

Instructions for adding a Member Account to the Belfast Rotary Club Website

[Contact Richard Koralek or John Golden if you need help
rkoralek@roadrunner.com or jpgolden@roadrunner.com]

1. Go to the Belfast Rotary website <http://belfastrotary.org>.
2. Click on the *Members Only* tab in the upper (black) banner. This will bring up a login page, don't fill in the username and password but click on the "Register" button and do the following:
3. Enter Username (this can be any combination of letters or numbers, it can even be your name provided nobody else has claimed it)
4. Enter First Name
5. Enter Last Name
6. Enter e-mail address (this must be unique, you cannot share an e-mail address with another Rotary member)
7. Enter a unique password (it must have a minimum of eight characters, a capital letter and a number)
8. Then click on the "Register" button.
9. A message will appear thanking you for registering.

Following the "Thank you" message, you should receive an e-mail from belfastmerotary@gmail.com thanking you for signing up and stating that your account is currently under review. Eventually, you will receive another e-mail from belfastmerotary@gmail.com stating that your account has been approved. Note that this may take a while since either Richard or John has to approve the account. Upon receipt, click on the <http://belfastrotary.org/login/> and follow the instructions below.

If you do not receive an e-mail from belfastmerotary@gmail.com within 2 business days of registering, then please contact one of us (jpgolden@roadrunner.com or rkoralek@roadrunner.com) and let us know.

After clicking on the <http://belfastrotary.org/login/> link:

1. Type in either your Username or e-mail address and password and click on the "Login" button. You may choose to uncheck the "Keep Me Signed In" box depending on whether you want the website to remember your login credentials or not.
2. This will bring up your account page with some basic information. Click on the gear in the upper right corner and select "Edit Profile" Note that we have pre-filled the "City" and "Zip Code" blanks assuming that most of the membership resides in Belfast. This can be changed.
3. Fill in the appropriate information, make sure that you acknowledge Past Presidencies

or Paul Harris Membership. Also, check off the committees that you belong to.

4. If you have a selfie, you can upload it to the page. There are two photo pages, just click on the + mark. Pictures must be 300 pixels wide (minimum).
5. When finished, click on the "Update Profile" button at the bottom of the page.
6. You may note a link to *Membership Directory* this is where we will present members' information. Take it for a test run.