

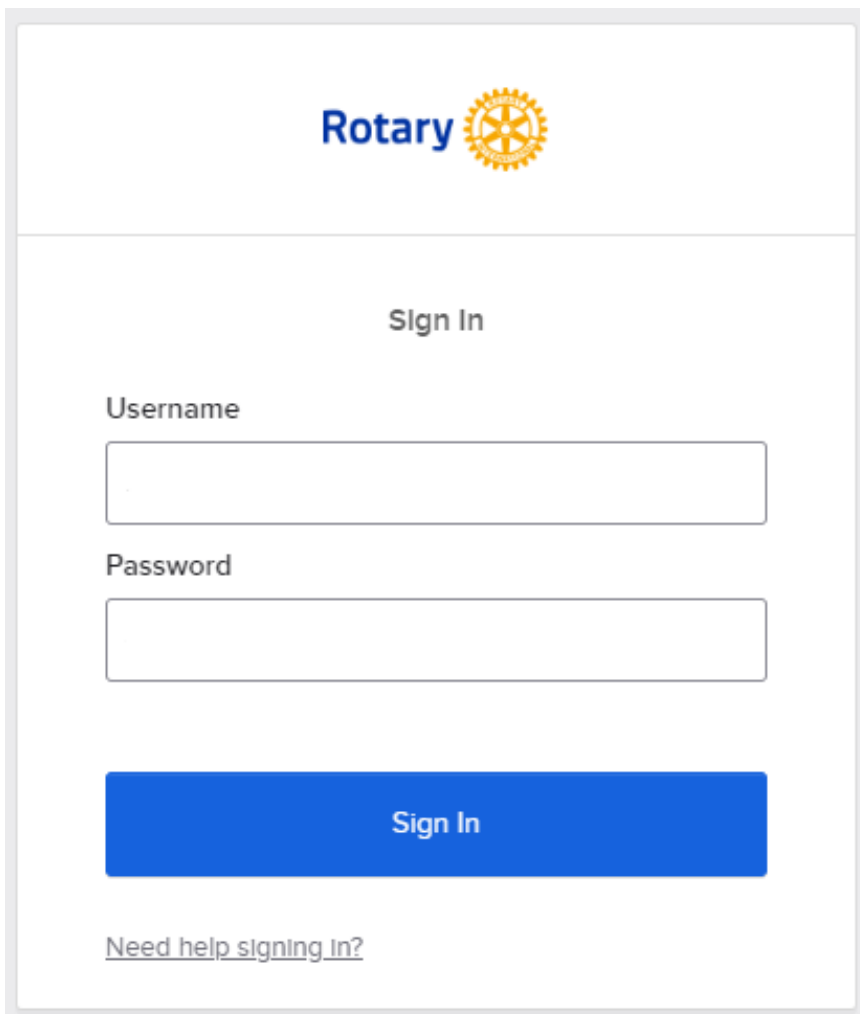
ABM Voting delegate reporting – Rotary View “how-to” Guide

Requirements:

- A *My Rotary* Account
- The name(s) of your Voting Delegates


Steps:

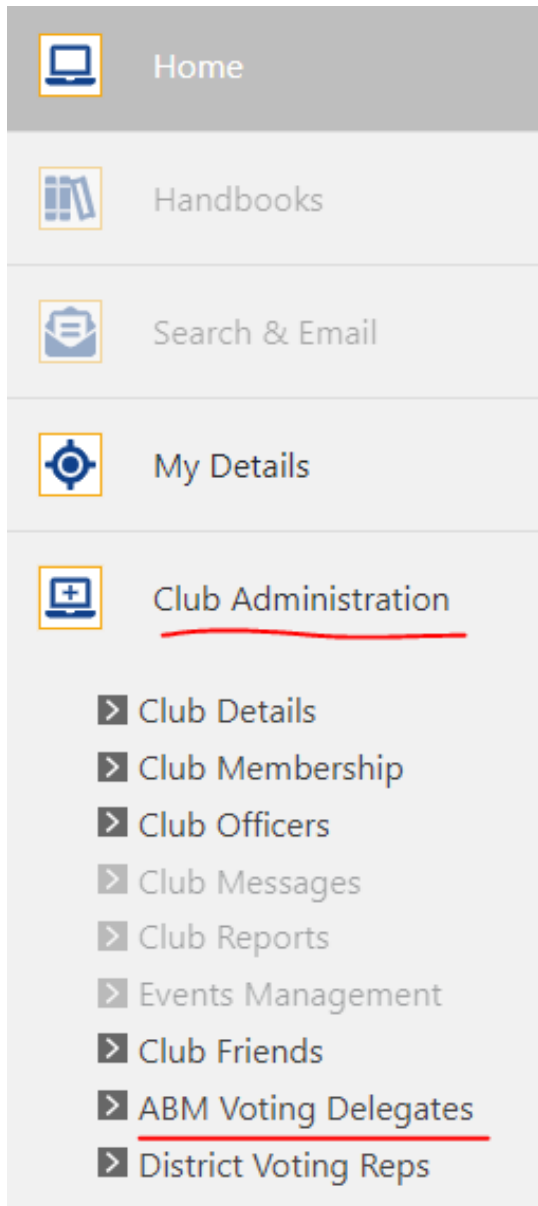
1. Log into Rotary View, by going here: <https://rv.rotarygbi.org> and signing in with your My Rotary details (same details you may have used to previously access the DMS, or My Rotary):



The screenshot shows the login interface for Rotary View. At the top, the Rotary logo is displayed. Below it, the text "Sign In" is centered. There are two input fields: "Username" and "Password". Below the password field is a blue "Sign In" button. At the bottom, there is a link that says "Need help signing in?"

