

ADMIN ACCESS



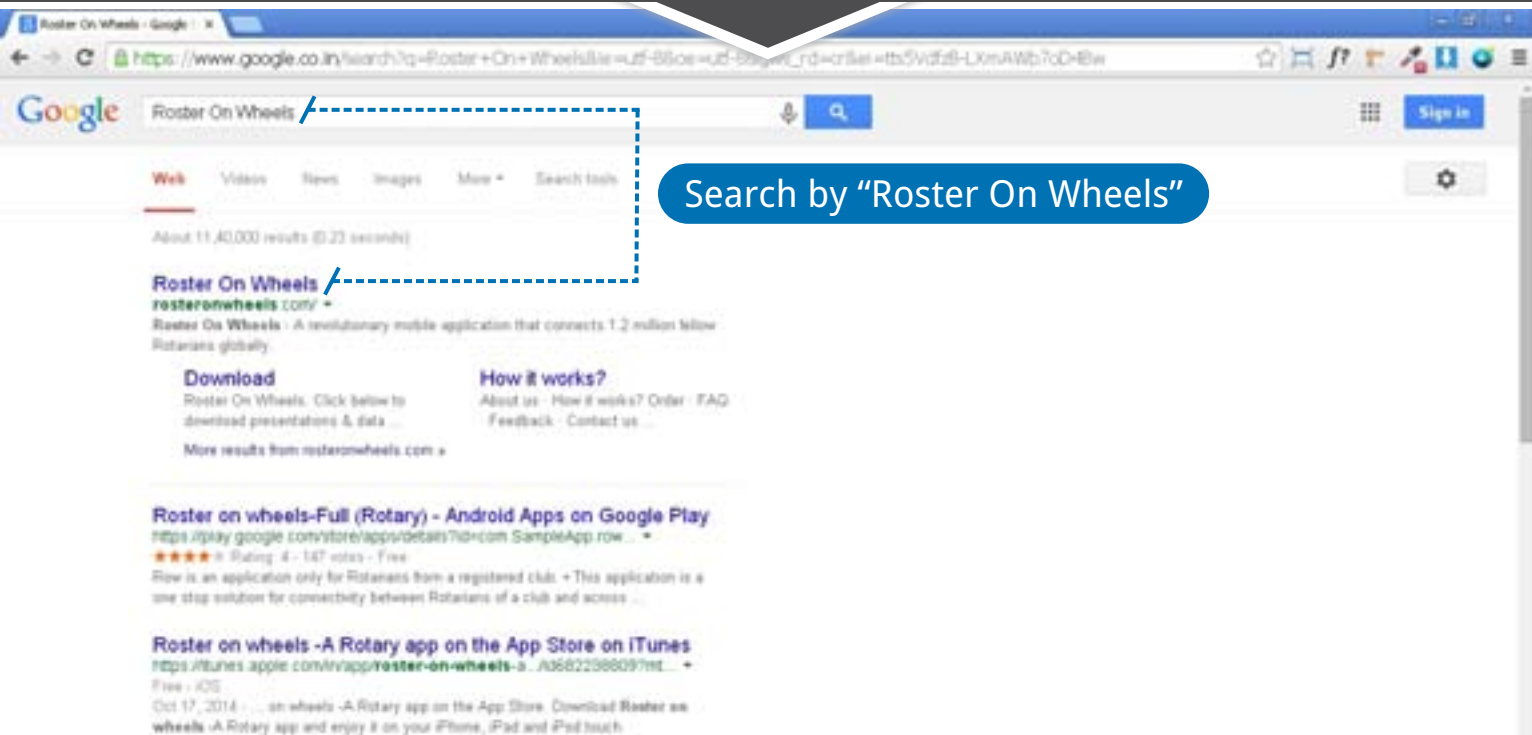
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ROW LOGIN PROCESS

Open Mozilla Firefox web browser and type www.rosteronwheels.com



Once you logged into the ROW website, click on **“Member login”** which is on right side

The screenshot shows the Roster On Wheels website. The browser address bar displays 'rosteronwheels.com'. The website header includes the ROW logo and a navigation menu with links: Home, Features, Who Are We, Order, FAQ, Download, and Contact Us. On the right side of the header, there is a green button labeled 'MEMBER LOGIN' with a user icon. A blue callout box with the text 'Click on “Member login”' has a dashed line pointing to this button. Below the header, the main content area features the text 'ECO FRIENDLY DIGITAL ROSTER' and 'NOW CARRY YOUR CLUBS COMPLETE DATA ON YOUR MOBILE DEVICE'. A large blue banner displays 'ROSTER ON WHEELS' with a 'DOWNLOAD NOW' button and icons for Windows, Android, Apple, and BlackBerry. To the right of the banner is a smartphone displaying the app's interface, which includes options like 'Club Roster', 'My Club', 'Near Me', 'R.I. World', and 'Rotary Information'. At the bottom of the page, the text reads 'ROSTER ON WHEELS' and 'A REVOLUTIONARY MOBILE APPLICATION THAT CONNECTS 1.2 MILLION FELLOW ROTARIANS GLOBALLY'.

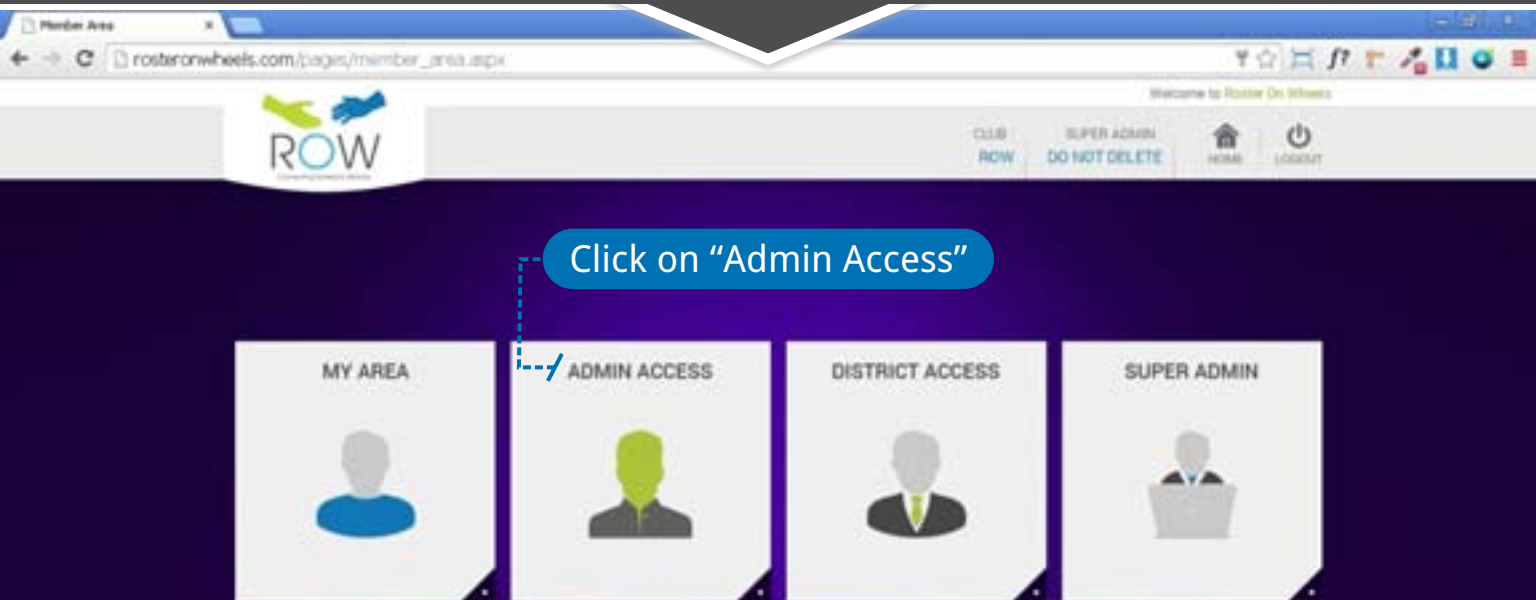
After clicking on member login, enter username which will be your registered email id and password. Click on **“Sign In”**

The screenshot shows the Roster On Wheels (ROW) website. The browser address bar displays "rosteronwheels.com/Default.aspx". The website header includes the ROW logo, navigation links (Home, Features, Who Are We, Order, FAQ, Download, Contact Us), and a "MEMBER LOGIN" button. The main content area features a world map background with a central login form. The form has two tabs: "ROTARIAN LOGIN" (selected) and "BANNERWHEEL LOGIN". The "ROTARIAN LOGIN FORM" contains fields for "Username" (with the value "admin@gmail.com") and "Password" (masked with asterisks). There is a "Remember Password" checkbox and "Sign in" and "Forgot Password" buttons. A note at the bottom of the form states "Site Compatible in Mozilla Firefox".

