MyRotary Reporting
Rotaract Training Night
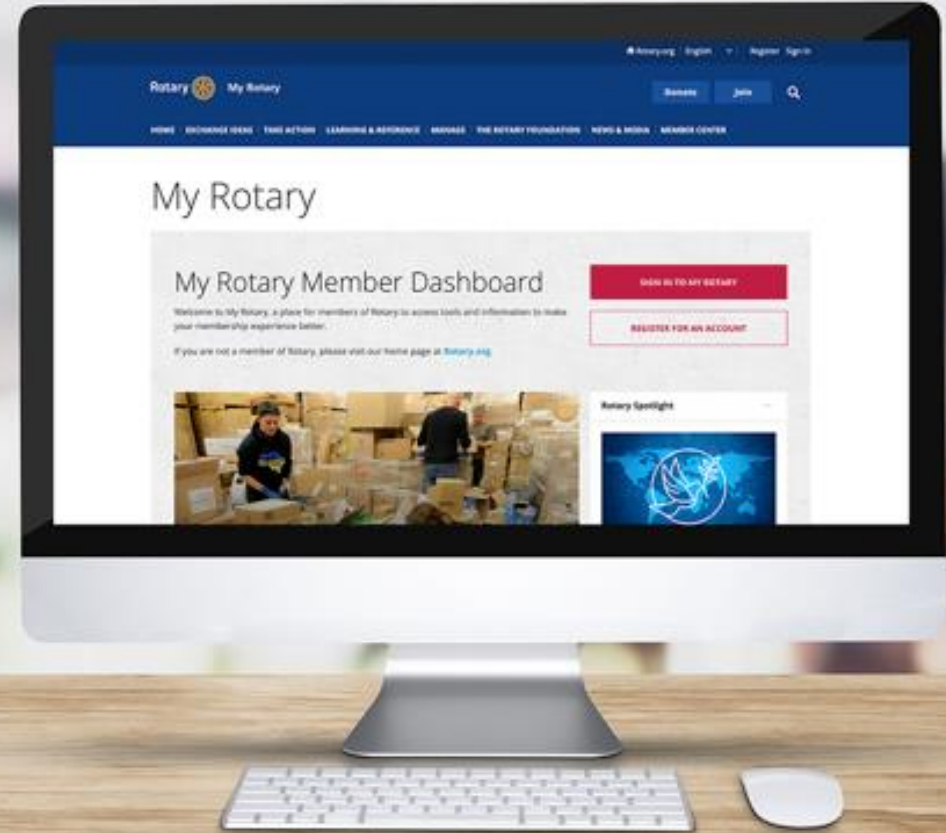
Table of Contents
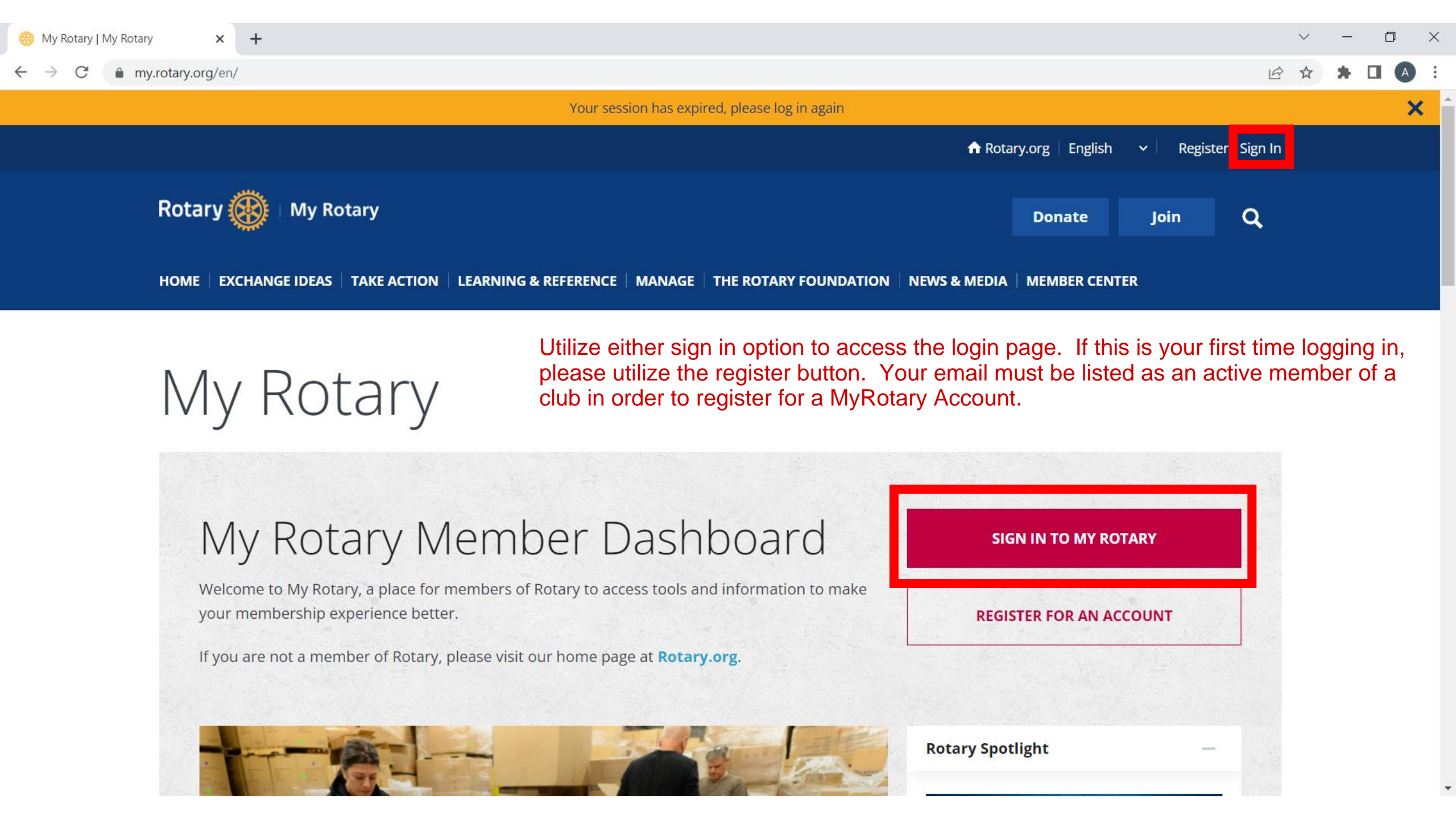
Logging into MyRotary

Google

My.Rotary.org

GO

About   Store

Start by typing My.Rotary.org into your favorite web browser

Your session has expired, please log in again

🏠 Rotary.org | English ⌄ | Register | **Sign In**

Rotary ⚙️ | **My Rotary**

Donate **Join** 🔍

HOME | **EXCHANGE IDEAS** | **TAKE ACTION** | **LEARNING & REFERENCE** | **MANAGE** | **THE ROTARY FOUNDATION** | **NEWS & MEDIA** | **MEMBER CENTER**

My Rotary

Utilize either sign in option to access the login page. If this is your first time logging in, please utilize the register button. Your email must be listed as an active member of a club in order to register for a MyRotary Account.

