

ROTARY DISTRICT 1130

SECRETARIAT:

Re: District Directory 2006/2007.

Methods of getting your Club Data to the District Secretariat for inclusion in the District Directory

The Template can be “got hold of” in two different methods.

- 1 – Open it from the “Rotary in London” Website
When the page opens, click on “File”, and select “Save As”
Save the document as a text file on your computer.
- 2 – Highlight the attachment on this mailing*, right click, select “Save As”
Save the document as a text file on your computer.
(* being sent under separate email to club secretaries only)

Filling in the Template

The template is a free type text document which will allow you to enter all the data in no fixed format about all members of your club that are club office holders in the Rotary year 2006/2007.

Please be as accurate as possible, there will be a certain amount of validation will be done when the directories are being put together, the main check on accuracy is your responsibility.

Nearly all “Club Roles” have been covered, if there are any more roles in your club that are not covered, please add them on at the bottom of the document.

Returning the completed form the District Secretariat.

Please email the form as an attachment to “asst_sec@rotaryinlondon.org” or to “adrian@pann.co.uk”.

If you cannot deal with attachments then copy and paste the whole form into an email and sent to the email address as above.

The receiving office has no fax utility and information will only be acceptable by email.

If I don't have email or access to the Internet.

Please phone the Assistant District Secretary, details are on page 7 of the current District Directory, and we can then make an individual arrangement to meet up or fill in the return over the phone. The District Secretariat will be holding an open forum at York Gate on Friday 12th May and Saturday, 27th May 2006 to get club entries completed in person.

Adrian Faiers
Assistant District Secretary.