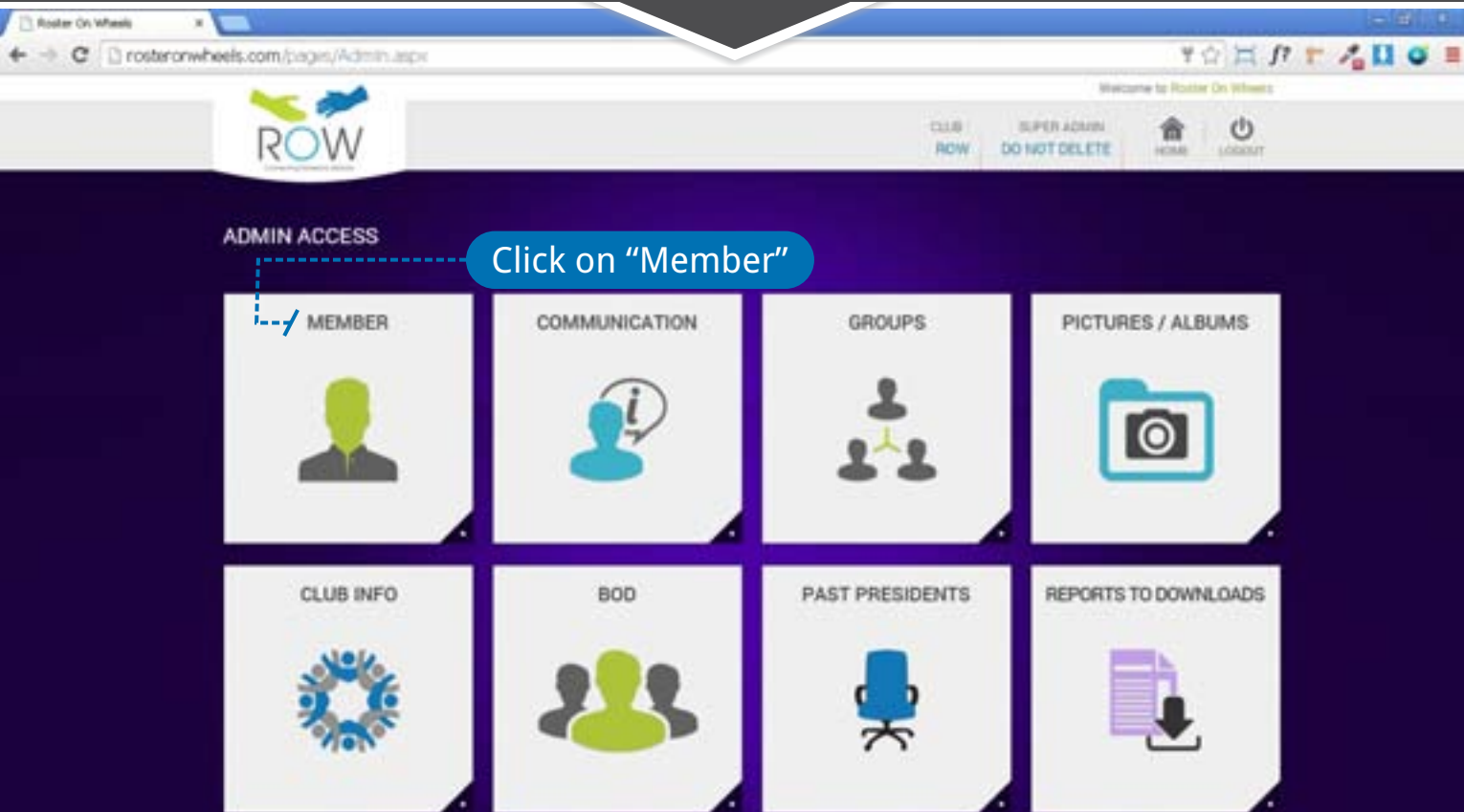
Enter "User Name"

Enter "Password"

- Once you login, you can view My Area, Admin Access, District Access
- Club Administrator has to go to **Admin Access** to update all the details
 - Member's can edit their profile in **"My Area"**



Once you click on Admin Access, you can see the below icon's.
To add, edit or delete member detail's, Click on **"Member"**



- Click on **“Member”** icon ,you can see the list of all the club members.
- To add a new member, click on **“New”** which is on right side.

The screenshot shows the 'Roster on Wheels' web application interface. At the top, there's a navigation bar with the ROW logo and user roles like 'CLUB ROW' and 'SUPER ADMIN DO NOT DELETE'. The main section is titled 'CHAPTER MEMBER DETAILS'. Below this, there's a 'MEMBER LIST OF ROW' section with a search bar and a table of members. A blue callout box points to the 'NEW' button in the top right corner of the member list section.

MEMBER LIST OF ROW	
AJAY PURANIK	+
ANWESHA DE	+
ASHISH MOOLCHANDANI	+
Do Not Delete	+
HARKARAN SINGH	+
ISHA SOOD	+
RAKESH TRIPATHI	+
REEMA M. NEGI	+
SAGAR MARKAL	+

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Enter member's Personal, Rotary, Residential, Business or Family Details

ROW

MEMBER DETAILS

PERSONAL

Enter personal details

PERSONAL DETAILS

Name:

Nickname:

Email:

Password:

Gender:

Date of Birth:

Marital Status:

Address:

Display Member As:

Display Member On:

Continue

Enter personal detail's of a member and click on "continue"

Enter Rotary detail's of
a member and click on "continue"

ROW

MEMBER DETAILS

PERSONAL ROTARY DETAILS RESIDENTIAL BUSINESS FAMILY

Log out NEW Log out NEW

MEMBER DETAILS

Organization

Current Organization

Current Designation

Home Designation

Address

Phone

Extension

Current Title

Current

Employed By

Current

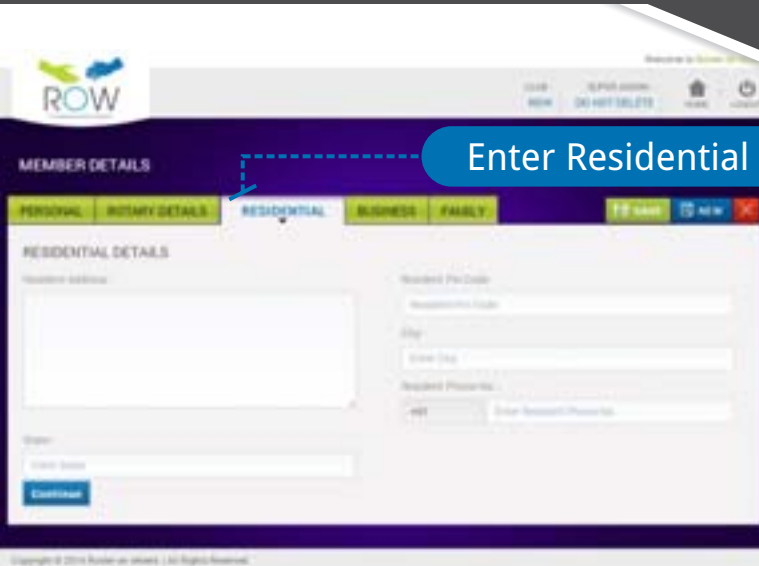
Business Title

Business Title

Continue

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Enter member's Personal, Rotary, Residential, Business or Family Details



The screenshot shows the ROW Member Details form with the 'RESIDENTIAL' tab selected. The form includes fields for Residential Address, Residential POC, Business POC, City, State, and Zip. A blue callout box with a dashed arrow points to the 'RESIDENTIAL' tab.