My Rotary Member Dashboard

SIGN IN TO MY ROTARY

Welcome to My Rotary, a place for members of Rotary to access tools and information to make your membership experience better.
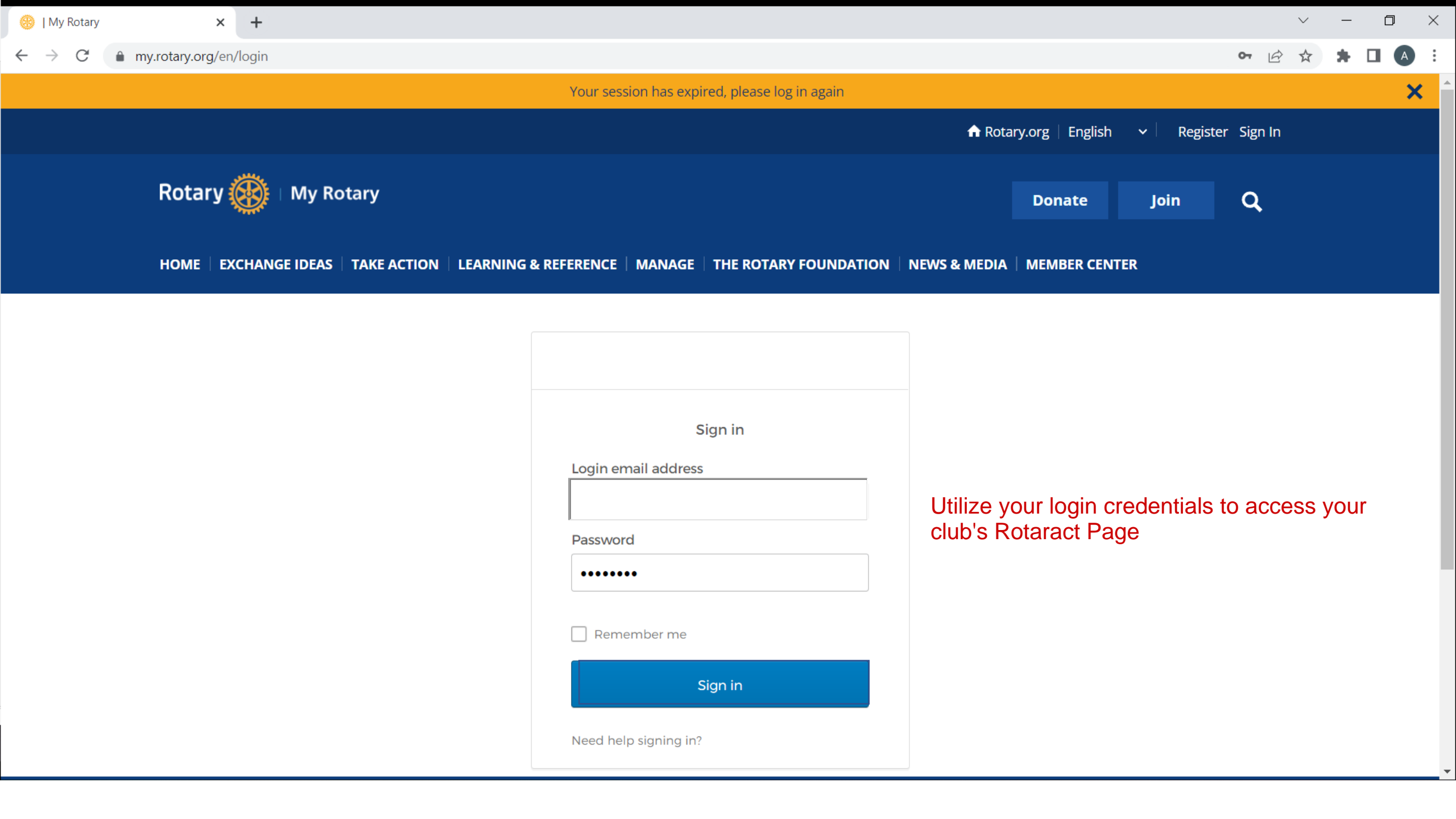
REGISTER FOR AN ACCOUNT

If you are not a member of Rotary, please visit our home page at **Rotary.org**.

