



Technology as a Rotary Tool – Connecting the Human Colony

presented by Marlene B. Brown

Why Use Technology:

- To be knowledgeable Rotarians, to support our Clubs, to grow and stay competitive
- Electronic communication reduces timelines, enabling us to instantly access information
- RIP Devlyn “it will be important for all Rotarians to make effective use of the Internet”
- Information can be downloaded about WCS projects, community service projects, etc.
- The latest information available for Rotary Youth Exchange & RYLA can be easily found
- Reduce Club costs by sending Bulletins online & putting up on your Club pages
- Build communication, provide information, increase fellowship, have fun in the process!

E-mail & Attached Document Tips:

- When sending e-mail’s, make sure your Subject Heading is short, succinct, and pertains to the email being sent (i.e. 1-15-01 D7150 News Update). Cute doesn’t pay here
- When e-mailing change of address, make sure you put your complete name in the body of the message, along with your new email address AND old email address
- Whenever possible, Copy/Paste your message into the body of the e-mail, to avoid attachments that have to be opened
- When sending an attachment, put the name/date of item in Subject heading, then a brief line in body of email telling what the attachment is and program used to create it
- To avoid viruses, Never open an attachment from someone you don’t know. Have an anti-virus program running on your hard drive (Symantec / McAfee)
- Check the Virus info page, off from the Global Rotary Information dropdown menu, for other info on Viruses and Hoaxes (check this page before forwarding spam mail!)
- Realize that when you forward a message, it usually goes through as an attachment – to avoid that, hit Reply to All, & remove any email addresses you don’t want included
- Don’t follow up emails with phone calls or faxes unless absolutely necessary

Rotary Information Resources for Clubs - under Quick *District* Site Search dropdown menu

- Calendars (both District and Club events) * Credo Newsletter
- Club Meeting Times * Club Information * Secretary’s Report Form

Rotary Information Resources for Clubs - under Quick District *Club* Search dropdown menu

- Each Club’s News / Bulletins / Meeting Info / Pictures page & Club President’s pages
- Club Information page with links to Objectives, Bylaws, Grants, Directory, Citations, etc.

Rotary Information Resources for Clubs - under Global *Rotary* Information dropdown menu

- Searchable World Wide Rotary Links Database page (16 Categories)
- Youth Exchange Website (with pictures and bios of Inbound & Outbound YE students)
- WCS, Task Forces, Literacy, PolioPlus, Rotaract, ROTEX, Rotary Int’l sites, Whiteboard

Rotary, Business, and Technology

**Combining the legacy of Rotary’s PAST with the technology of the PRESENT
We are building Rotary for the FUTURE**

<http://www.rotaryyouthexchange.org/> * <http://www.rotarydistrict7150.org/>