MEMBER DETAILS

PERSONAL ROTARY DETAILS **RESIDENTIAL** BUSINESS FAMILY

RESIDENTIAL DETAILS

Residential Address:

Residential POC:

Business POC:

City:

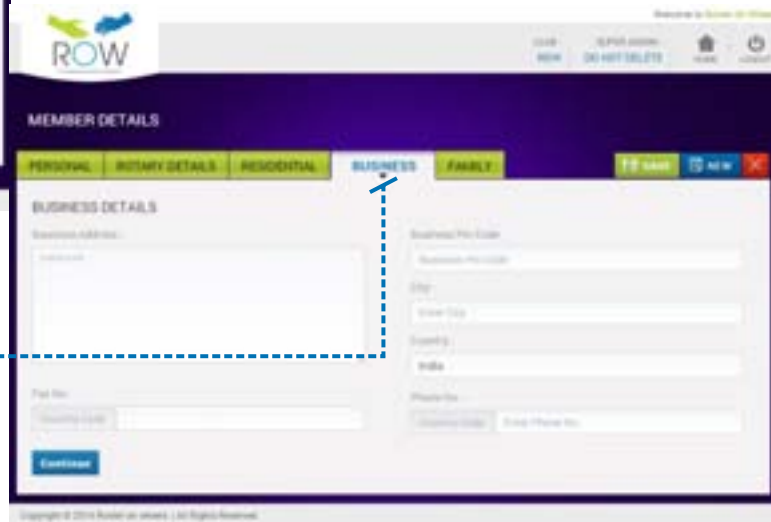
State:

Zip:

Continue

Enter Residential detail's of member and click on "continue"

Enter Business detail's of member and click on "continue"



The screenshot shows the ROW Member Details form with the 'BUSINESS' tab selected. The form includes fields for Business Address, Business POC, Residential POC, City, State, and Zip. A blue callout box with a dashed arrow points to the 'BUSINESS' tab.

MEMBER DETAILS

PERSONAL ROTARY DETAILS RESIDENTIAL **BUSINESS** FAMILY

BUSINESS DETAILS

Business Address:

Business POC:

Residential POC:

City:

State:

Zip:

Continue

Enter member's Personal, Rotary, Residential, Business or Family Details

MEMBER DETAILS

Enter Family detail's of member and click on "continue"

PERSONAL

ROTARY DETAILS

RESIDENTIAL

BUSINESS

FAMILY

SAVE

NEW

X

FAMILY DETAILS

Name :

Relation :

Particulars :

Contact No :

Blood Group :

Birth Date :

Wedding Anniversary Date :

Rotarian :



Add To List



Cancel

Once all detail's are updated, click on "Save"

You can also export the member list in an excel

CHAPTER MEMBER DETAILS

Click on "Export To Excel"

MEMBER LIST OF ROW

AJAY PURANIK

ANWESHA DE

ASHISH MOOLCHANDANI

Do Not Delete

HARKARAN SINGH

ISHA SOOD

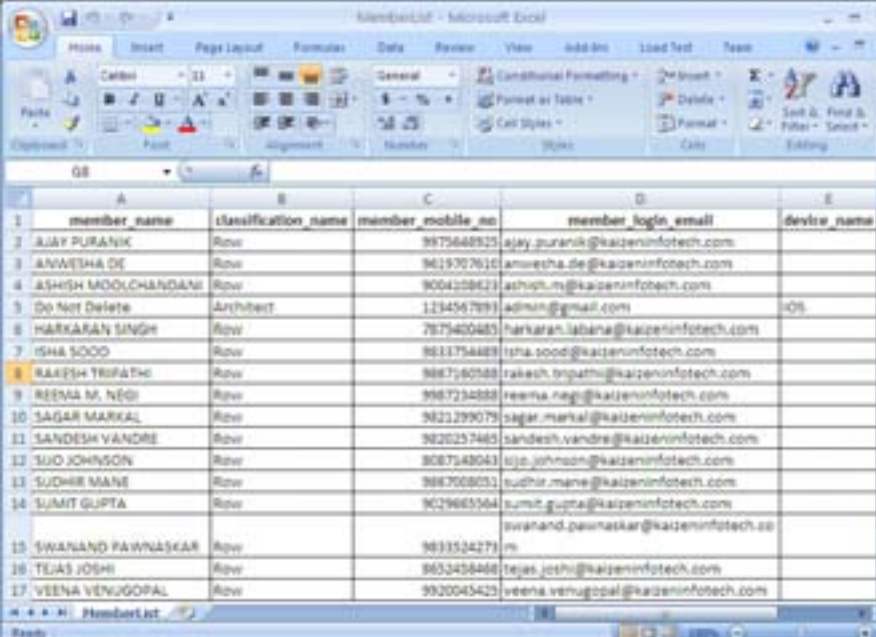
RAKESH TRIPATHI

REEMA M. NEGI

SAGAR MARKAL

Search

Export To Excel



The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E
1	member_name	classification_name	member_mobile_no	member_login_email	device_name
2	AJAY PURANIK	Row	9875668525	ajay.puranik@kazeninfotech.com	
3	ANWESHA DE	Row	9619707616	anwesha.de@kazeninfotech.com	
4	ASHISH MOOLCHANDANI	Row	9004558421	ashish_m@kazeninfotech.com	
5	Do Not Delete	Architect	1234567891	admin@gmail.com	iOS
6	HARKARAN SINGH	Row	7875400485	harkaran.sabana@kazeninfotech.com	
7	ISHA SOOD	Row	9811756689	isha.sood@kazeninfotech.com	
8	RAKESH TRIPATHI	Row	9887560588	rakesh.tripathi@kazeninfotech.com	
9	REEMA M. NEGI	Row	9587234568	reema.negi@kazeninfotech.com	
10	SAGAR MARKAL	Row	9821299079	sagar.markal@kazeninfotech.com	
11	SANDESH VANDRE	Row	9820257485	sandesh.vandre@kazeninfotech.com	
12	SJO JOHNSON	Row	8087548043	sjo.johnson@kazeninfotech.com	
13	SUDHIR MANE	Row	9887008051	sudhir.mane@kazeninfotech.com	
14	SUMIT GUPTA	Row	9029683564	sumit.gupta@kazeninfotech.com	
15	SWARNAN PARNASKAR	Row	9833524271	swarnan.parnaskar@kazeninfotech.co	
16	TEJAS JOSHI	Row	9852458466	tejas.joshi@kazeninfotech.com	
17	VEENA VENUGOPAL	Row	9920045425	veena.venugopal@kazeninfotech.com	

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EDIT MEMBER DETAILS

Click on “+” to see a member description which is on right side

CHAPTER MEMBER DETAILS

MEMBER LIST OF RDM

Search

ALYX PURANK

Personal Details

First Name: Alyx
Last Name: Purank
Email: alyx.purank@haskinsindia.com
Phone: 9876543210
Gender: Male
Date of Birth: 01/01/1990
Address: 123 Main St, New York, NY 10001
Country: India
City: New York
State: NY
Zip: 10001

Emergency Contact

Name: John Doe
Phone: 1234567890
Relationship: Father

Family Details

Spouse: Jane Doe
Children: 2
Pets: 1

Business Details

Company: Haskins India
Position: Manager
Address: 456 Business St, New York, NY 10002
City: New York
State: NY
Zip: 10002

Account Details

Account ID: 1234567890
Account Type: Standard
Status: Active
Created On: 01/01/2020
Last Modified: 01/01/2020

Buttons: [Delete] [Edit]

To delete a member from your club, click on “Delete”

To update any details of the member, click on “Edit”

After editing, Click on “Update” which is on right top side

Update Rotary Club News, Events, Announcement and Newsletter by clicking on “Communication”

The screenshot displays the Roster On Wheels (ROW) Admin Access interface. At the top, the browser address bar shows `rosteronwheels.com/Pages/Admin.aspx`. The ROW logo is visible on the left, and navigation links for CLUB ROW, SUPER ADMIN, DO NOT DELETE, HOME, and LOGOUT are on the right. The main content area is titled "ADMIN ACCESS" and contains eight tiles. The "COMMUNICATION" tile is highlighted with a blue callout box that says "Click on 'Communication'", and its sub-menu is expanded, showing options for News, Events, Announcements, and Newsletter. The other tiles include MEMBER (person icon), GROUPS (group of people icon), PICTURES / ALBUMS (camera icon), CLUB INFO (wreath icon), BOD (three people icon), PAST PRESIDENTS (chair icon), and REPORTS TO DOWNLOADS (download icon).