Rotary Spotlight

my.rotary.org/en/login

🏠 Rotary.org | English ⌄ Register Sign In

Rotary ⚙ | My Rotary

Donate   Join   🔍

HOME | EXCHANGE IDEAS | TAKE ACTION | LEARNING & REFERENCE | MANAGE | THE ROTARY FOUNDATION | NEWS & MEDIA | MEMBER CENTER
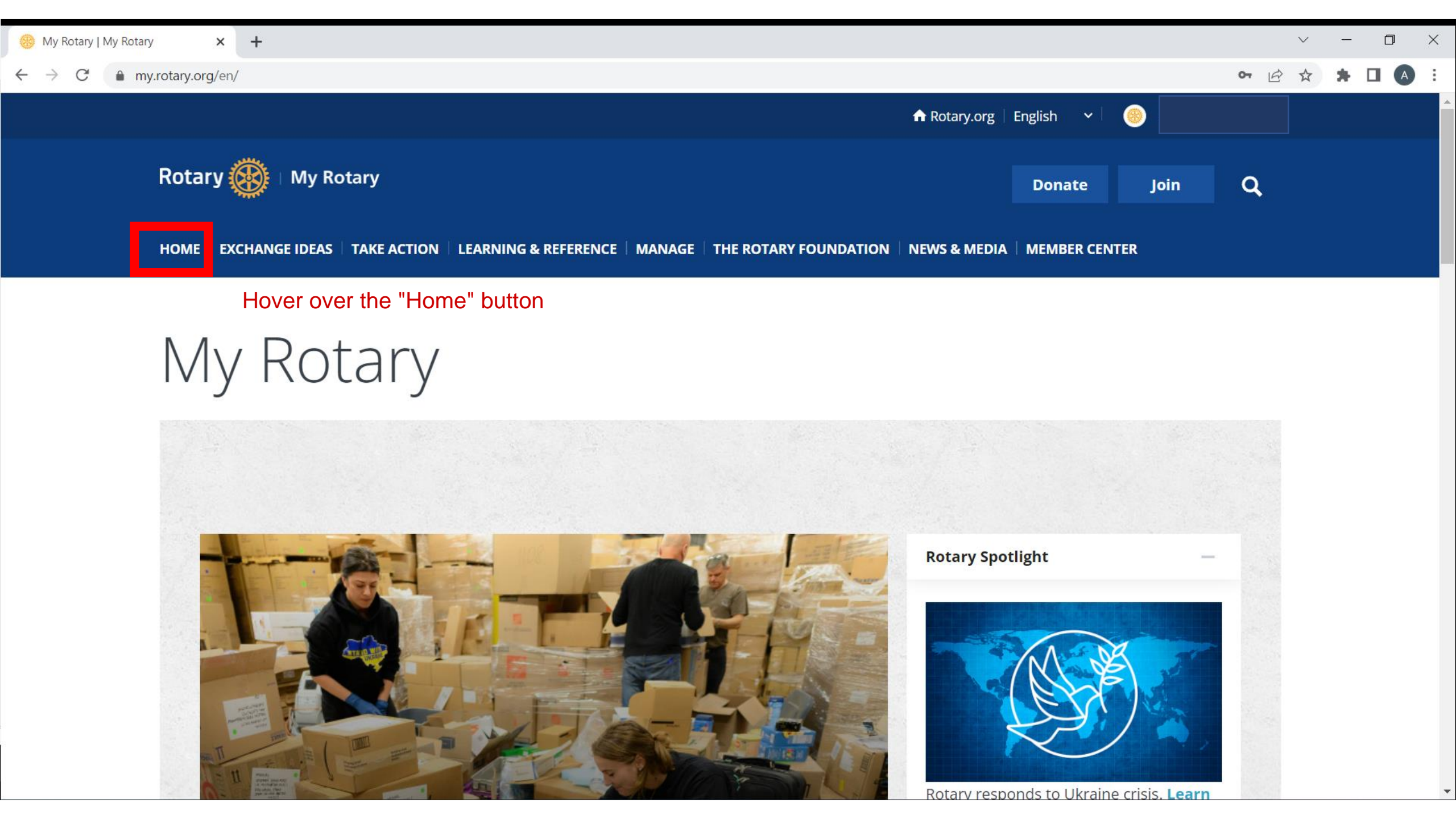
Sign in

Login email address

Password

••••••••

☐ Remember me

Sign in

Need help signing in?

Utilize your login credentials to access your club's Rotaract Page
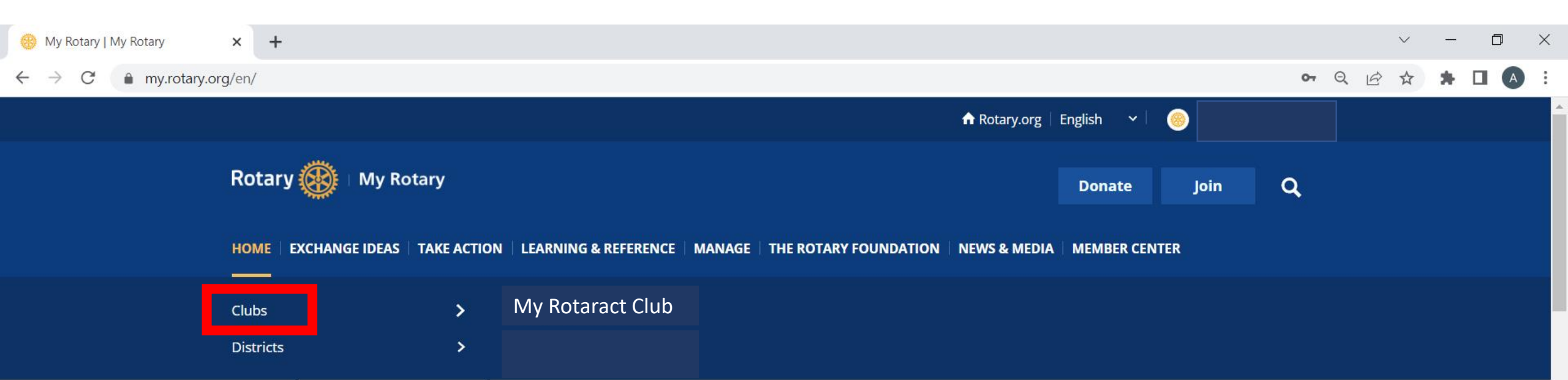
Hover over the "Home" button
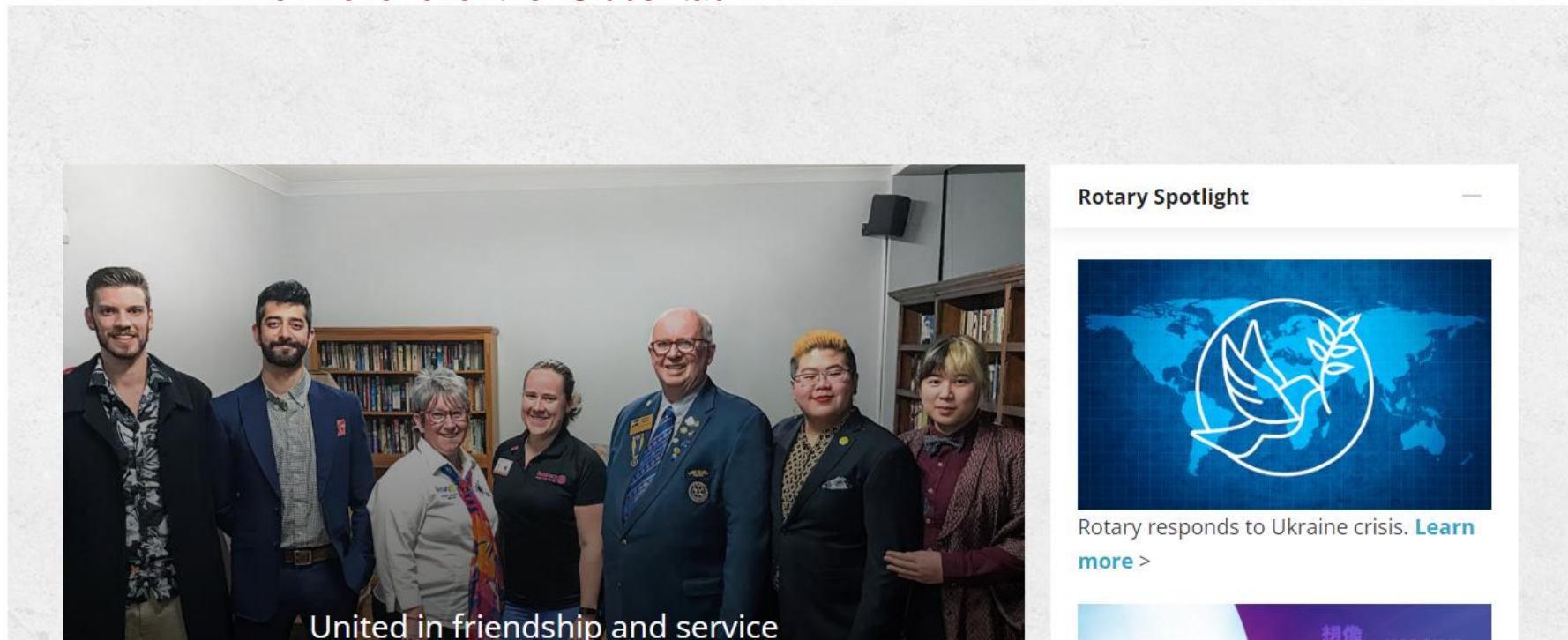
Select your Rotaract Club. If you are a dual member, this club may also be listed here.

