



ROW

Connecting Members Globally

Rotary International® Official Licensee

Admin MANUAL

Introduction

- Communication needs for Clubs and Districts are changing with the advent of smartphones and emails are turning out to be inadequate. ROSTER ON WHEELS is a solution that addresses the changing needs by providing a platform that is focused controlled, structured and simplified.
- This is a communication tool that assists in internal team connections and collaboration in real time. It allows communication to be more focused, controlled, direct and transparent. In less than 3 years ROW has redefined how districts and clubs communicate. With over 150 thousand users in over 17 countries it has helped Members connect and engage better.

Features

- Club Directory
- Club Events notification with R.S.V.P.
- Club Meeting Announcements
- News Letters / Documents
- Birthday / Anniversary Reminders
- Display Club Projects
- Data Security and Privacy Assured
- Display Past Presidents / B.O.D / Club History
- Search Rotarians Globally
- Direct access to Club / District / Rotary / Fellowship website
- Payment Gateway
- Club Monthly Report
- Free login for spouse
- Club Locator
- Live Rotary News / Blogs
- Data integration with Rotary International

What admins can do ?

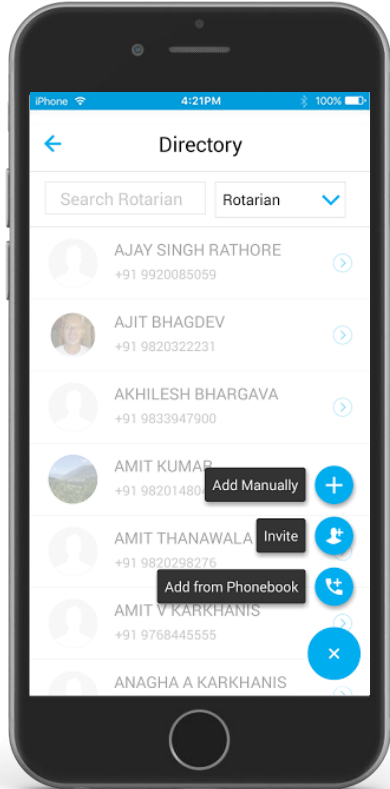
❖ Mobile

- Directory
- Announcements
- Events
- Gallery
- Documents
- News Letters

❖ Website

- Web Links
- Past Presidents
- Board of Directors
- Sub Groups
- Club History
- Club Reports
- Member Data