HOW TO UPDATE "NEWS"

- To post any News, click on "**Communication**", then click on "**News**"
- Here you can see the Archive or the Active news. To see the description, click on **"+"** which is on right side
 - In order to create a News, click on "**New**" on right side

NEWS LIST OF ROW

[NEW](#)[< BACK](#)

☒ Archive ☐ Active

ROW Presentation at Coimbatore



testing notification by siddhi



testing nnotification news by siddhi



testing notification by siddhi at 3.17



testing notification by siddhi at 3.21

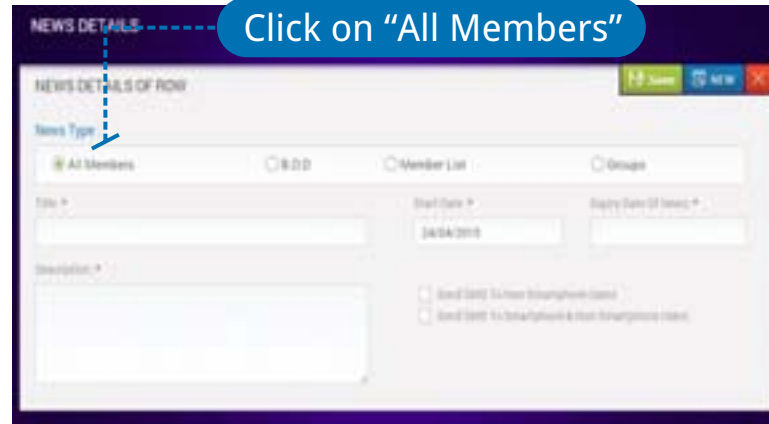


just for testing



NEWS DETAILS : ALL MEMBER

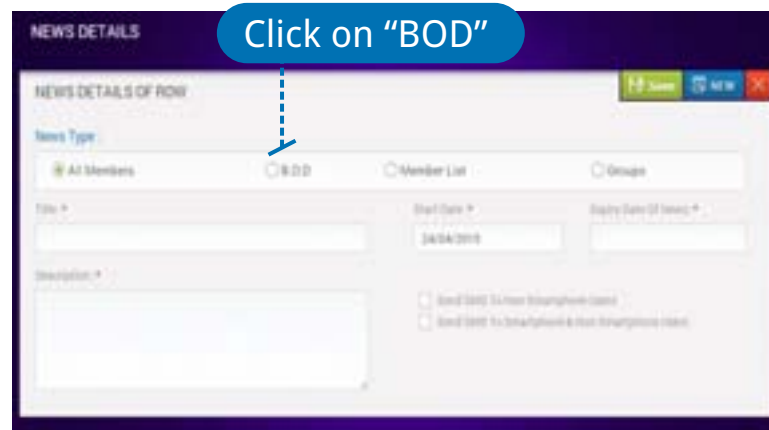
- After clicking on New, Select **“News Type”**
- Click on **“All Member”** -If you want to send news to everyone in the club.
- Enter **“Title”** and **“Description”**
- Enter **“Start Date”** i.e. the date when the news should first show
- Enter **“Expiry date”** i.e. the date the news should appear in notifications.
- Send SMS to non smart phone user - Click on this option when SMS has to be sent to non smart phone user. (it is a separate paid subscription).
- Send SMS to smart phone user and non smart phone user-Click on this option when SMS has to be sent to both smart phone user and non smart phone user.
- Click on **“Save”**.



The screenshot shows a web form titled "NEWS DETAILS OF ROW". At the top right, there are buttons for "Save", "NEW", and a close icon. Below the title, there is a "News Type" dropdown menu. A blue callout bubble with the text "Click on 'All Members'" points to the "All Members" radio button, which is selected. Other radio buttons for "B.D.D", "Member List", and "Group" are also visible. Below these, there are input fields for "Title", "Start Date" (with "30/04/2019" entered), and "Expiry Date (if news)". A "Description" text area is also present. At the bottom, there are two checkboxes: "Send SMS to non Smartphone user" and "Send SMS to Smartphone & non Smartphone user".

NEWS DETAILS : BOD

- Click on **"BOD"** -if you want to send news to the Board of Directors
- Select the designation list to whom the news will be sent
- Enter **"Title"** and **"Description"**
- Enter **"Start date"** i.e. the date when the news should first show
- Enter **"Expiry date"** i.e. the date the news should appear in notifications.
- Send SMS to non smart phone user - Click on this option when SMS has to be sent to non smart phone user. (it is a separate paid subscription).
- Send SMS to smart phone user and non smart phone user-Click on this option when SMS has to be sent to both smart phone user and non smart phone user.
- Click on **"Save"**.



The screenshot shows a web form titled "NEWS DETAILS OF ROW". At the top right, there are buttons for "Save", "NEW", and a close icon. Below the title, there is a "News Type" section with three radio buttons: "All Members", "BOD", and "Member List". A blue callout bubble with the text "Click on 'BOD'" and a dashed arrow points to the "BOD" radio button. Below this, there are three input fields: "Title", "Start Date" (with a date picker showing 30/04/2019), and "Expiry Date (if news)". There is also a "Description" text area. At the bottom, there are two checkboxes: "Send SMS to non smart phone user" and "Send SMS to smart phone & non smart phone user".

NEWS DETAILS : MEMBER LIST

- Click on **"Member List"** -If you want to send news to specific members only
- Select the member list to whom the news to be sent
- Enter **"Title"** and "Description"
- Enter **"Start date"** i.e. the date when the news to be notified
- Enter **"Expiry date"** i.e. till date the news will be notified
- Send SMS to non smart phone user - Click on this option when SMS has to be sent to non smart phone user
- Send SMS to smart phone user and non smart phone user-Click on this option when SMS has to be sent to both smart phone user and non smart phone user.
- Click on **"Save"**.

The screenshot shows a web form titled "NEWS DETAILS OF ROWI". At the top right, there are buttons for "Save", "NEW", and a close icon. Below the title, there is a "News Type" section with three radio buttons: "All Members", "B.D.D", and "Member List". A blue callout bubble with the text "Click on 'Member List'" has a dashed arrow pointing to the "Member List" radio button. Below this, there are three input fields: "Title", "Start Date" (with a date picker showing 30/04/2019), and "Expiry Date (if news)". There is also a "Description" text area. At the bottom, there are two checkboxes: "Send SMS to non smart phone user" and "Send SMS to smart phone user & non smart phone user".

NEWS DETAILS : GROUPS

- Click on **"Groups"** -If you want to send news to a specific group been created
- Select the groups to whom the news to be sent
- Enter **"Title"** and **"Description"**
- Enter **"Start date"** i.e. the date when the news to be notified
- Enter **"Expiry date"** i.e. till date the news will be notified
- Send SMS to non smart phone user - Click on this option when SMS has to be sent to non smart phone user
- Send SMS to smart phone user and non smart phone user-Click on this option when SMS has to be sent to both smart phone user and non smart phone user.
- Click on **"Save"**.

The screenshot shows a web form titled "NEWS DETAILS OF ROWI". At the top, there's a "News Type" section with four radio buttons: "All Members", "B.D.D", "Member List", and "Groups". A blue callout box with the text "Click on 'Groups'" points to the "Groups" radio button. Below this, there are three input fields: "Title", "Start Date" (with a date picker showing 30/04/2019), and "Expiry Date (if news)". There's also a "Description" text area. At the bottom, there are two checkboxes: "Send SMS to non smart phone user" and "Send SMS to smart phone user & non smart phone user".