Rotary ⚙ | My Rotary

Donate   **Join**   🔍

HOME | EXCHANGE IDEAS | TAKE ACTION | LEARNING & REFERENCE | MANAGE | THE ROTARY FOUNDATION | NEWS & MEDIA | MEMBER CENTER

My Rotaract Club

Rotaract Club (Community)

This is the landing page to make edits to your Rotaract Club's information and membership

Club details   Members

Location	District	Chartered	Club ID
Georgia, United States	6900	2012	12345

Contact Information   ✏ EDIT

Email Address
ourclubpresident@ourclub.org

Phone Number

✏ EDIT

Our Meeting Location

Language
English

Notes

When
Wednesday at 19:00
First Wednesday and fourth Thursday

Adding New Members

Rotary ⚙ | My Rotary

Donate   Join

HOME | EXCHANGE IDEAS | TAKE ACTION | LEARNING & REFERENCE | MANAGE | THE ROTARY FOUNDATION | NEWS & MEDIA | MEMBER CENTER

My Rotaract Club

Rotaract Club (Community)

Click the "Members" tab

Club details   **Members**

Location	District	Chartered	Club ID
Georgia, United States	6900	2012	12345

Contact Information   ✎ EDIT

Email Address

ourclubpresident@ourclub.org

Ph___ N____

✎ EDIT

Our Meeting Location

Language

English

Notes

When

Wednesday at 19:00
First Wednesday and fourth Thursday

Rotary ⚙ | **My Rotary**

Donate   Join   🔍

HOME | **EXCHANGE IDEAS** | **TAKE ACTION** | **LEARNING & REFERENCE** | **MANAGE** | **THE ROTARY FOUNDATION** | **NEWS & MEDIA** | **MEMBER CENTER**

My Rotaract Club

Rotaract Club (Community)

Scroll until you see your current membership list and the
option to "add a member"

Scroll

Club details   Members

If you have questions about your club membership, please contact Data Services

Add a member

If you have questions about your club membership, please contact Data Services

If you run into any technical issues. Those can be resolved by emailing data@rotary.org

Add a member

Click "add a member" to add a member

data@rotary.org

Manage club officers

Here is where you will see a list of members currently enrolled in your club. It is important that this information is up to date, not only for dues but also for your members to gain access to the MyRotary Membership areas.

Search club members

Search by name	Search by email address	🔍 SEARCH

CLUB MEMBERS (17)   Role ⌄   Member status ⌄

John Doe
ID: 111111   Member 2022 - Present   Doe.John@gmail.com   •••

Jane Doe
ID: 222222   Member 2018 - Present   Doe.Jane@gmail.com   •••

Rotary | My Rotary

Donate   Join

HOME | EXCHANGE IDEAS | TAKE ACTION | LEARNING & REFERENCE | MANAGE | THE ROTARY FOUNDATION | NEWS & MEDIA | MEMBER CENTER

My Rotaract Club

Rotaract Club (Community)

Scroll down until you see options to check email addresses

Scroll

Club details   Members

‹ Back | Step 1 of 3

Identify member

Identify member

First, see if your new member is already in Rotary's database.
Enter any information you have of the person you'd like to add
- only one field is required.

Please use only latin characters

Email

Enter email

Member ID

Member ID

First name

Last name

🔍 SEARCH FOR MEMBER

CANCEL

The first step is to see if the member is already listed in the database. The best way to do this is using their email address. However, you can also do this by looking up their first and last name.

RESULTS (10184)

Filter by country/region ⌄

Filter by Club ⌄

John Doe
Doe.John@gmail.com
+1234567890
ID#111111

John Doe's Address Here

United States

OTHER CLUB AFFILIATION

My Rotary Club

CONTINUE WITH THIS PERSON

John Doe
Doe.John32@gmail.com
+34 5555555
ID#9999999

John Doe's Address Here

Spain

OTHER CLUB AFFILIATION

Spain Rotary Club

CONTINUE WITH THIS PERSON

John Doe
Doe.John12@gmail.com
+114444444
ID#7777777

John Doe's Address Here

United States

OTHER CLUB AFFILIATION

US Rotary Club

CONTINUE WITH THIS PERSON

John Doe
Doe.John82@gmail.com
+33 9999999
ID#8888888

John Doe's Address Here

Philippines

OTHER CLUB AFFILIATION

Philippines Rotary Club

CONTINUE WITH THIS PERSON

John Doe
Doe.John11@gmail.com
+1 4444444444
ID#444444

John Doe's Address Here

United States

OTHER CLUB AFFILIATION

US Rotary Club

CONTINUE WITH THIS PERSON

‹   Page 1 ⌄   ›

my.rotary.org/en/club/fcbfcadb-8bbb-4869-9455-c149d1f1802d/add-member

🏠 Rotary.org | English

Rotary | **My Rotary**

Donate | Join

HOME | EXCHANGE IDEAS | TAKE ACTION | LEARNING & REFERENCE | MANAGE | THE ROTARY FOUNDATION | NEWS & MEDIA | MEMBER CENTER

My Rotaract Club

Rotaract Club (Community)

You will be asked to verify member information

Scroll

Club details   Members

‹ Back | Step 2 of 3

Enter Member Details

Double-check to ensure this member's information is up-to-date. You can edit the member's information if needed.

