

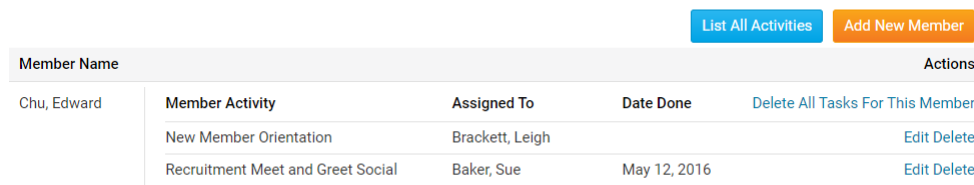
How do I add a new member activity?

Michael C. - 2021-12-24 - Membership Management

New member activities are a good way for your new recruits to learn more about the Rotary Club, both locally and internationally. Formal orientations as well as casual meet and greets are the sort of activity new members can undertake. You can assign established club members as mentors for these events.

1. To add a new member activity, you must go to your club homepage and log in. Then, click on **Member Area** near the top right of the page.
2. Along the top of the screen you will see several tabs. Click on the **Membership** tab.
3. Now, click on **New Member Program**.
4. You are now on the **New Member Program** page. New member activities assigned to you (if any) are listed here.

New Member Program

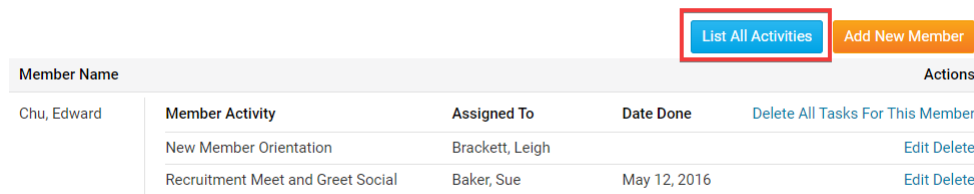


The screenshot shows the 'New Member Program' page. At the top right, there are two buttons: 'List All Activities' (blue) and 'Add New Member' (orange). Below the buttons is a table with the following structure:

Member Name	Member Activity	Assigned To	Date Done	Actions
Chu, Edward	New Member Orientation	Brackett, Leigh		Delete All Tasks For This Member Edit Delete
	Recruitment Meet and Greet Social	Baker, Sue	May 12, 2016	Edit Delete

5. To create another **New Member Activity**, click on **List All Activities**.




New Member Program



This screenshot is identical to the previous one, but the 'List All Activities' button is highlighted with a red rectangular box.

6. You will now see a list of **New Member Program Activities**. To add one, click the button labelled **Add New Activity**.





New Member Program Activities

Sequence	New Member Activities	Actions
1	New Member Orientation	 
1	Recruitment Meet and Greet Social	 

[Add New Activity](#)

7. Now, enter the name of the new Member Program Activity you wish to create in the field provided. You may also add in a sequence number to ensure the correct order of activities in the list. If Sequence is left blank the new activity will default to the last position in the current list.





New Member Program Activities

Sequence	New Member Activities	Actions
1	New Member Orientation	 
1	Recruitment Meet and Greet Social	 
1	<input type="text" value="Update member profile"/>	Save Cancel

[Add New Activity](#)

8. Click **Save** to keep the new activity, or **Cancel** to discard it.

New Member Program Activities

Sequence	New Member Activities	Actions
1	New Member Orientation	 
1	Recruitment Meet and Greet Social	 
1	<input type="text" value="Update member profile"/>	Save Cancel

[Add New Activity](#)

9. Next, you can assign a mentor to your new activity. Select the **Go Back** button if you are still on the **New Member Program Activities** page and then select **Edit** under the actions column for the activity you would like to edit.

New Member Program

Member Name	Member Activity	Assigned To	Date Done	Actions
Chu, Edward				Delete All Tasks For This Member
	New Member Orientation	Brackett, Leigh		Edit Delete
	Recruitment Meet and Greet Social	Baker, Sue	May 12, 2016	Edit Delete
	Update member profile			Edit Delete

[List All Activities](#) [Add New Member](#)

10. Now, use the drop down menu labelled **Assigned To** to select a member to which this task must be assigned. When you are finished, click **Update** to save your changes, or **Cancel** to discard them.

New Member Program

List All Activities

Add New Member

Member Name				Actions
Chu, Edward	Member Activity	Assigned To	Date Done	Delete All Tasks For This Member
	New Member Orientation	Brackett, Leigh		Edit Delete
	Recruitment Meet and Greet Social	Baker, Sue	May 12, 2016	Edit Delete
	Update member profile	<div style="border: 1px solid red; padding: 2px;"><p>--- Select Member --- ▾</p><p>--- Select Member ---</p><p>Parker, Peter</p><p>Smith, Jose</p><p>Stapledon, Olaf</p><p>Trout, Kilgore</p><p>Valentine, John</p></div>	<input type="text"/>	<div style="border: 1px solid red; padding: 2px;"><p>Update</p><p>Cancel</p></div>

Related Content

- [New member orientation - Overview](#)
- [New member orientation - Tips & Tricks](#)