HOW TO UPDATE EVENTS

- To post any Event, click on **“Communication”**, then click on **“Events”**
To create a new Event, click on **“New”** on right side

The screenshot shows the Roster On Wheels (ROW) website interface. The browser address bar displays "rosteronwheels.com/pages/RSVP_List.aspx". The website header includes the ROW logo, a "Welcome to Roster On Wheels" message, and navigation links for "CLUB ROW", "SUPER ADMIN DO NOT DELETE", "HOME", and "LOGOUT". The main content area is titled "RSVP LIST OF ROW" and features a search bar and buttons for "NEW" and "BACK". Below the search bar, there are radio buttons for "Past Event" (selected) and "UpComing Event". A list of events is displayed, each with a plus icon for editing:

Event Name	Action
Bring charger 2marow	+
ROW Presentation in Coimbatore	+
test rsvp yes/no by siddhi	+
test	+
meeting	+
testing rsvp yes/no option by siddhi	+
Gudi Padwa Celebration	+
testing by siddhi at 10.57	+

RSVP TYPE





- After clicking on New, Select **"RSVP Type"**
- Select **"All Member"** -If you want to send news to every member.
- Select **"BOD"** -if you want to send this info only to the Board of Directors.
- Select **"Member List"** -If you want to send news to specific members only.
- Select **"Groups"** – Create your own group and send the info to them.
- Enter Title , Contact Person, Venue and Description
- Enter **"Event date"** - the date of event.
- Enter **"Notification Start Date"** – start date of notification
- Enter **"Notification Start Time"**- start time of notification
- Enter **"Event Time"** - time of event.
- Enable RSVP to receive the response of the members.
- Enter **"Cut off date"**- till when the notification has to appear.
- To send the reminders, enter **"Repeat date"** and **"Repeat Time"**
- Send SMS to non smart phone user / Send SMS to smart phone user and non smart phone user – Select the option that is applicable.
- Click on **"Save"**.

The screenshot shows a web application interface for creating an event. The title bar is 'EVENT DETAILS'. Below it, the subtitle is 'EVENT DETAILS OF ROME'. The main form is titled 'RSVP Type'. It has four radio buttons for selection: 'All Members' (selected), 'BOD', 'Member List', and 'Groups'. The form is divided into several sections: 'Title' with a text input field; 'Contact Person' with a text input field and a 'Go Into Details' button; 'Event Date' with a date picker; 'Notification Start Date' with a date picker; 'Event Time' with a time picker; 'Event Detail' with a large text area; and 'Description' with a large text area. There are also buttons for 'Save' and 'New' in the top right corner.



TO EDIT AN UPCOMING EVENT

To see the description of the past event, click on “+” which is on right side

RSVP LIST OF ROW

Search    NEW  BACK

☒ Past Event ☐ UpComing Event

Bring charger 2marow			—
Rsvp Date : 23/04/2015	Title : Bring charger 2marow	Description : test	
Repeat : No			
		 Edit	 Delete
RO			+
tes			+
test			+
meeting			+

In order to make any changes in the upcoming events ,click on “Edit”
After editing, click on “Up date”

Click on “Delete” if the event has to be deleted

HOW TO UPDATE ANNOUNCEMENTS

- To post any Announcements, click on **"Communication"**, then click on **"Announcement"**.
- Here, you can see the past or the active announcement. To see the description, click on **"+"**" which is on right side
- In order to create an Announcement, click on **"New"** on right hand side



Welcome to Roster On Wheels

CLUB
ROW

SUPER ADMIN
DO NOT DELETE

HOME

LOGOUT

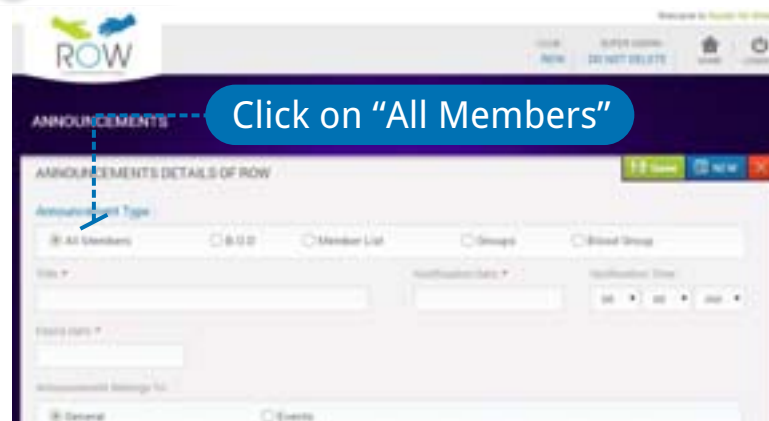
ANNOUNCEMENTS OF ROW

☒ Archive ☐ Active

sandesh testing 123	+
Ann1 for aail...updated	+
testing announcement for sms	+
testing announcement for sms by 3 55	+
announcement By siddhi	+
announcement for Temptation when mind is not clear	+

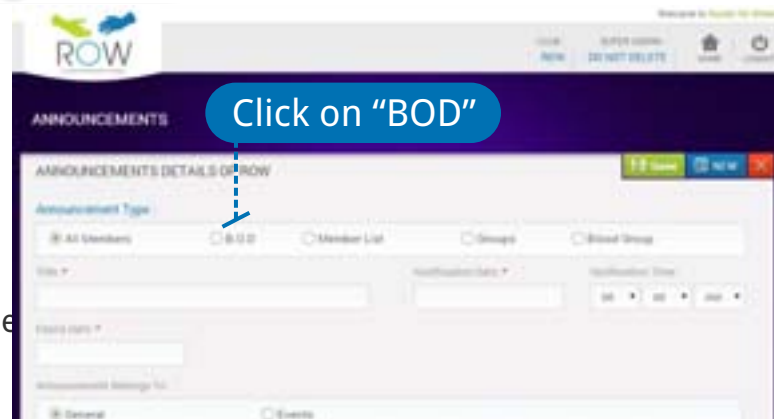
ANNOUNCEMENTS DETAILS : ALL MEMBERS

- After clicking on New, you will see **"Announcement Type"**
- Select **"All Member"** -If you want to send announcements to everyone
- Enter **"Title"** of the announcement
- Enter **"Notification date"** i.e. date when the notification has to sent
- Enter **"Notification Time"** i.e. the time when the notification has to pop up
- Enter **"Expiry date"** i.e. date when the notification will be automatically deleted
- Click on **"General"** or **"Event"** and type the description
- Enter **"Repeat date"** and "Repeat Time" which will send repetitive notification as a reminder till the cut off date.
- Send SMS to non smart phone user - Click on this option when SMS has to be to sent to non smart phone user
- Send SMS to smart phone user and non smart phone user-Click on this option when SMS has to be sent to both smart phone user and non smart phone user.
- Click on **"Save"** on the right side



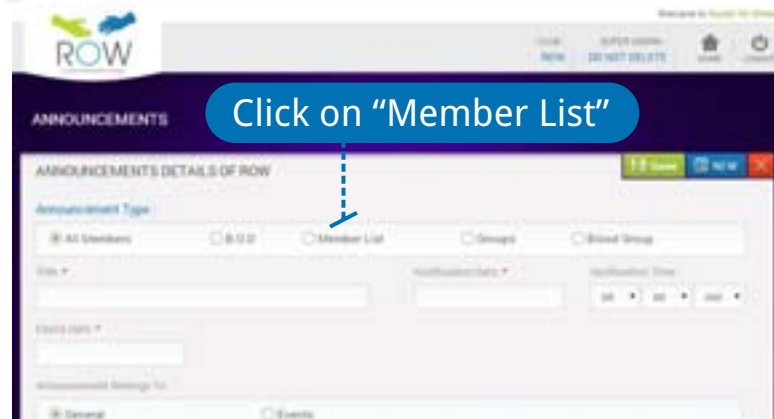
ANNOUNCEMENTS DETAILS : BOD

- After clicking on New, you will see **"Announcement Type"**
- Select **"BOD"** -If you want to send announcements to the Board of Director's
- Enter **"Title"** of the announcement
- Enter **"Notification date"** i.e. date when the notification has to sent
- Enter **"Notification Time"** i.e. the time when the notification has to pop up
- Enter **"Expiry date"** i.e. date when the notification will be automatically deleted
- Click on **"General"** or **"Event"** and type the description
- Enter **"Repeat date"** and **"Repeat Time"** which will send repetitive notification as a reminder till the cut off date.
- Send SMS to non smart phone user - Click on this option when SMS has to be sent to non smart phone user
- Send SMS to smart phone user and non smart phone user-Click on this option when SMS has to be sent to both smart phone user and non smart phone user.
- Click on **"Save"** on the right side