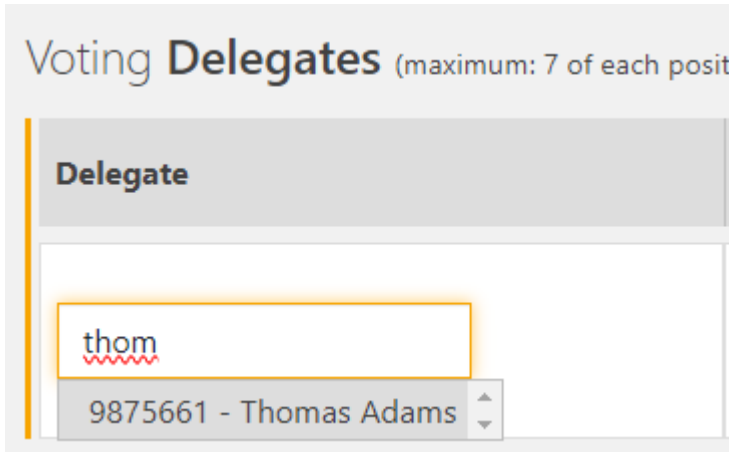
ABM Voting delegate reporting – Rotary View “how-to” Guide

2. Click on **Club Administration** in the left-hand navigation menu (the menu should appear automatically, if it does not -click in the  top left corner of your screen) to show the menu.
3. Click **ABM Voting Delegates** to move to the next page:



ABM Voting delegate reporting – Rotary View “how-to” Guide

4. To **add** a voting delegate, click “Add Voting Delegate” to bring up the prompt for the required information. Using the typeahead field for name, begin typing the name of the voting delegate. Very shortly any names that match the entry will appear below:

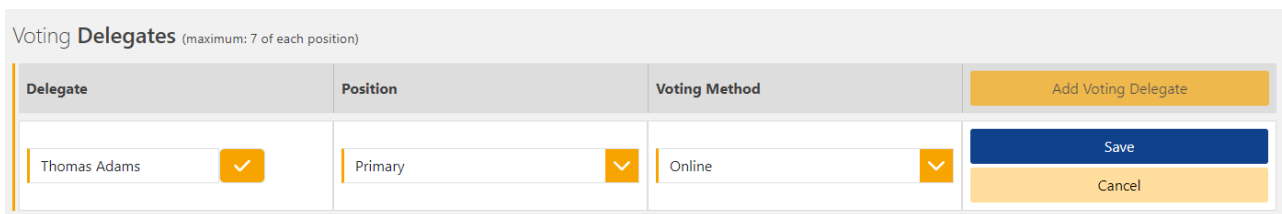


Voting Delegates (maximum: 7 of each position)

Delegate

thom

9875661 - Thomas Adams

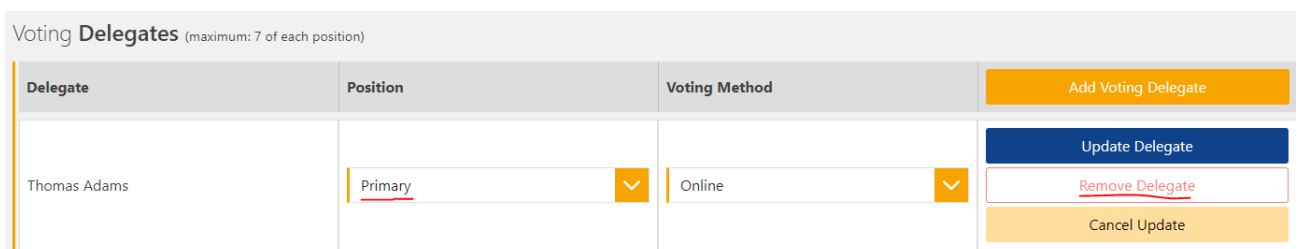


Voting Delegates (maximum: 7 of each position)

Delegate	Position	Voting Method	Add Voting Delegate
Thomas Adams	Primary	Online	Save
			Cancel

Select the name of the delegate from the dropdown on the typeahead. Next select if they are a Primary or Deputy delegate, and the voting method (Online only). Click “Save” to save the delegate entry.

5. To **remove** a delegate entry, click “Edit Voting Delegate” next to the entry that should be removed, then “Remove Delegate”. You can also use this to switch a delegate from Primary to Deputy or vice versa:



Voting Delegates (maximum: 7 of each position)

Delegate	Position	Voting Method	Add Voting Delegate
Thomas Adams	Primary	Online	Update Delegate
			Remove Delegate
			Cancel Update