PERSONAL DETAILS

Full Name*

John Doe
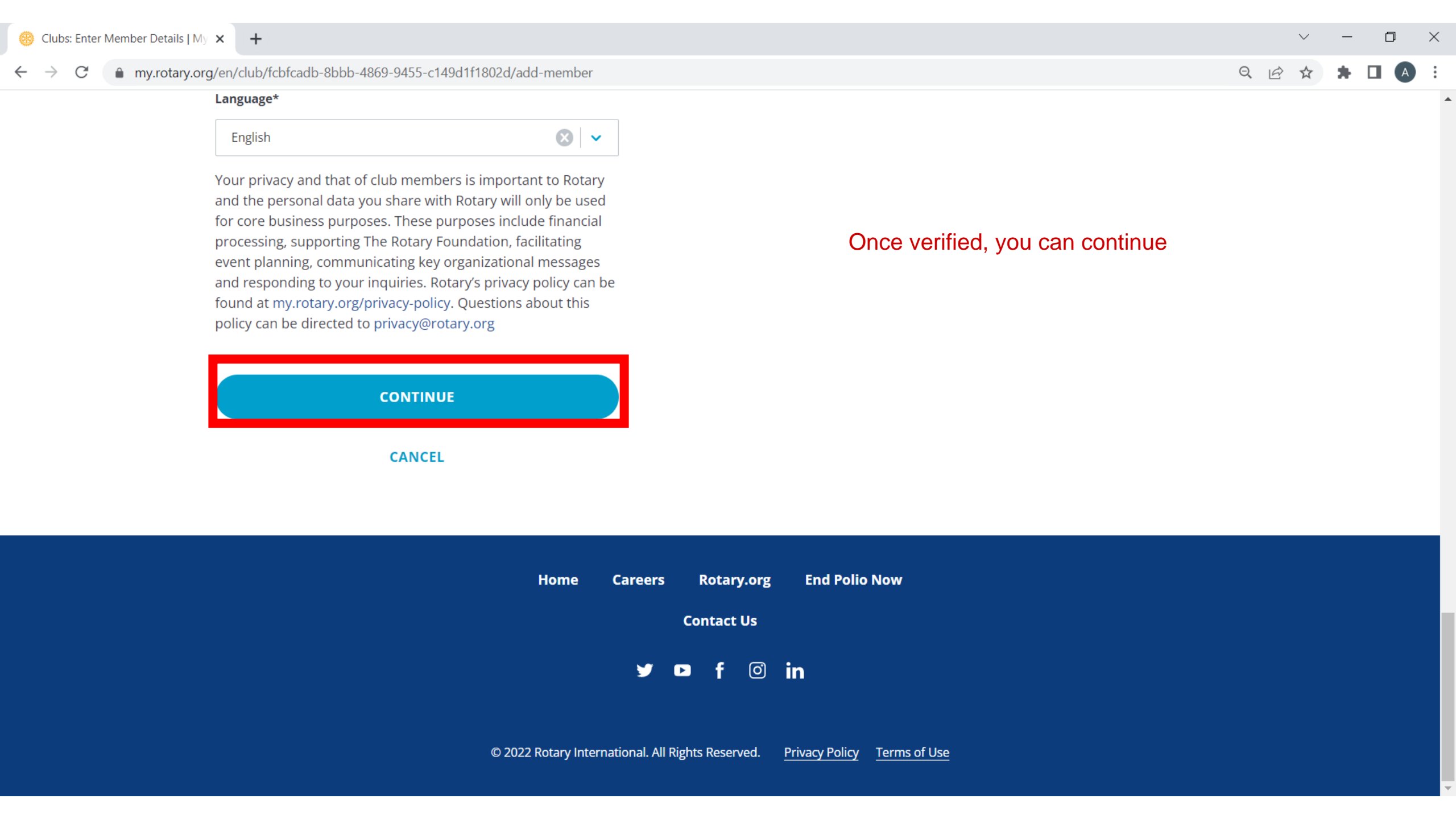
my.rotary.org/en/club/fcbfcadb-8bbb-4869-9455-c149d1f1802d/add-member

Language*

English

Your privacy and that of club members is important to Rotary and the personal data you share with Rotary will only be used for core business purposes. These purposes include financial processing, supporting The Rotary Foundation, facilitating event planning, communicating key organizational messages and responding to your inquiries. Rotary's privacy policy can be found at my.rotary.org/privacy-policy. Questions about this policy can be directed to privacy@rotary.org

Once verified, you can continue

CONTINUE

CANCEL

Home   **Careers**   **Rotary.org**   **End Polio Now**

Contact Us

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my.rotary.org/en/club/fcbfcadb-8bbb-4869-9455-c149d1f1802d/add-member

Rotaract Club (Community)

Club details   Members

‹ Back | Step 3 of 3

Add Membership Information

Member type*

Honorary

Admission date*

YYYY-MM-DD

☐ Procedure certification*

I certify that this individual was added in accordance with our club bylaws and understands and accepts the conditions of membership.

CONTINUE

CANCEL

However, once you go to add this member, the ONLY option is to add them as an honorary member. This is only if they are already listed in the database already. You will not be able to list them as an active member, until they are removed from association with another Rotaract Club.

Go Back To ADD a Member Page

Identify member

First, see if your new member is already in Rotary's database. Enter any information you have of the person you'd like to add - only one field is required.

Please use only latin characters

Email

[   ]

Member ID

[Member ID   ]

First name

[Enter first name   ]

Last name

[Enter last name   ]

🔍 SEARCH FOR MEMBER

CANCEL

If we were to look up a member via their email address, we can easily see if they are in the system.