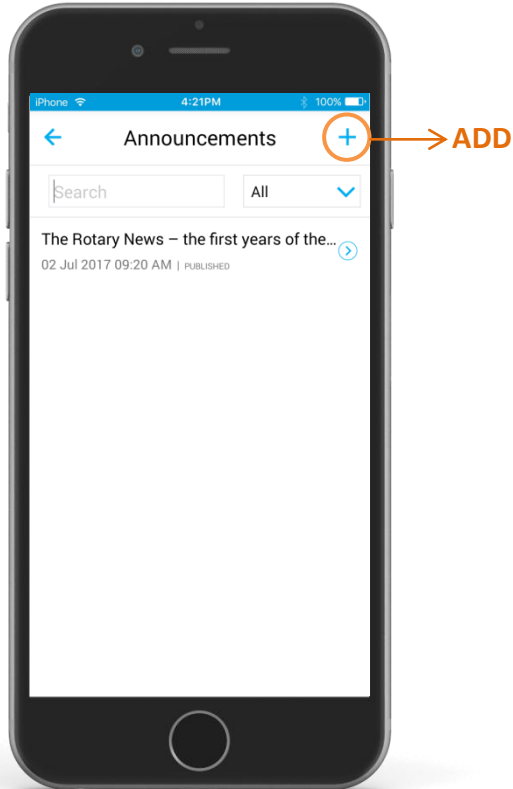
Directory | Add/Delete Member



❖ Here you can Add/Delete/Edit Members in your Club

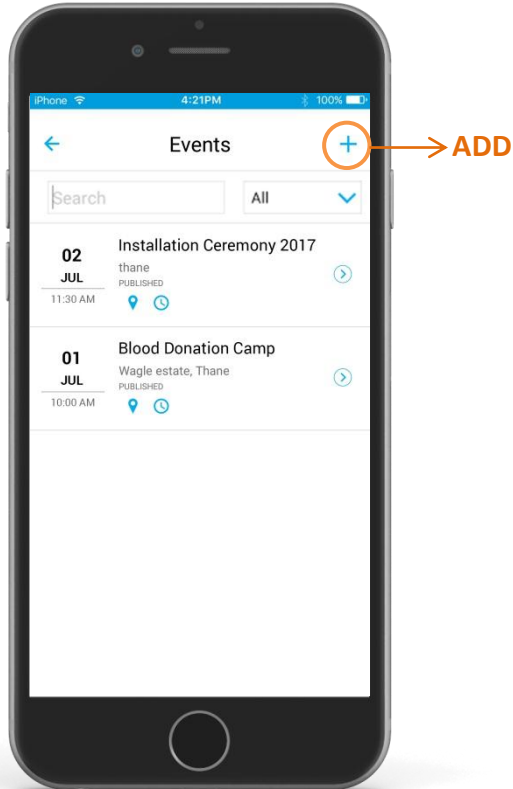
- Open the Directory module
 - Click on + icon
 - Enter the name, mobile no, email id and click on **Add**
 - To delete a member, select the member and then click on the **Delete** icon on the Top right hand side of the screen.
- ❖ Members can update their own information like Business, Personal and Family details. They will not be allowed to change their name, mobile number and Club & District designations. Only admin has the right to change name, mobile and designations.

Announcements | Add/Delete Announcements



- ❖ **Announcements is a mass broadcast of messages to members**
- ❖ Here you can Add/Delete/Edit Announcements
 - Open the Announcements module
 - Click on + icon on the top right hand side of the screen
 - Select the Recipient Type & Fill in the required details
 - Click on **Add** to create Announcements
 - To delete the Announcement Select the Announcement and then click on the **Delete** icon on the Top right hand side of the screen.
- ❖ Use **Reminder** button to add multiple reminders to the same event. Eg: If your event is happening on Saturday and you have publish this on Monday you can repeat the same message on Tuesday, Wednesday, Thursday etc.
- ❖ You can send announcements as SMS to all members or NON ROW downloaded members by selecting the appropriate choices in the “Send SMS to” option. The SMS package has to be purchased from Roster On Wheels at a cost
- ❖ All announcements have an expiry schedule. Post that the announcements are not visible to the user. Admins can view it from the **Expired** menu.

Events | Add/Delete Event



❖ Here you can create Events/Programs with information of the event, venue, schedule etc. Also, you can have optional RSVP for every event.

- Open the Events module
- Click on + icon on the top right hand side of the screen
- Select the Recipient Type
- Fill in the required details
- Click on **Add** to create Event
- To delete the Event select the Event and then click on the **Delete** icon on the top right hand side of the screen.

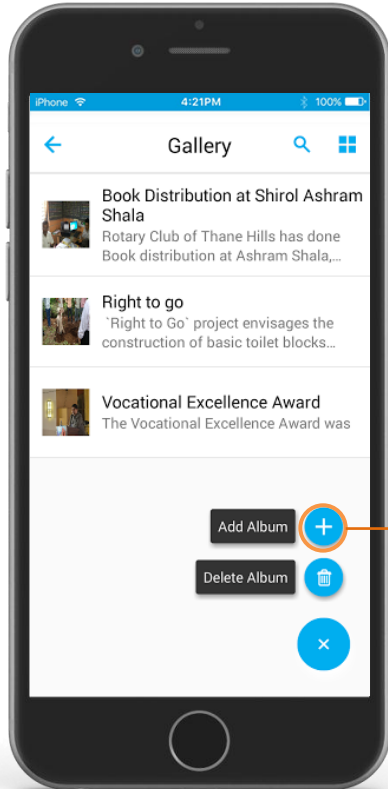
❖ Enable RSVP to know the number of members attending the events. There are two options under RSVP

- (a) Radio button: Here you will have fixed answers from the members to the question.
- (b) Open ended: Here your question will have open answers.

The report can be generated for each RSVP on website by clicking on **RSVP Report** under **Edit** option in Events Module.

❖ Use **Reminder** button to add multiple reminders to the same event.

