

Instructions for completing the club entry for the Rotary in London Handbook/Directory for the Rotary Year 2008/2009.

Getting the Blank Template onto your computer

1 – Go to the “Rotary in London” homepage on the Internet www.rotaryinlondon.org).

2 – Under the “Big Picture” there is a white box, with three columns. In the Right Hand Column there is an option that says “District Directory 08-09 Clubs' Form”. You have a choice of methods, but both options give the same result.

Option 1

Right click on “District Directory 08-09 Clubs' Form” and choose the option “Save Target As...”, when the dialogue box opens, enter a location where you want the file to live on your computer.

Option 2

Left Click on the option “District Directory 08-09 Clubs' Form” and open the document. Click on the “page” button (or if you have not got this button, click on “File”) then choose the option “Save As ...”, this will prompt you for a location where you want the file to live on your computer.

On my computer I called the document _____

And it is saved in the folder _____

Completing the Form.

1 - The Club President has chosen people to fill the roles within the club. The names and contact details for these people are required to be entered in the District Handbook/Directory for that Rotary Year.

2 - Open the Document that you saved on your computer using the Notepad or some other text editor. Go through each of the roles listed and fill in the details of the people taking those positions.

3 - We are asking you to complete the template. There is a computer program that reads your returned document, altering the template leads to delay.

DO NOT ALTER THE TEMPLATE STRUCTURE OR WORDING.

4 - **IMPORTANT – DO NOT GO BY YOUR RECORDS –** Check with your members before entering their data their contact details, it will save a lot of time later and embarrassment for all concerned later.

4 - The Council on Legislation 2001 removed the classifications “Past Service” and “Senior Active”. The format for classification is “*Job Title - Retired*”, can you please ensure you use the correct format.

When you have finished filling in the form.

Using your email service, send an email to adrian@pann.co.uk and attach the document that you have downloaded and filled in.

Handwritten returns will not be accepted.

I do not have a fax facility for returns.

What happens next

The Assistant District Secretary will save your clubs data and pass the attachment through a computer program that will read the data and store it in a database.

A printout of the data that you sent in will be sent back to you for clarification purposes. If there are any mistakes, please reply to the email that is sent listing the errors, DO NOT send back the report with the corrections made or re-submit the form with the data again.

The closing data for accepting data from the clubs is **4th May 2008**.

Wishing you all the best for the Rotary Year 2008/2009.

Adrian Faiers

Assistant District Secretary (Rotary in London)

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14th February 2007.