‹   Page 1   ›
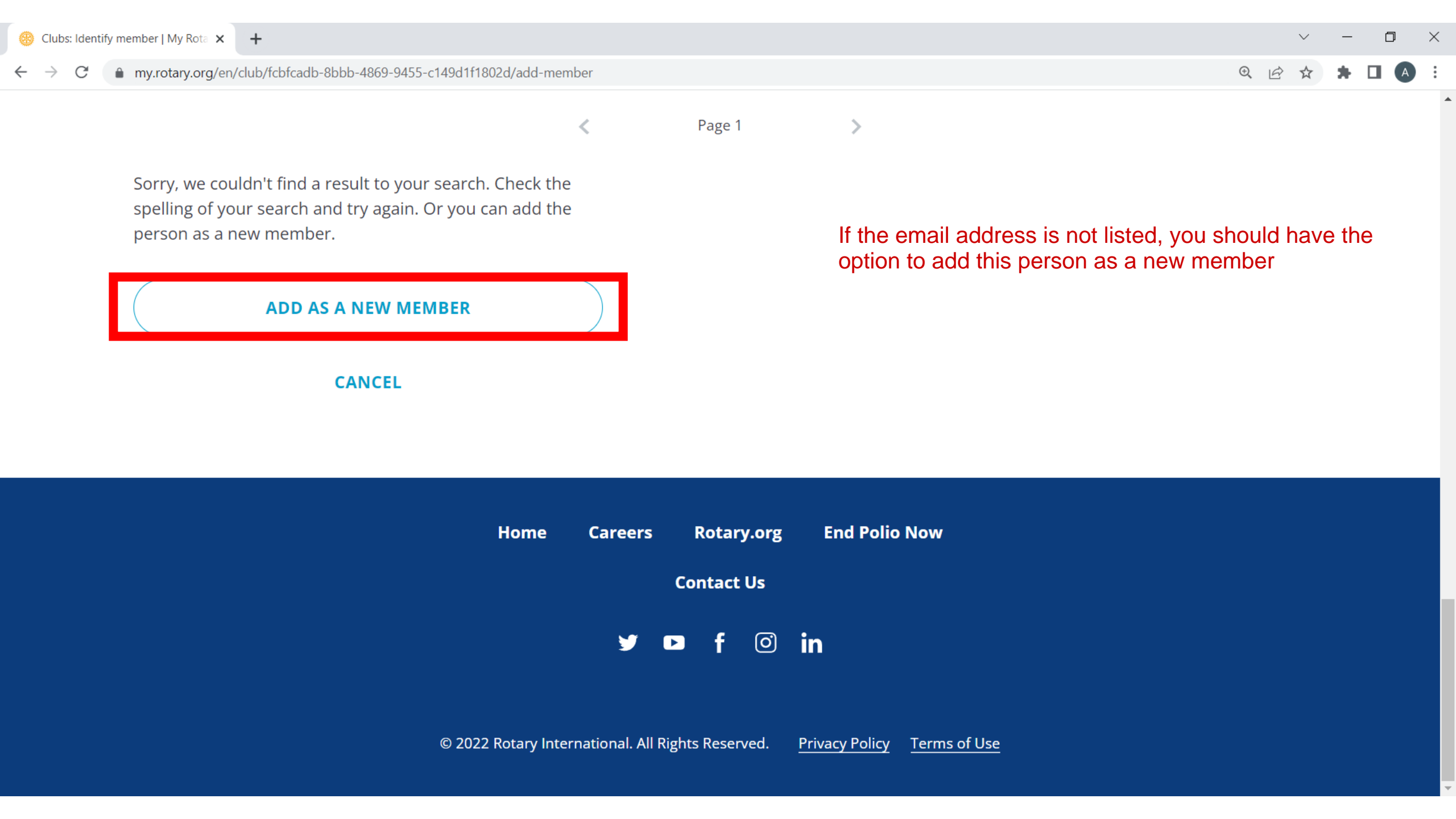
Sorry, we couldn't find a result to your search. Check the spelling of your search and try again. Or you can add the person as a new member.

ADD AS A NEW MEMBER

If the email address is not listed, you should have the option to add this person as a new member

CANCEL

Rotary ⚙ | My Rotary

Donate   Join   🔍

HOME | EXCHANGE IDEAS | TAKE ACTION | LEARNING & REFERENCE | MANAGE | THE ROTARY FOUNDATION | NEWS & MEDIA | MEMBER CENTER

My Rotaract Club

Rotaract Club (Community)

Scroll down to start typing their information

Scroll

Club details   Members

‹ Back | Step 2 of 3

Enter Member Details

Double-check to ensure this member's information is up-to-date. You can edit the member's information if needed.

my.rotary.org/en/club/fcbfcadb-8bbb-4869-9455-c149d1f1802d/add-member

Full Name*

This field accepts non-Latin characters

Prefix

Prefix

Begin filling out all the required information which is designated with an *

Scroll

First name*

Field cannot contain non-latin characters

Middle Name

Field cannot contain non-latin characters

Last name*

Field cannot contain non-latin characters

Suffix

my.rotary.org/en/club/fcbfcadb-8bbb-4869-9455-c149d1f1802d/add-member

Suffix

Select...

Gender*

Not given

Gender is only visible to club officers.

Date of birth

Day

DD

Month

Select...

Year of Birth*

YYYY

Year of birth is only visible to club officers.

Email*

Country Code

Select...

Phone

Address*

Second line optional

Gender*

Not given

Male

Female

Self-describe

Prefer not to identify

Not given

noemail@gmail.com

Scroll

The most important piece of information to be input is the member's email address. Again, this is how they will be able to register for a MyRotary account and be able to gain access to everything MyRotary has to offer.

🔒 my.rotary.org/en/club/fcbfcadb-8bbb-4869-9455-c149d1f1802d/add-member

Country/Region*

Select... ▼

Afghanistan

Åland Islands

Albania

Algeria

American Samoa

Andorra

Angola

Third line optional

Country/Region*

United States ✕ ▼

Continue to fill out the required information

City*

Required

State/Province/Territory*

Select... ▼

Postal Code*

Required

Language*

Select... ▼

State/Province/Territory*

Select... ▼

AA

AE

Alaska

Alabama

AP

Arkansas

Arizona

Scroll

Language*

Select... ▼

Abkhazian

Afar

Afrikaans

Akan

Albanian

Amharic

Arabic

my.rotary.org/en/club/fcbfcadb-8bbb-4869-9455-c149d1f1802d/add-member

Language*

Select...

Your privacy and that of club members is important to Rotary and the personal data you share with Rotary will only be used for core business purposes. These purposes include financial processing, supporting The Rotary Foundation, facilitating event planning, communicating key organizational messages and responding to your inquiries. Rotary's privacy policy can be found at my.rotary.org/privacy-policy. Questions about this policy can be directed to privacy@rotary.org

Continue to fill out the required information

CONTINUE

CANCEL

Home   **Careers**   **Rotary.org**   **End Polio Now**

Contact Us

‹ Back | Step 3 of 3

Add Membership Information

Member type*

Select...

| Honorary |
| Active |

Admission date*

YYYY-MM-DD
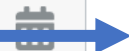
Admission date*

YYYY-MM-DD

◄		August 2022				
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Select today

☐ Procedure certification*

I certify that this individual was added in accordance with our club bylaws and understands and accepts the conditions of membership.

CONTINUE

CANCEL

Since this is a new member, you will have the option to select them as an active member. Select their active membership date. Then certify that the information is in accordance with club bylaws.

Rotary | My Rotary

Donate   Join   🔍

HOME | EXCHANGE IDEAS | TAKE ACTION | LEARNING & REFERENCE | MANAGE | THE ROTARY FOUNDATION | NEWS & MEDIA | MEMBER CENTER

Successfully added   New Member   to club with member ID   333333   ✕

My Rotaract Club

If successful, you will see the member's name and their newly created membership ID listed here.

Rotaract Club (Community)

Club details   Members

If you have questions about your club membership, please contact Data Services

Add a member

Adding a Member Key Takeaways

- The email address is the most important information. Without the correct email address in the database, the member is unable to register for their own MyRotary account.

- Once a member is registered into MyRotary, they can then update their own address, phone number and any additional information they'd like to include.

