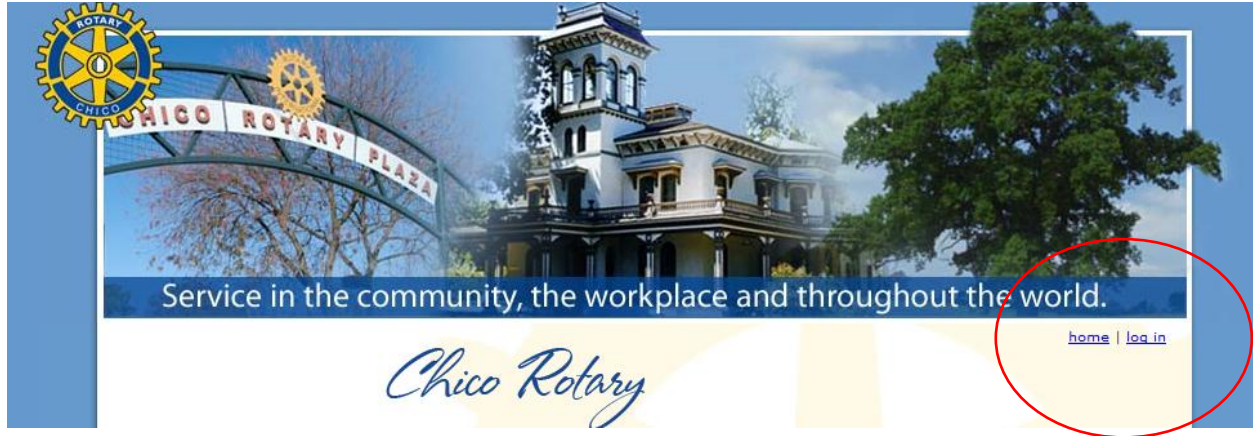


# Chico Rotary Website: Member How-To Guide

## LOGGING IN

**Step 1:** In your web browser navigate to the Chico Rotary website [www.chicorotary.com](http://www.chicorotary.com)

**Step 2:** Click Log-In in the top right hand corner.



**Step 3:** Log in to your Team Dashboard using the login credentials provided to you. Don't remember receiving log in information? Check your email – I'll bet it's there!

**Step 4:** You will see your Rotary team's dashboard (it's kinda like your team's homepage). This is where you can view news and alerts, your team calendar and team photos. You will see your own personal navigation bar on the left. We'll use the Igniters Dashboard below as an example.

**Chico Rotary**

**Igniters Dashboard**

The Igniters Team is made up of both Rotarians and Rotaract members. Our team definition is: "Lighting the flame of current and future Rotarians by spreading the fire of service, goodwill and friendship."

Team Captains: Gentry Power and Paige Gilbert

Team Members: Anita Barker, Robin Bicocca, Steve Gonsalves, Troy Kidd, Bob Linscheid, Janet Peck, Michael Redman, Wil Wilbur

Rotaract Members: Katie Bianchi, Eric Blofsky, Sean Blofsky, Dane Bracewell, Alan Gilbert, Seth Godfrey, Katie Hale, Parker Hunt, Cassi Liebig, Natale Lima

- Your Dashboard
- Membership Directory
- Email a Team Member
- Your Calendar
- Teams
- Home

# Chico Rotary Website: Member How-To Guide

## ALERTS

You can view your Team's alerts under the **Alerts** section. Check here for important announcements from your Team Captains or President Melanie.

### Alerts

#### Rotary Picnic Coming Soon

Our first "all teams" social is the Rotary Picnic on August 23rd at Heart Attack Racing at the Silver Dollar Fairway. Put it on your calendar and stay tuned for more details.

#### Aug. 9 - Rotaract Meeting - "What You Need to Know About Insurance"

Speaker: Brad Jacobson, Farmers Insurance. Meet at 6 p.m. at the conference room at Nichols, Melburg & Rossetto, 555 Main Street.

#### Who's your hero?

Don't forget to send in a photo of your HERO to President Melanie or Doug Keister.

## VIEWING PHOTOS

On your team dashboard under the heading **Photo Albums** located at the bottom, click on the photo album name to view all of the fabulous socials, service projects, superhero pics and just plain craziness that your team is involved in.

### Photo Albums



#### July 26 Team Social

The Igniters enjoyed a barbecue potluck hosted by Rotaract President Cassi Liebig. Thanks Cassi!