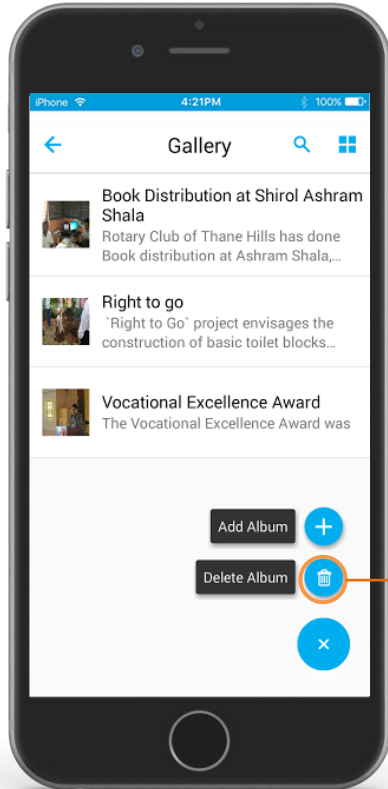
Gallery | Add Album



ADD
ALBUM

- ❖ **Gallery Module contains all the Photos/Albums of your different Projects, Award Functions, etc.**
- ❖ Albums can have information about a project and each photo also can have a description.
- Open the Gallery module and click on + icon
- Click on **Add Album**
- Select the Recipient Type
- Under **Share** option Select **Within the Club** if you want to display the Album within your Club or Select **Public** if you want to display the Album to Rotarians across the globe.
- Fill in the required details
- Click on **Done** to create the Album
- Now open the Album which you have created and click on + icon
- Click on **Add Photos**

Gallery | Delete Album/ Delete Photo



DELETE
ALBUM

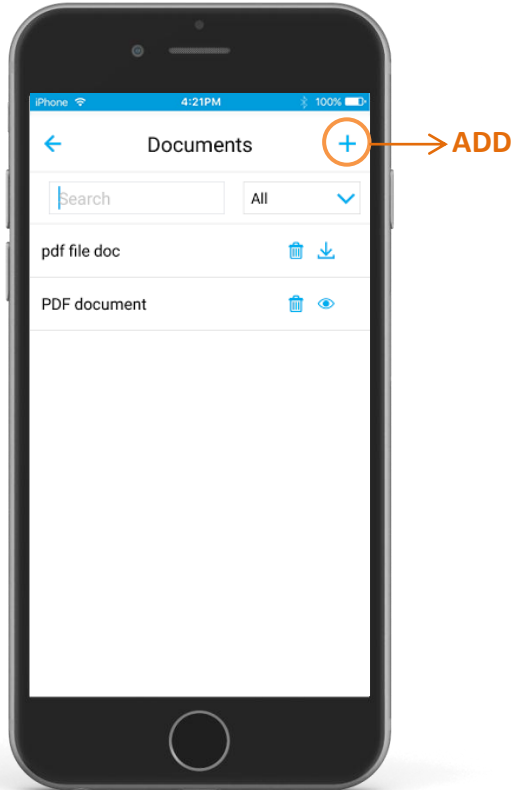
❖ Delete an Album

- Click on the + Sign
- Click on **Delete Album**
- Click on the **Delete** Icon in front of the Album which you want to delete

❖ Delete a Photo

- Open the Album
- Click on the + Sign
- Click on **Delete Photo**
- Click on the **X** sign in top of the photo which you want to delete

Documents | Add/Delete Document

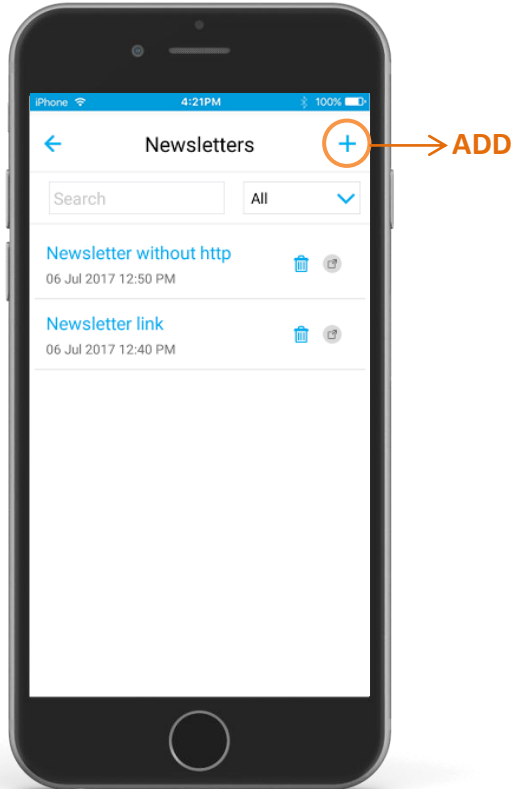


❖ Documents module allows you to share important documents

- Open the Documents Module
- Click on + icon on the top right hand side of the screen
- Select the Recipient Type
- Fill in the required details
- Click on **Publish**