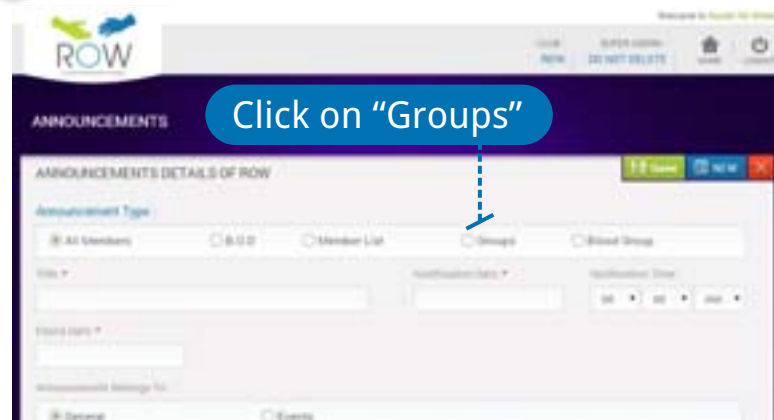
ANNOUNCEMENTS DETAILS : MEMBER LIST

- After clicking on New, you will see **"Announcement Type"**
- Select **"Member List"** -If you want to send announcements to specific members only
- Enter **"Title"** of the announcement
- Enter **"Notification date"** i.e. date when the notification has to sent
- Enter **"Notification Time"** i.e. the time when the notification has to pop up
- Enter **"Expiry date"** ie date when the notification will be automatically deleted
- Click on **"General"** and type the description
- Enter **"Repeat date"** and **"Repeat Time"** which will send repetitive notification as a reminder till the cut off date.
- Send SMS to non smart phone user - Click on this option when SMS has to be sent to non smart phone user
- Send SMS to smart phone user and non smart phone user-Click on this option when SMS has to be sent to both smart phone user and non smart phone user.
- Click on **"Save"** on the right side.



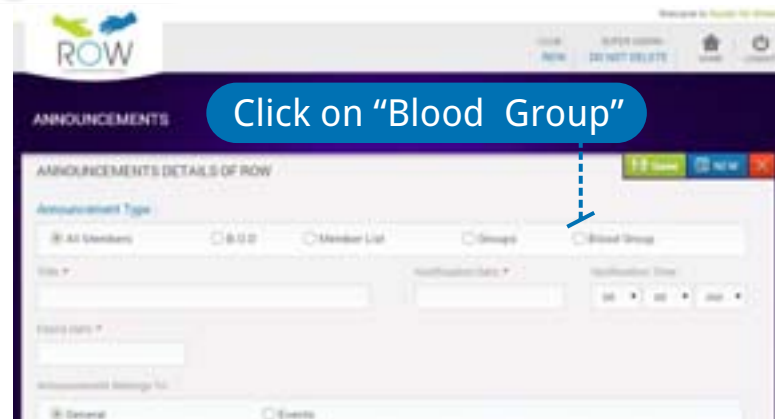
ANNOUNCEMENTS DETAILS : GROUPS

- After clicking on New, you will see **"Announcement Type"**
- Select **"Groups"** -If you want to send announcements to specific members only
- Enter **"Title"** of the announcement
- Enter **"Notification date"** i.e. date when the notification has to sent
- Enter **"Notification Time"** i.e. the time when the notification has to pop up
- Enter **"Expiry date"** i.e. date when the notification will be automatically deleted
- Click on **"General"** and type the description
- Enter **"Repeat date"** and **"Repeat Time"** which will send repetitive notification as a reminder till the cut off date.
- Send SMS to non smart phone user - Click on this option when SMS has to be to sent to non smart phone user
- Send SMS to smart phone user and non smart phone user-Click on this option when SMS has to be sent to both smart phone user and non smart phone user.
- Click on **"Save"** on the right side.



ANNOUNCEMENTS DETAILS : BLOOD GROUP

- After clicking on New, you will see **"Announcement Type"**
- Select **"Blood Group"** -If you want to send announcements to specific blood group
- Select the desired blood group
- Enter **"Title"** of the announcement
- Enter **"Notification date"** i.e. date when the notification has to sent
- Enter **"Notification Time"** i.e. the time when the notification has to pop up
- Enter **"Expiry date"** i.e. date when the notification will be automatically deleted
- Click on **"General"** or **"Event"** and type the description
- Enter **"Repeat date"** and **"Repeat Time"** which will send repetitive notification as a reminder till the cut off date.
- Send SMS to non smart phone user - Click on this option when SMS has to be sent to non smart phone user
- Send SMS to smart phone user and non smart phone user-Click on this option when SMS has to be sent to both smart phone user and non smart phone user.
- Click on **"Save"**.



HOW TO UPDATE NEWSLETTER

- To Post Newsletter of club i.e. click on **“Communication”**, then click on **“Newsletter”**
- Here you can see the archive or the active newsletter. To see the description, click on **“+”** which is on right side
- In order to create an Newsletter , click on **“New”** on right side

NEWSLETTER LIST OF ROW

Search	NEW	BACK
Archive	Active	
NEWSLETTER TITLE	EDIT	DELETE
» fsgf jkhyl		
» test		
» test		
» testing pdf file		
» newsletter by siddhi		
» sandesh testing save functionality repeat generation		
» sandesh testing save functionality repeat generation1		
» sandesh testing newsletter 26-11		
» n11		

News Type

- After clicking on New, you will see **“News Type”**
- Select **“All Member”** -If you want to send news to everyone
- Select **“BOD”** -if you want to send news to the Board of Director’s
- Select **“Member List”** -If you want to send news to specific members only
- Select **“Groups”** -If you want to send news to a specific group been created
- Enter **“Title”** of the announcement
- Enter **“Date”** i.e. date when the News has to sent
- Enter **“Expiry date”** i.e. date when the notification will be automatically deleted
- Click on **“Save link”** if a specific link has to be sent or **“Attach File”** and choose the desired file
- Click on **“Save”** on the right side

A screenshot of a web application interface titled "NEWS LETTER DETAILS". Below the title is a subtitle "NEWSLETTER DETAILS OF NOW". In the top right corner, there are three buttons: "Save" (green), "New" (blue), and a close button (red X). The main form area is divided into sections. The "News Type" section has four radio buttons: "All Members" (selected), "BOD", "Member List", and "Groups". Below this is a "Title" field with a dropdown arrow. To the right of the "Title" field is a "Date" field with a dropdown arrow. Below the "Title" field are two radio buttons: "Save Link" (selected) and "Attach File". Below these is a "Link" field with a dropdown arrow. To the right of the "Link" field is a "Expiry Date" field with a dropdown arrow. At the bottom right of the form, there is a "Save" button.

