

**Rotary Club of Houston Board of Directors Meeting Agenda**

**ADDENDUM**

**How to Set Up Your Rotary International Account**

Everyone on the Board should have a Rotary International account. You can set it up using the same password you use for ClubRunner.

To start the registration process please follow these steps to create your My Rotary Account:

Got to <http://www.rotary.org/myrotary>

 Click on **“REGISTER FOR AN ACCOUNT”** and follow the instructions

 Enter your sign in email address.

 You will be asked to create a password and enter a security question and

 answer.

* ***Tip:*** *Passwords must be at least eight characters and contain one lowercase letter and one number, and cannot include any part of your sign in email address. The answer to your security question must be at least 4 characters.*
* ***Tip:*** *Recommended browsers: Chrome, Firefox, Internet Explorer 1 or above, Safari. The system works best when using Chrome. Older browsers are not compatible.*

To complete the registration process, you will receive an email sent to your sign in email address with a link to activate your account.

* *If you cannot locate the email, please ensure that your inbox is not full. Check your Spam and Junk folders and your email security setting: add* *donotreplytst@rotarymailings.org* *to your address book.*