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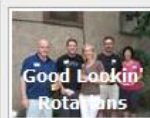
Rotaract Prez  
And Vice Prez



Krissy, Jen And  
Katie



Monika, Sharon,  
Sarah And Eric



Good Looking  
Rotarians



Kathryn And  
Kristin



Katie And Robbie

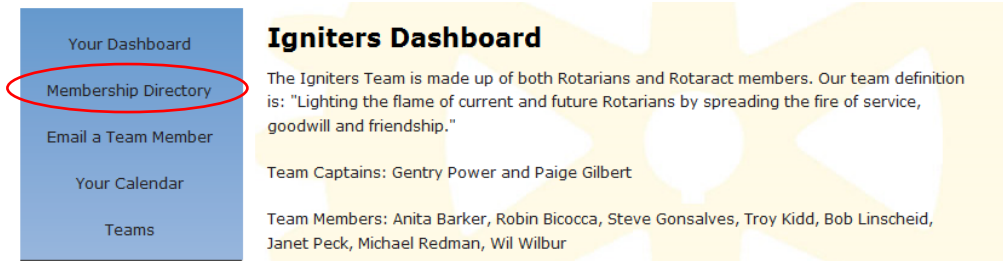


Michael And  
Dane Deep In  
Cowo

# Chico Rotary Website: Member How-To Guide

## SEARCH THE MEMBERSHIP DIRECTORY

**Step 1:** Click “Membership Directory” in the left navigation bar



**Step 2:** You can search for a member in the following ways:

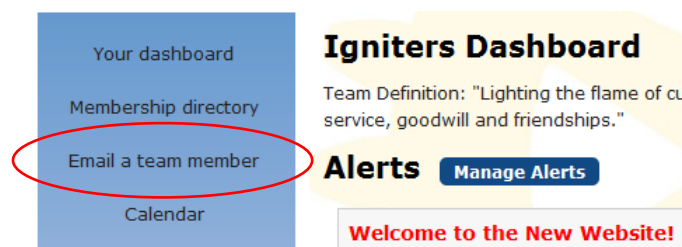
- Type in the **first and last name** of a member to view their information.
- Type in the **first name only** to list all members with that name.
- Type in the **last name only** to list all members with that last name.
- Type in **part of a name** to list all members with that letter sequence in their first or last name.  
*For example, typing in “Pet” will list both Brenda Austin **Petersen** and **Pete** Mannerino.*
- You can **pull up the full directory** by leaving the search box blank and clicking “Search.”

*\*Note: The directory is alphabetized by first name*

## EMAIL A MEMBER

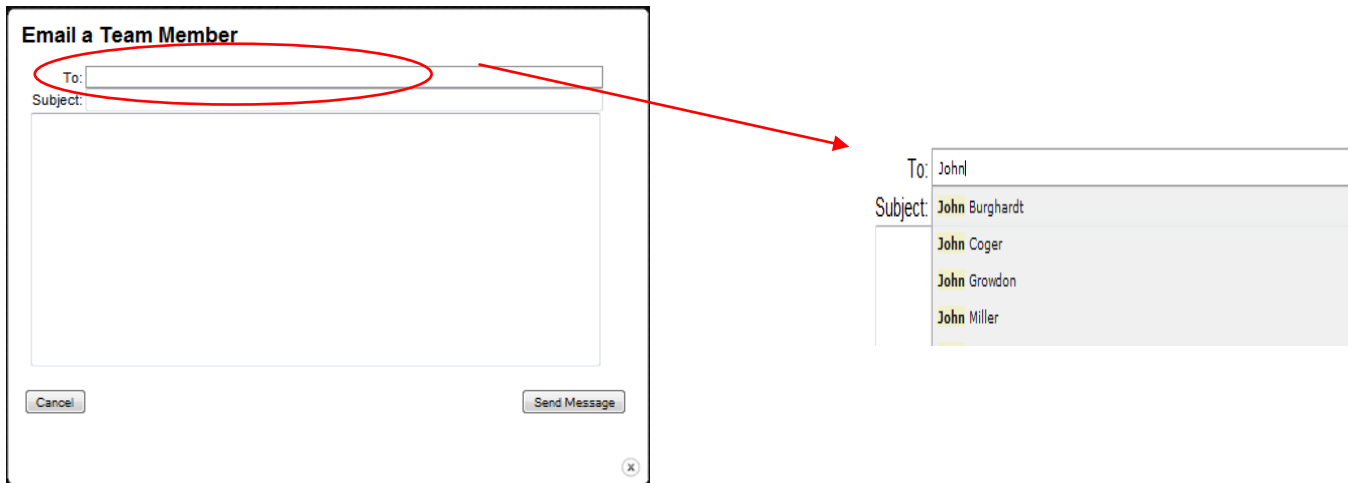
You can email a Rotarian from your Team Dashboard.

**Step 1:** Click Email a Team Member in the left navigation bar.



## Chico Rotary Website: Member How-To Guide

**Step 2:** The box below will show up on your screen. In the **To:** field begin to type the name of a member and select the correct person from the drop down that appears. Continue this process until you see all the names of members you would like to send your email to.



The image shows a web form titled "Email a Team Member". It has a "To:" field with a dropdown menu, a "Subject:" field, and a large text area for the message. There are "Cancel" and "Send Message" buttons at the bottom. A red circle highlights the "To:" field, and a red arrow points to a dropdown menu showing a list of names: Johnl, John Burghardt, John Cogler, John Growdon, and John Miller.