- To delete the Document click on the **Delete** icon in front of the Document which you would like to delete

Newsletters | Add/Delete Newsletter



- ❖ Share your club magazines here.
- Open the Newsletter Module
- Click on + icon on the top right hand side of the screen
- Select the Recipient Type
- Fill in the required details
- Click on **Add**

- To delete the Newsletter, Click on the **Delete** icon in front of the Newsletter which you would like to delete

Web Links | Add/Delete Web Link

WebLinks Details ×

SAVE

Save ×

Title :
Rotary International

URL :
https://www.rotary.org/

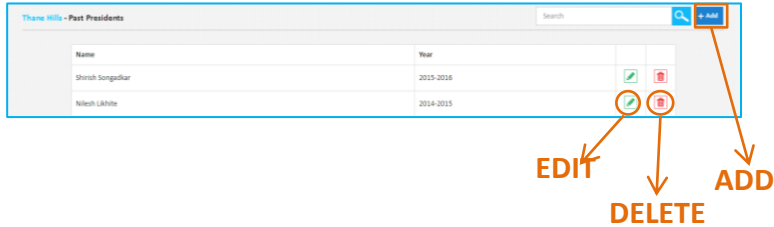
Description :

Type description here

Paragraphs: 0, Words: 0

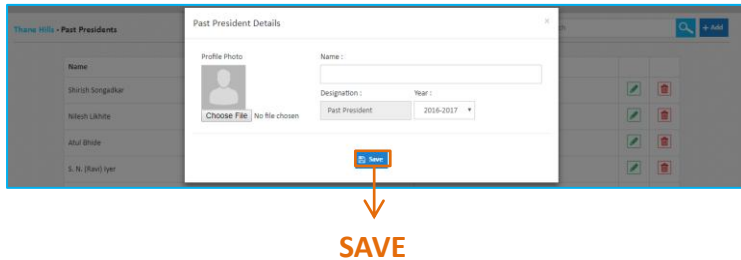
- ❖ Here you can Add URLs of multiple websites like club, district, Rotary websites, Facebook page, twitter page etc.
- Use the **Add** button on the top right of the screen to start the process.
- Click on the Title, copy/paste the URL, enter the Description and click on **Save**
- **Delete** button is found against every Web Link.

Past Presidents | Add/Delete Past President

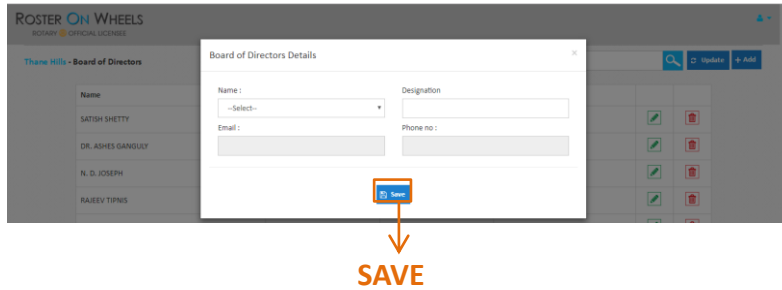


❖ Here you can Add/Edit/Delete the Past Presidents of your Club.

- Use the **Add** button on the top right of the screen to start the process.
- Enter the Name, Year and click on **Save**
- **Delete** button is found against every Name.



Board of Directors | Add/Delete Board of Directors



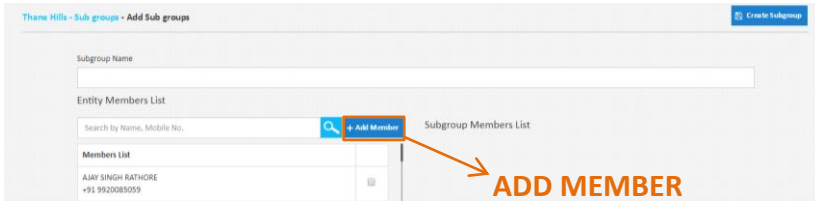
❖ Here you can Add/Edit/Delete Board of directors

- Use the **Add** button on the top right hand side of the screen to start the process.
- Enter the Name, Designation and click on **Save**
- Once you add them, you can sort their order of priority by dragging (Long press on mouse on the name) and scrolling up /down. This feature will help you to display President on the top of the list, then secretary, treasurer etc.