Editing Member Info

If you have questions about your club membership, please contact Data Services

Add a member

Manage club officers   12345

to edit a member's information.   Select the three dots to the right of their names and click "view member details"

Search club members

| Search by name | Search by email address | 🔍 SEARCH |

CLUB MEMBERS (17)   Role ⌄   Member status ⌄

John Doe
ID: 111111   Member 2022 - Present
                            888888

View member details

Assign a club officer role

Edit membership

Terminate membership

Jane Doe
ID: 222222   Member 2018 - Present

🏠 Rotary.org | English ⌄

Rotary 🟠 | My Rotary

Donate | **Join** | 🔍

HOME | EXCHANGE IDEAS | TAKE ACTION | LEARNING & REFERENCE | MANAGE | THE ROTARY FOUNDATION | NEWS & MEDIA | MEMBER CENTER

< Profile

Edit Contact Information

Scroll

scroll through and update the information, you'd like to edit. Here you can add multiple email addresses. It is important, that the email address is correct.

Email

Email*

🔵 **Primary Email for RI communication**

+ ADD ANOTHER EMAIL

Phone

+ ADD ANOTHER PHONE

Address

Address Type*

Home ∨

Address*

1234 Rotary Way

Address Line 2

Address Line 3

Country/Region*

United States ⊗ ∨

City*

Atlanta

State/Province/Territory*

Georgia ∨

Postal Code*

1234

⦿ Primary Address for RI communication

+ ADD ANOTHER ADDRESS

SAVE CHANGES

CANCEL

Once you've made the changes. Click "Save Changes".

Rotary ⚙ | My Rotary

Donate   Join   🔍

HOME   EXCHANGE IDEAS   TAKE ACTION   LEARNING & REFERENCE   MANAGE   THE ROTARY FOUNDATION   NEWS & MEDIA   MEMBER CENTER

Update successful.   ✕

< Back to previous page

Navigate Home clicking Home --> Clubs --> Choosing your Rotaract Club
Then click the "members tab" again

John Doe

✏ EDIT

My Club, State, Country (Rotaract Club), Member

Gender, Birthday (day, month, year)

New Member, ID: 55555

Contact Information

✏ EDIT

Primary Email

Doe.John@gmail.com

Member Termination

If you have questions about your club membership, please contact Data Services

Add a member

Manage club officers

Search club members

| Search by name | Search by email address | 🔍 SEARCH |

To terminate a member, click the three dots to the right of the member you'd like to terminate. From there select "terminate membership"

CLUB MEMBERS (17)   Role ⌄   Member status ⌄

John Doe
ID: 111111

Member 2022 - Present
888888

View member details

Assign a club officer role

Edit membership

Terminate membership

•••

Jane Doe
ID: 222222

Member 2018 - Present

•••

Rotary ⚙ | **My Rotary**

HOME | EXCHANGE IDEAS | TAKE ACTION | LEARNING & REFERENCE | MANAGE | THE ROTARY FOUNDATION | NEWS & MEDIA | MEMBER CENTER

My Rotaract Club

Rotaract Club (Community)

Scroll to update information

Scroll

Club details   Members

‹ Back | Step 1 of 2

Select Termination Details

Please provide a date and reason for termination and review how this data will
be used by Rotary.

Termination Date*

Select Termination Details

Please provide a date and reason for termination and review how this data will be used by Rotary.

Termination Date*

[📅]

Termination Reason*

[Select...   ▾]

HOW THIS INFORMATION WILL BE USED

We are sorry to see members leave Rotary. The personal information provided to Rotary about members termination will not be shared and will be used to better understand why members leave Rotary. We may also use this information to contact former members about future memberships opportunities. Please contact membershipdevelopment@rotary.org with any questions.

CONTINUE

CANCEL AND BACK TO CLUB ROSTER

Termination Date*

[📅]

August 2022 ▶

31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Select today

Termination Reason*

[Select...   ▾]

Terminated - Personal

Terminated - Relocation

Terminated - Family Obligations

Terminated - Business Obligations

Terminated - Joining New Club

Terminated - By club for cause

Terminated - Deceased

Select the applicable termination date and reason and then click continue

Confirm Termination Details

Please confirm the details of this member's termination

Member Name

John Doe

Termination Date

2022-08-14

Review the information for accuracy. Once verified, certify and confirm termination.

Termination Reason

Personal

☐ Procedure Certification*

I certify that this individual was terminated in accordance with the Standard Rotary Club Constitution.

CONFIRM TERMINATION

CANCEL AND BACK TO CLUB ROSTER

If you have questions about your club membership, please contact Data Services

Add a member

Manage club officers

The member will still show up on your membership list for at least 24 hours after termination. However, the options for this member will be limited.

Search club members

| Search by name | Search by email address | 🔍 SEARCH |

CLUB MEMBERS (17)   Role ⌄   Member status ⌄

John Doe

ID: 111111   Member 2022 - Present
                               888888

View member details

Assign a club officer role

•••

Jane Doe

ID: 222222   Member 2018 - Present   Doe.Jane@gmail.com

•••

Updating Club Officers

Atlanta: Club members | My Rota ✕

my.rotary.org/en/club/fcbfcadb-8bbb-4869-9455-c149d1f1802d/roster

If you have questions about your club membership, please contact Data Services

Add a member

Manage club officers

Search club members

| Search by name | Search by email address | 🔍 SEARCH |

Select the three dots next to the member that you'd like to add and chose "assign a club officer role"

CLUB MEMBERS (17)   Role ⌄   Member status ⌄

⚙ **John Doe**
   ID: 111111   Member 2022 - Present   View member details   •••
                        888888
                                                        Assign a club officer role

                                                        Edit membership

⚙ **Jane Doe**   •••
   ID: 222222   Member 2018 - Present

                                                        Terminate membership

Rotary ⚙ | My Rotary

Donate   Join   🔍

HOME | EXCHANGE IDEAS | TAKE ACTION | LEARNING & REFERENCE | MANAGE | THE ROTARY FOUNDATION | NEWS & MEDIA | MEMBER CENTER

My Rotaract Club

Rotaract Club (Community)

IMPORTANT: If you know your Club President for the following year, designate this person before the end of the Rotary year. This will ensure that access is easily rolled over to the incoming President at the start of the next Rotary Term.

Club details   Members

‹ Back | Step 1 of 2

Select a role

Select the term you'd like to update and the role and click continue

Select...   ⌄

⚙ Jane Doe

Rotaract Advisor

Rotaract Foundation Chair

Available Terms

● **2022-2023**   ○ 2023-2024

Rotaract Membership Chair

Rotaract Public Image Chair

Available club officer roles
*Role required by the Standard Rotary Club Constitution, Article 11, Section 4.