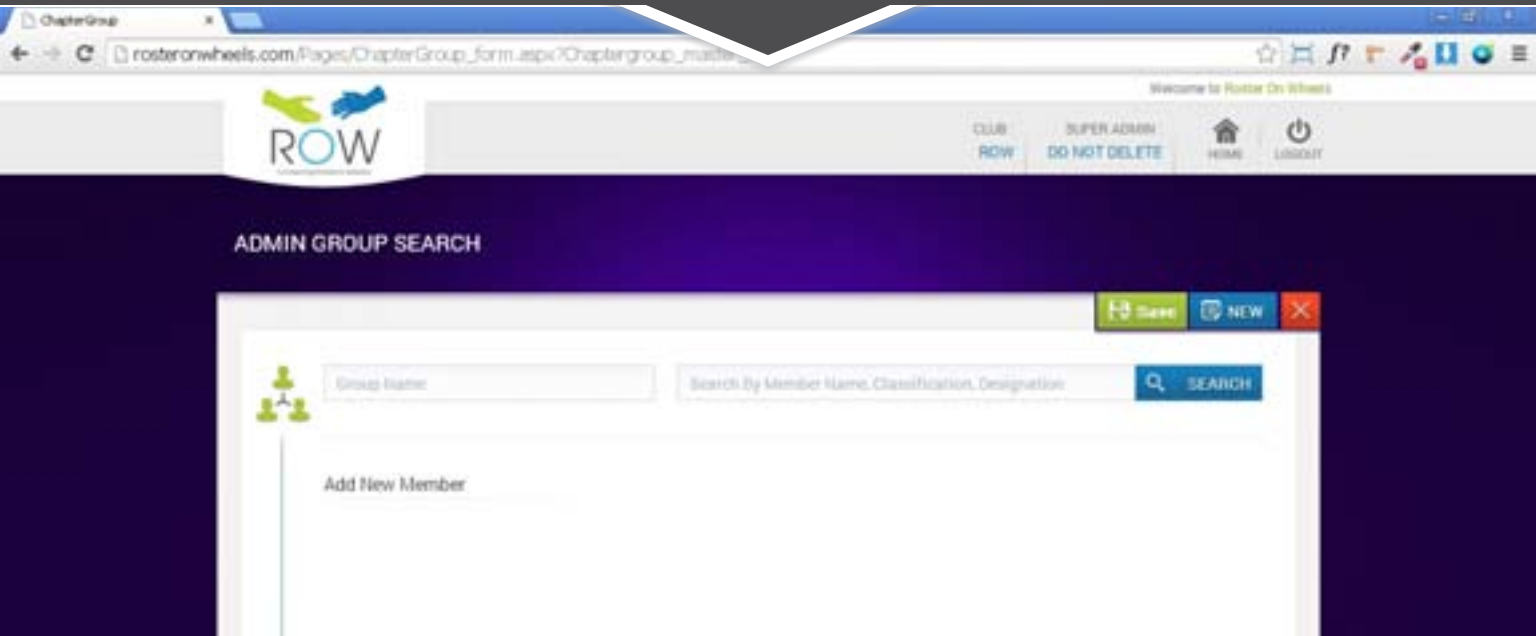
HOW TO CREATE GROUPS

- Groups are created for sending messages to designated or selected members
- Click on **"Groups"**. Here you can see the existing groups. You have an option to edit or delete the previous groups
- To create a new group, click on **"New"** on the right side

The screenshot displays the 'ADMIN ACCESS' dashboard. On the left, a grid of icons represents different sections: MEMBER, COMMUNICATION, GROUPS, PICTURES / ALBUMS, CLUB INFO, BOO, PAST PRESIDENTS, and REPORTS TO DOWNLOADS. A blue dashed arrow points from the 'GROUPS' icon to a blue callout box labeled 'Click on "Groups"'. The main area on the right is titled 'GROUP OF ROW' and contains a table of existing groups. A blue dashed arrow points from the 'New' button in the top right corner of the table to a blue callout box labeled 'Click on "New"'.

GROUP NAME	EDIT	DELETE
abc		
abc12		
1234567		
Committee chair		
Developmental 123		
Developmental 123		
gl 123		
group12345		
System Group		

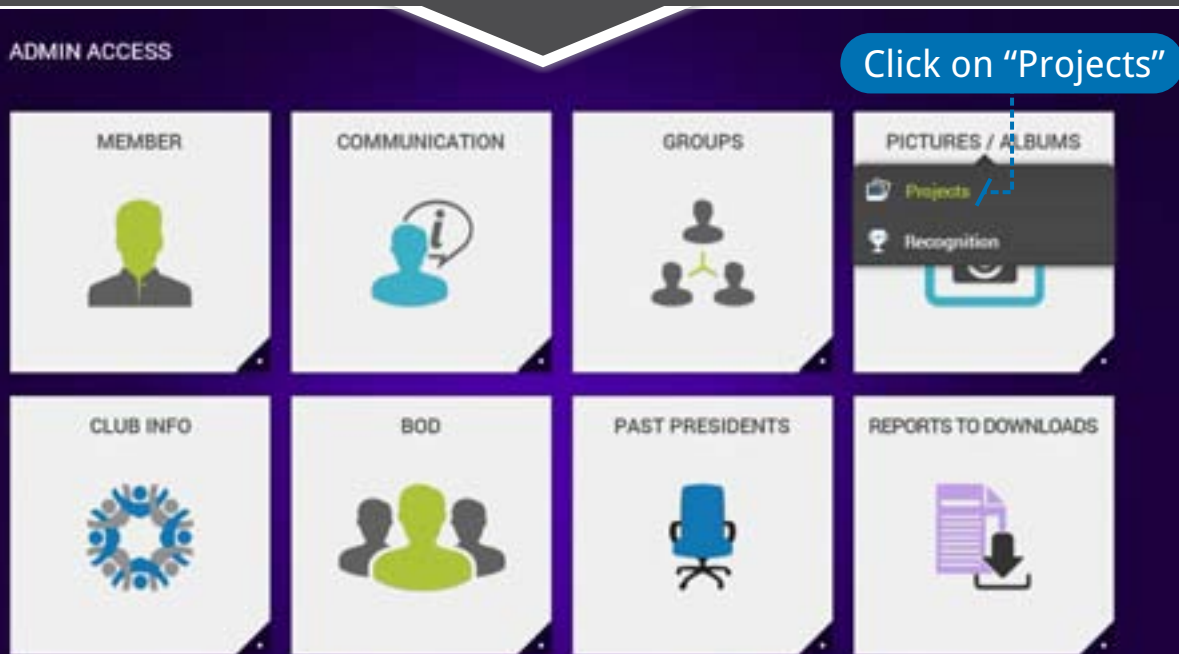
GROUP NAME



- To create a group, enter the **“Group Name”**
- Enter name, classification or designation and click on search. After entering any of the given options, you get an option to select all. Select the desired members and create a group
- Click on **“Save”**

HOW TO UPLOAD PICTURES/ALBUM

- All your Rotary club projects can be uploaded here
 - Click on **“Pictures and Album”**
- Click on **“Projects”** to upload the pictures of the projects



PROJECT

PROJECT LIST OF ROW

Search [] [NEW] < BACK

Test News dated 21 nov 2014	+
siddhi vartak	+
row application	+
Ebola virus Extinction	+
Project ROW application	+
Test 555 Project	+
NP	+
Project ROW	+
test project	+
Row Project	+

First << 1 2 3 4 >> Last

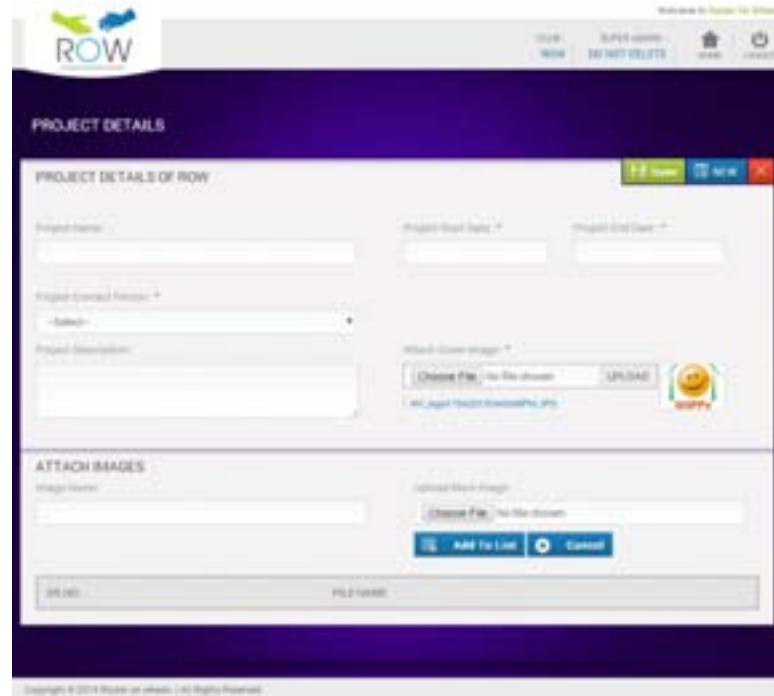
Click on "New"

TOP

- After clicking on **"Project"**, you can see the list of projects undertaken by your club
- To see the description, click on **"+"** which is on right side
- To create a New Project , click on **"New"** on right side

PROJECT NAME

- To create a new project, enter **“Project Name”**
- Enter **“Project start date”** i.e. the date when the project is going to start
- Enter **“Project end date”** i.e. the date when the project is going to end
- Enter **“Project contact person”** and **“Project description”**
- Enter **“Cover picture”** from the desired file and upload
- To add picture's, go to **“upload more images”** and choose the pictures.
- You can upload more images by clicking on **“Add to list”**.
- Click on **“Save”**



The screenshot shows the 'PROJECT DETAILS' form for ROW. The form includes fields for Project Name, Project Start Date, Project End Date, Project Contact Person, Project Description, and a Cover Image upload section. There is also an 'ATTACH IMAGES' section for uploading multiple images. The form has a 'Save' button and an 'Add to List' button. The ROW logo is visible in the top left corner of the form interface.