RAJEEV TIPNIS	Director TRF	+91 9820192807	Rajeev@Enconindia.Co.In		
N. D. JOSEPH	Club Trainer	+91 9821034874	Ndjoseph13@Gmail.Com		
RAJEEV TIPNIS	Director TRF	+91 9820192807	Rajeev@Enconindia.Co.In		
S.N. RAVI IYER	Bulletn Editor - Club & Trust.	+91 9821896677	Ravi_3161@Rediffmail.Com		

Delete button is found against every Name.

Sub Groups | Add Sub Groups



❖ **Sub Group Module helps you to create multiple communication groups. Eg: You can create a sub group of Board of directors, team for a special project.**

• **While using Announcements/Event module, you can send the communication to specific subgroup or to all members.**

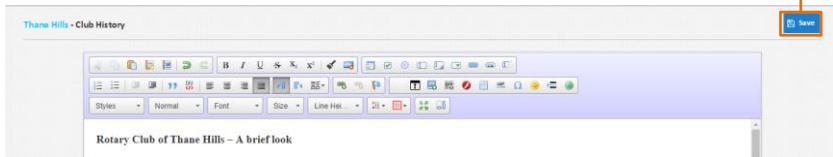
• Use the **Add New** button on the top right hand side of the screen to start the process.

• Enter a Sub Group name

• Click on **Add Member**

• **Delete** button is found against every Sub Group.

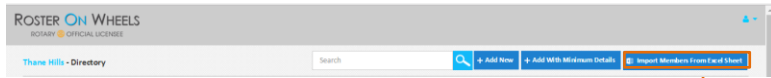
Club History | Update Club History



❖ Glorious history of Club can be displayed here.

- Open the Club History module
- Fill in your Club History details
- Click on **Save**

Directory | Import Members from Excel Sheet



Import Members
From Excel Sheet



IMPORT

SAMPLE EXCEL FILE

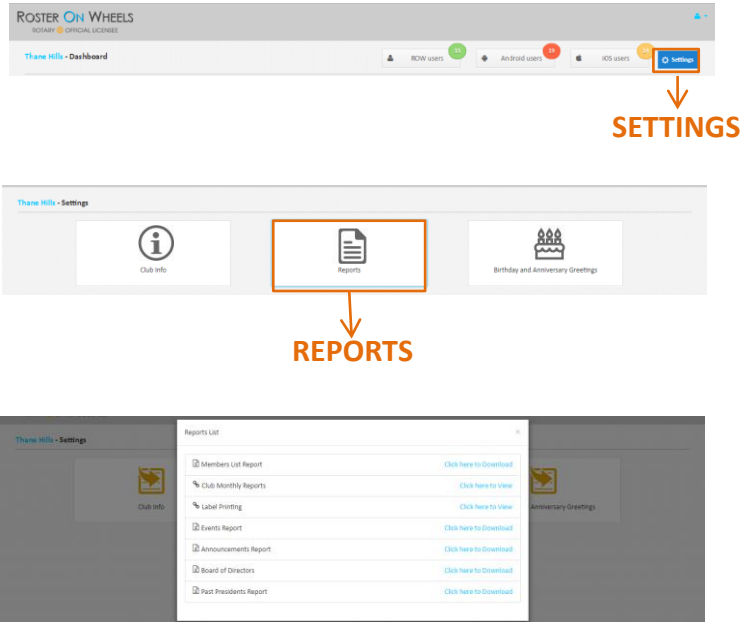
❖ Directory Module also has an option to Import your Club's Members data in an Excel Sheet format.

Eg: If 10 members have joined your Rotary Club and you need to upload the details of those members in ROW, you can create an Excel sheet for those members and Import it directly in ROW instead of adding them manually. This would save your time.

- Steps on how to Import your Club's Members data in an Excel Sheet format:
 1. Go to **Directory** module
 2. Click on the button **Import Members from Excel Sheet** on the Top right hand side of the screen.
 3. Click on **Sample Excel file**
 4. Enter the data without changing the format of sample file and save.
 5. Click on **Select file** (Upload the Excel sheet containing the Member details)
 6. Click on **Import**

Please note that this process has to be done very carefully . If not done properly, it may destroy the existing club members information.