**Step 3:** Type a Subject in the Subject field and a message in the blank white space.

**Step 4:** Click Send Message. Your personal email will show up as the "from" email.

### YOUR CALENDAR

Click **Your Calendar** in the left navigation bar to view your Team's calendar.

*Chico Rotary*

### Team Calendar

Mark your calendars! Below is a list of upcoming team events.

#### **Rotaract Meeting**

**Aug. 9, 2011**

"What You Need To Know About Insurance" Guest Speaker: Brad Jacobson, Farmer's Insurance 6 p.m. in the conference room at Nichol's, Melburg & Rossetto

#### **August Team Social**

**Aug. 17, 2011**

At Gentry & Michelle Power's house. 6 to 8 p.m. Bring an appetizer to share!

#### **Rotary Night at the Chico Outlaws**

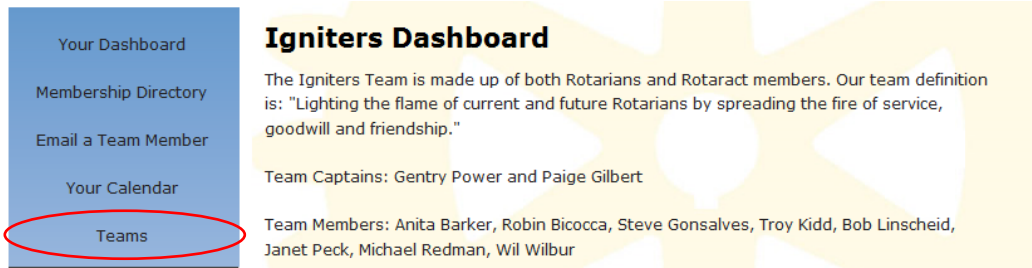
**Aug. 27, 2011**

Come cheer on your Chico Outlaws! Proceeds from half of each ticket sold will go to support your Chico Rotary Club.

# Chico Rotary Website: Member How-To Guide

## VIEW ANOTHER TEAM'S PHOTOS

**Step 1:** In the left navigation bar, click on Teams.



**Your Dashboard**  
Membership Directory  
Email a Team Member  
Your Calendar  
**Teams**

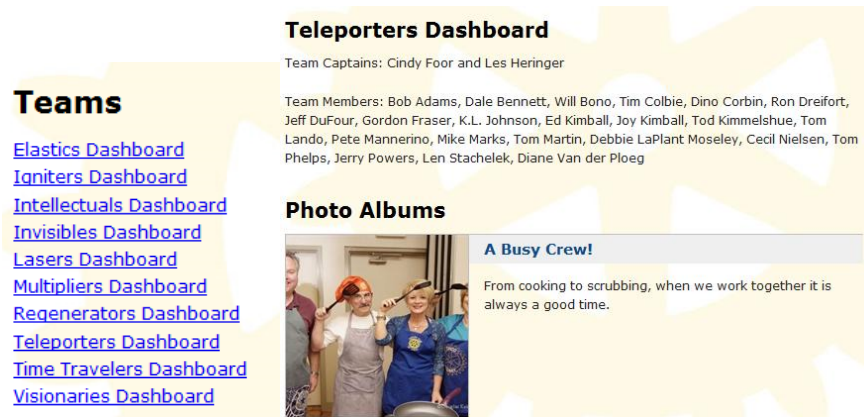
### Igniters Dashboard

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Team Members: Anita Barker, Robin Bicocca, Steve Gonsalves, Troy Kidd, Bob Linscheid, Janet Peck, Michael Redman, Wil Wilbur

**Step 2:** Click on the team you'd like to view to see the members of the team and their team photos.



### Teams

- [Elastics Dashboard](#)
- [Igniters Dashboard](#)
- [Intellectuals Dashboard](#)
- [Invisibles Dashboard](#)
- [Lasers Dashboard](#)
- [Multipliers Dashboard](#)
- [Regenerators Dashboard](#)
- [Teleporters Dashboard](#)
- [Time Travelers Dashboard](#)
- [Visionaries Dashboard](#)

### Teleporters Dashboard

Team Captains: Cindy Foor and Les Heringer

Team Members: Bob Adams, Dale Bennett, Will Bono, Tim Colbie, Dino Corbin, Ron Dreifort, Jeff DuFour, Gordon Fraser, K.L. Johnson, Ed Kimball, Joy Kimball, Tod Kimmelshue, Tom Lando, Pete Mannerino, Mike Marks, Tom Martin, Debbie LaPlant Moseley, Cecil Nielsen, Tom Phelps, Jerry Powers, Len Stachelek, Diane Van der Ploeg

### Photo Albums

**A Busy Crew!**

From cooking to scrubbing, when we work together it is always a good time.

**Step 3:** Click on **Your Dashboard** in the left navigation bar to return to **your** team page.



**Your Dashboard**  
Membership Directory  
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