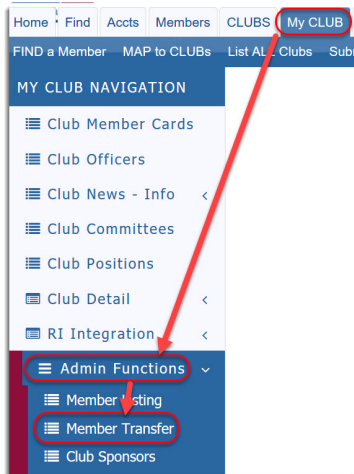


Use the "Search" field at the top right to search for a help topic.

Transferring a Member (this only works for members who are in the DACdb system and have been TERMINATED in their previous club).

1. Click the **My Club** tab, then click the "Member Transfer" link down on the left hand side under the "Admin Functions" section.



2. **Member Transfer Page.** Type in partial or complete Last name and click search.

Member Transfer - into Charlotte (2920)

Add Member Cancel

Use this function when a Member was previously terminated from another club and in joining club (**Charlotte**).

This function will allow you to search for the terminated member in the DACdb system, and ADD them into this club -- copying over the existing terminated member information. The selected member here will be added to this club (**Charlotte**) leaving the member terminated in the club where they were terminated and creating a new record with the same MemberID and member information in this club (**Charlotte**).

Search Parameters

Enter partial Member name: Search

Notes:

- Enter a partial last name and (if necessary), the comma and partial first name, to find the terminated member in DACdb, you are looking to find.
- THERE IS NO SUCH THING AS A TRANSFER WITHIN RI. It is a **TERM** in one Club and an **ADD** in another Club.
- The MemberID of the terminated member selected will be used. This parallels what RI will attempt to do - find the Member's ID and reuse it.
- Please verify the member information. Most likely the member address or phone information has changed.
- Please correct the start date. By default -- today's date will be used as the start date in your club.
- RI ADD will be sent immediately following the member selection and ADD.

3. **Find the correct member and click the "Add" link next to their name.** They will be entered into your club and the information will be sent to RI. Because their RI number stays with them, you can then go in and make additions or corrections to their profile.

Member Transfer - into Charlotte (2920)

Add Member Cancel

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Search Parameters

Enter partial Member name: Search

Search Results

Member Name	Prev District	Prev Club	Action
Arnold, Jr., William E.	6970	Jacksonville (2920)	Add View
Arnold, William	7620	Silver Spring-Kensington (2920)	Add View
Arnold, William D.	7360	Bedford (2920)	Add View
Arnold, William David Jr.	6900	LaGrange (2920)	Add View
Arnold, William Douglas	5160	Davis Sunset (2920)	Add View
Arnold, William H.	6360	Charlotte (2920)	Add View
Arnold, Jr., William E.	6970	Jacksonville (2920)	Add View
Williams, Arnold E.	5450	Rotary Club of Boulder (2920)	Add View
Williams, Arnold L.	6510	Metropolis (2920)	Add View

Notes:

- Enter a partial last name and (if necessary), the comma and partial first name, to find the terminated member in DACdb, you are looking to find.
- THERE IS NO SUCH THING AS A TRANSFER WITHIN RI. It is a **TERM** in one Club and an **ADD** in another Club.
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- Please verify the member information. Most likely the member address or phone information has changed.
- Please correct the start date. By default -- today's date will be used as the start date in your club.
- RI ADD will be sent immediately following the member selection and ADD.

Note: When a member transfers into another club, their Start Date is when they are *entered into the club they are transferring into*. You do have the ability to enter the Years in Rotary in the member's profile. That will keep track of the total years in Rotary for the member.

