Exchange Ideas, Take Action, Learning & Reference, Manage, The Rotary Foundation, News & Media, and Member Center. The main content area shows the user's profile with a 'Profile Photo' section containing 'EDIT' and 'DELETE' buttons. To the right, there are links for Individual Contribution Form, Rotary Workgroups, Recommendations, My Invitations (highlighted with a yellow arrow), Credit card opt-out (U.S. & Canada), and Donor History Report. Below these are sections for 'Connections' and 'Groups', each with a lock icon and a note to set privacy settings.



PRESIDENT'S REPRESENTATIVE INVITATION GUIDE
My Rotary – www.rotary.org/myrotary

Click **Respond** to view invitation details.



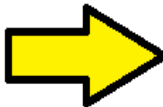
[Have a question?](#)
[Visit our FAQ.](#)

My Invitations
Your invitation(s) to serve on an RI or TRF committee appears below.

| Committee | Recommended to serve as | Invitation Status |
|-----------|-------------------------|-------------------|
|-----------|-------------------------|-------------------|

Invitations for President's Representative
Your invitation(s) to serve as the president's representative at a district conference appears below.

| | District Conference | Conference City, State/Province | Conference Start Date | Invitation Status | Acceptance Confirmed | |
|-------------------------|----------------------------|---------------------------------|-----------------------|-------------------|----------------------|--------------------------|
| Respond | Review Kit | 3220 | Colombo | 17-Mar-2017 | Kit Sent | <input type="checkbox"/> |





PRESIDENT'S REPRESENTATIVE INVITATION GUIDE

My Rotary – www.rotary.org/myrotary

Review the invitation to ensure the details are correct. If the details are incorrect, email Presidential.Services@Rotary.org.

Use the drop-down feature to accept or decline the invitation.

Click **Save**.



[Contact Us](#) | [FAQ](#)

[Have a question?](#)
[Visit our FAQ.](#)

My President's Representative Invitation

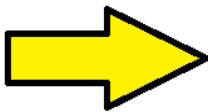
The RI president has invited you to represent him and his message for the Rotary year at the following district conference.

| | |
|---------------------------------|-------------|
| District Conference | 3220 |
| Conference Start Date | 24-Nov-2017 |
| Conference Start Time | |
| Conference End Date | 29-Nov-2017 |
| Conference End Time | |
| Conference Venue | |
| Conference City, State/Province | Colombo |
| Conference Country | Sri Lanka |
| Conference Language | |

Accept or Decline your President's Representative Invitation

Please review the location, dates, and times of the above district conference and inform us of your ability to represent the president by choosing "Accepted" or "Declined" below.

Response to the invitation:






PRESIDENT'S REPRESENTATIVE INVITATION GUIDE

My Rotary – www.rotary.org/myrotary

If you accepted the appointment, 'Review Kit' will also display.

Contact Us | FAQ

[Have a question?](#)
[Visit our FAQ.](#)

My Invitations

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| Committee | Recommended to serve as | Invitation Status |
|-----------|-------------------------|-------------------|
|-----------|-------------------------|-------------------|

Invitations for President's Representative

Your invitation(s) to serve as the president's representative at a district conference appears below.

| | District Conference | Conference City, State/Province | Conference Start Date | Invitation Status | Acceptance Confirmed |
|---------|---------------------|---------------------------------|-----------------------|-------------------|--|
| Respond | Review Kit | 3220 | Colombo | 24-Nov-2017 | Kit Sent <input checked="" type="checkbox"/> |

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PRESIDENT'S REPRESENTATIVE INVITATION GUIDE

My Rotary – www.rotary.org/myrotary


Review Kit displays Rotary.org in a new window. This page includes information to help you prepare for speeches and forms to assist you in making your travel arrangements. Closing out of Rotary.org will return you to this page.

Click **Review Kit** at bottom of page once you have reviewed the kit.

Past Reports shows feedback given by past President's Representatives, but only if the reports have been submitted online.

Upon reviewing the kit, you will know that Presidential Services acknowledged your acceptance because the 'Acceptance Confirmed' box will be checked.

You may return to **My Invitations** in My Rotary, at any time to confirm that Presidential Services received your acceptance and to view the 'Review Kit' or 'Past Reports'.

Rotary 

[Contact Us](#) | [FAQ](#)

[Have a question? Visit our FAQ.](#)

My President's Representative Information

Please review the following materials, which are provided to help you prepare for your role as president's representative. Click "Kit Reviewed" to confirm that you have received and reviewed the materials in the kit.

PRESIDENT'S REPRESENTATIVE KIT

- [Review Kit](#)

President's Representative Feedback

Click "Past Reports" to review feedback from recent president's representatives.

| | Rotary year | City*, State/Province | Start date* | End Date* |
|------------------------------|-------------|-----------------------|-------------|-------------|
| Past reports | 2013-14 | Colombo | 21-Feb-2014 | 22-Feb-2014 |
| Past reports | 2014-15 | Colombo | 20-Feb-2015 | 22-Feb-2015 |
| Past reports | 2015-16 | Colombo | 18-Mar-2016 | 20-Mar-2016 |
| Past reports | 2016-17 | Colombo | 17-Mar-2017 | 18-Mar-2017 |

[Kit reviewed](#) [Go back to Invitations](#)

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