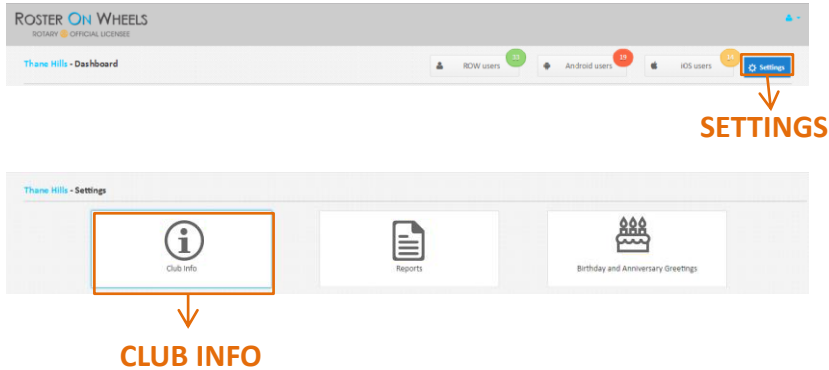
Reports | Download Reports



❖ One of the most important features in ROW.

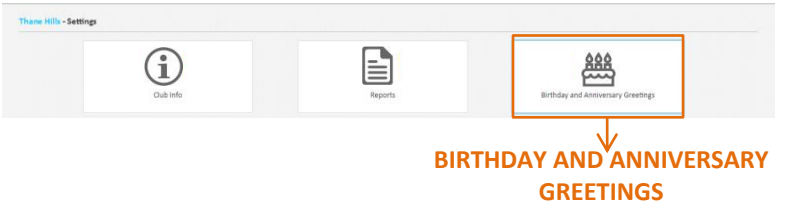
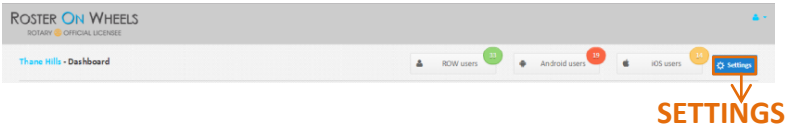
- Click on the **Settings** button on the top right hand side of the Dashboard.
 - Click on **Reports**
-
- ❖ Download various reports, such as
 - Members List
 - Club Monthly Report
 - Label Printing
 - Events Report
 - Announcements
 - Board of Directors
 - Past Presidents

Club Info | Update Club Info



- ❖ Here you can edit your Club's info.
- Click on **Settings** button on the top right hand side of the Dashboard
- Click on **Club Info**
- Enter your Club info and click on **Update**

Birthday and Anniversary Greetings



- ❖ Here you can greet all the members of your club on Special occasions (Birthdays and Anniversaries.)
- Click on **Setting** button on the top right hand side of the Dashboard
- Click on **Birthday and Anniversary Greetings**
- Under Birthday greeting type the message
- Under Anniversary Greeting type the message
- Click on **Update**
- You have an option to sms this message to all members or members who have not downloaded ROW. The SMS package has to be purchased from Roster on wheels at a cost.

Directory | Change Mobile Number

SELECT COUNTRY **SEARCH**

Member Dashboard - Change Mobile number

Member Type: Member | Select Country: India | Mobile Number: +91 8828389197 | Search

Type	District No.	Club Name	Member Name	Mobile Number	Email
District	3030	District 3030	REVA	+91 8828389197	
District	3030	District 3030	REVA	+91 8828389197	

Select Country: --Select--

New Mobile Number:

CHANGE MOBILE NUMBER

❖ Here you can Change the Mobile Number of the Members in your Club

- Open the Directory module
- Click on **Change Mobile Number** button on the top right hand side of the screen.
- Enter the Member type, Select Country , enter the old mobile number of the member
- Click on **Search**
- Now **Select Country**
- Enter the New Mobile number of the member
- Click on **Change Mobile Number**



www.rosteronwheels.com

----- **HELP DESK TEAM** -----

Name : Reema Negi
Phone : +91 8424064369
Email : reema.negi@kaizeninfotech.com

Name : Santoshi Sahu
Phone : +91 8424064370
Email : santoshi@kaizeninfotech.com

Name : Pranali Tandule
Phone : +91 7506101796
Email : pranali.tandule@kaizeninfotech.com

Name : Pranav Rao
Phone : +91 9920130855
Email : pranav@kaizeninfotech.com

India: Kaizen Infotech Solutions Pvt. Ltd., 1st Floor, Building A, Gala Industrial Estate, Deendayal Upadhyay Marg, Mulund (W), Mumbai 400 080.
Phone : +91 22 41516999, **Email :** naren@kaizeninfotech.com
U.S.A.: 4048, Sharon Park Lane, Cincinnati, Ohio- 4524.