Select...   ⌄   ➡

Rotaract Secretary*

Rotaract Service Projects Chair

CONTINUE

Rotaract Treasurer*

CANCEL

Rotary ⚙ | My Rotary

Donate   Join   🔍

HOME | EXCHANGE IDEAS | TAKE ACTION | LEARNING & REFERENCE | MANAGE | THE ROTARY FOUNDATION | NEWS & MEDIA | MEMBER CENTER

My Rotaract Club

Rotaract Club (Community)

From the Club landing Page. Select Club Details

| Club details | Members |

‹ Back | Step 2 of 3

Enter Member Details

Double-check to ensure this member's information is up-to-date. You can edit the member's information if needed.

Rotary ⚙ | My Rotary

Donate   Join

HOME | EXCHANGE IDEAS | TAKE ACTION | LEARNING & REFERENCE | MANAGE | THE ROTARY FOUNDATION | NEWS & MEDIA | MEMBER CENTER

My Rotaract Club

Rotaract Club (Community)

Club details   Members

Select the information that you would like to update and do so accordingly.

Scroll

‹ Back

Edit Contact Information

Email Address

ourclubpresident@ourclub.org

Country Code   **Phone Number**

🇺🇸 United States +1 ⌄   123456789

Country Code

🇺🇸 United States +1 ⌄

Phone Number

123456789

Country Code

Select... ⌄

Fax Number

Website

Ourclub.org

Mailing Address*

123 Rotary Way

Country/Region*

United States ⊗ ⌄

City*

Atlanta

State/Province/Territory*

Georgia ⌄

Postal Code*

12345

Rotary Language*

English ⌄

Verify the changes and click save

SAVE CHANGES   **CANCEL**

Rotary | My Rotary

Donate | Join

HOME | EXCHANGE IDEAS | TAKE ACTION | LEARNING & REFERENCE | MANAGE | THE ROTARY FOUNDATION | NEWS & MEDIA | MEMBER CENTER

My Rotaract Club

Rotaract Club (Community)

You should see the updated information on the landing page

Next

Club details   Members

Location	District	Chartered	Club ID
Georgia, United States	6900	2012	12345

✏ EDIT

Our Meeting Location

Language

English

Notes

When

Wednesday at 19:00
First Wednesday and fourth Thursday

Contact Information   ✏ EDIT

Email Address

ourclubpresident@ourclub.org

Updating Club Data: Meeting Location/Date/Time

Rotary ⚙ | My Rotary

Donate   Join   🔍

HOME | EXCHANGE IDEAS | TAKE ACTION | LEARNING & REFERENCE | MANAGE | THE ROTARY FOUNDATION | NEWS & MEDIA | MEMBER CENTER

My Rotaract Club

Rotaract Club (Community)

Scroll through to the information listed

Scroll

Club details   Members

< Back

Edit meeting

Overview

Meeting Name

Preview

Overview

You can Name your meeting and select the spoken language of the club

Meeting Name

Language*

English ▾

Notes

Preview

Our Meeting Location

Language

English

Notes

When

Wednesday at 19:00
First Wednesday and fourth Thursday

Where (In-Person)

1234 We meet Here
Atlanta, GA 30312

Where (Online)

Ourclub.org
Zoom link will be provided in event description

Scroll

When

When

Meeting Day*

Wednesday

Frequency

First Wednesday and fourth Thursday

Time (HH:MM)*

19:00

Where

Meeting format*

In Person and Online

Our club meeting location changes or rotates on a consistent basis

Meeting Location Name

Meeting Address*

1234 We meet Here

Here you can update the day, frequency, time, and meeting format.

Scroll

Country/Region*

United States ▾

City*

Atlanta

State/Province/Territory*

Georgia ▾

Postal Code*

30312

Details for joining remotely*

Zoom link will be provided in event description

URL*

ourclub.org

SAVE CHANGES   CANCEL

Once you have verified the information. Click "Save Changes"

my.rotary.org/en/club-search

Search

Site   Members   Clubs

Find a club

Club Name

🔍 Find by name (optional)

FILTER BY

Meeting Location

📍 Atlanta, GA 30345, USA   ✕

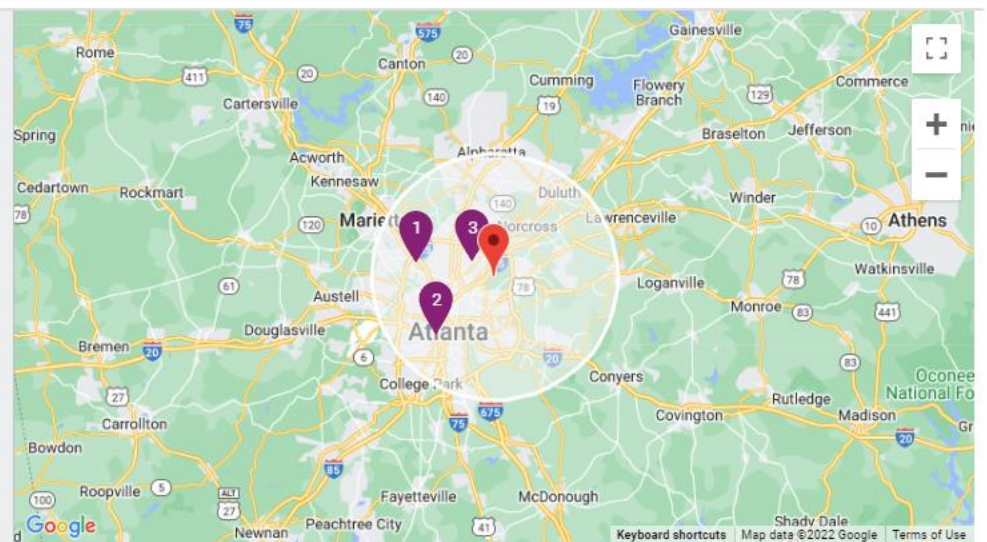Example: "Tokyo, Japan"   Use Current Location

Distance

| 25 | ⌄ |

🔘 Km   ⚪ Miles

Club Type

Rotaract Club   ✕ | ⌄

Rotaract type

--Select--   ⌄

Showing 3 of 3 results with **3** filters applied

Atlanta, Georgia, United States (Rotaract Club)

Atlanta, Georgia, United States

The Place
789 We Meet Here
Atlanta, GA 30345

Key Takeaways

- Make sure there is a President reported at all times

- If you're not currently designated as club president, contact your DRC DRR or your District's club and District Support Representative. Provide them with your corresponding email address and they will work with RI to get you uploaded into the system. Find your District's Club and District Support HERE.

- Email addresses are important in linking a MyRotary account with your club. It is important that this information is correct.

- Once you have access into MyRotary then you can explore all the areas to help your club.

Stay connected!

ascensionrotaract.com
ascensionrotaract@gmail.com

For membership data issues: data@rotary.org
For general Rotaract queries: rotaract@rotary.org