RECOGNITION

- Recognition of member for their achievements or awards won by a club can be uploaded here.
- Click on **"Pictures and Album"**
- Click on **"Recognition"**

ADMIN ACCESS

Click on "Recognition"



AWARD LIST

AWARD LIST OF ROW

Search [icon] [icon] NEW < BACK

Test Trigger	+
ganesh award	+
test1	+
testing new	+
award test	+
sdfsdfffs	+
Test DGTrigger	+
TEST RECOGNITION ON DATED 21 NOV	+
dgdgnkkk	+

First << 1 2 >> Last

Click on "New"

TOP

- After clicking on **"Recognition"**, you can see the list of awards won by your club or members
- To see the description, click on **"+"** which is on right side
- To create a new Award or Recognition, click on **"New"** on right side

RECOGNITION

RECOGNITION DETAIL

AWARDS OF ROW

Save NEW X

Title *

Member Name *

-Select-

Photo :

Choose File no file chosen UPLOAD

Date *

Description :

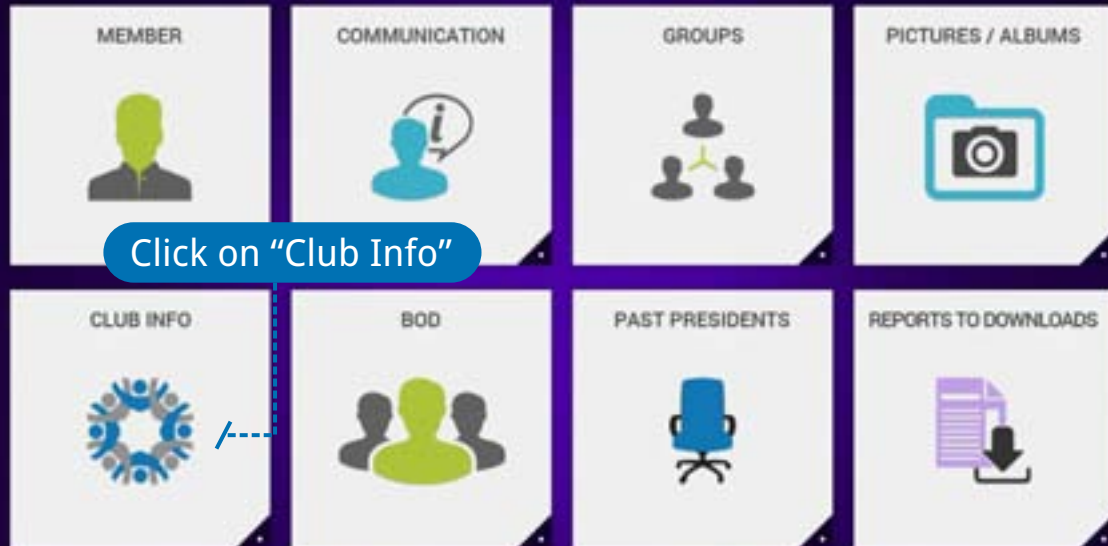
Copyright © 2014 Roster on wheels. All Rights Reserved

- Enter **"Title"** i.e. Award Name , **"Date"** , **" Member Name"** who has to be recognized and **"Description"** for the achievement
- Click on **photos** and upload the picture

HOW TO UPDATE CLUB INFO

- All your Club information can be uploaded here.
- Click on **“Club Info”**

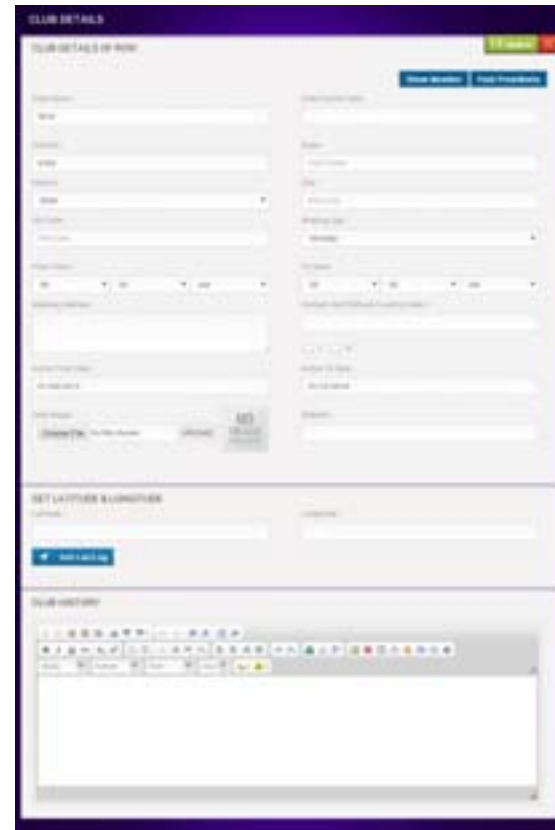
ADMIN ACCESS



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Club Info

- Click on **"Show Member"** to see the members list of your club or **"Past President"** to see the list of your past president which is on the right side
- Enter your **"Club Name"**
- Enter your **"Club Charter Date"** i.e. date when the club was founded
- Enter **"Country"**, **"State"**, **"District"**, **"City"** and **"Pin code"**
- Enter **"Meeting day"** i.e. the day when the weekly meeting held in your clubs
- Enter **"From time"** i.e. meeting start time and **"To Time"** i.e. meeting end time
- Enter club **"Meeting address"** and **"Contact Number"**
- Click on **"I"** - Interact or **"R"** - Rotaract , if your club sponsors Interact or Rotaract
- Click on **"Club Image"** to upload the picture of your club
- Enter on your club **"Website Link"**
- Click on **"Get Lat/Long"**. It will automatically update your club latitude and longitude
- In **"Club History"**, you can update your Club details
- Click on "Update" which is on the right topmost corner

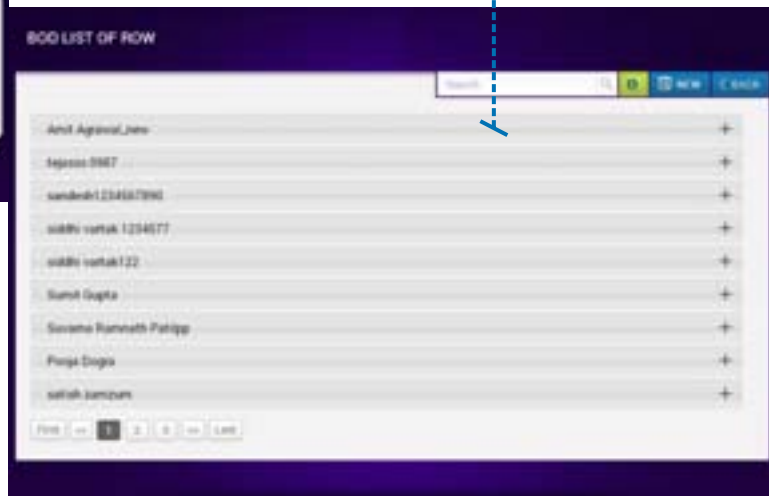


BOARD OF DIRECTORS



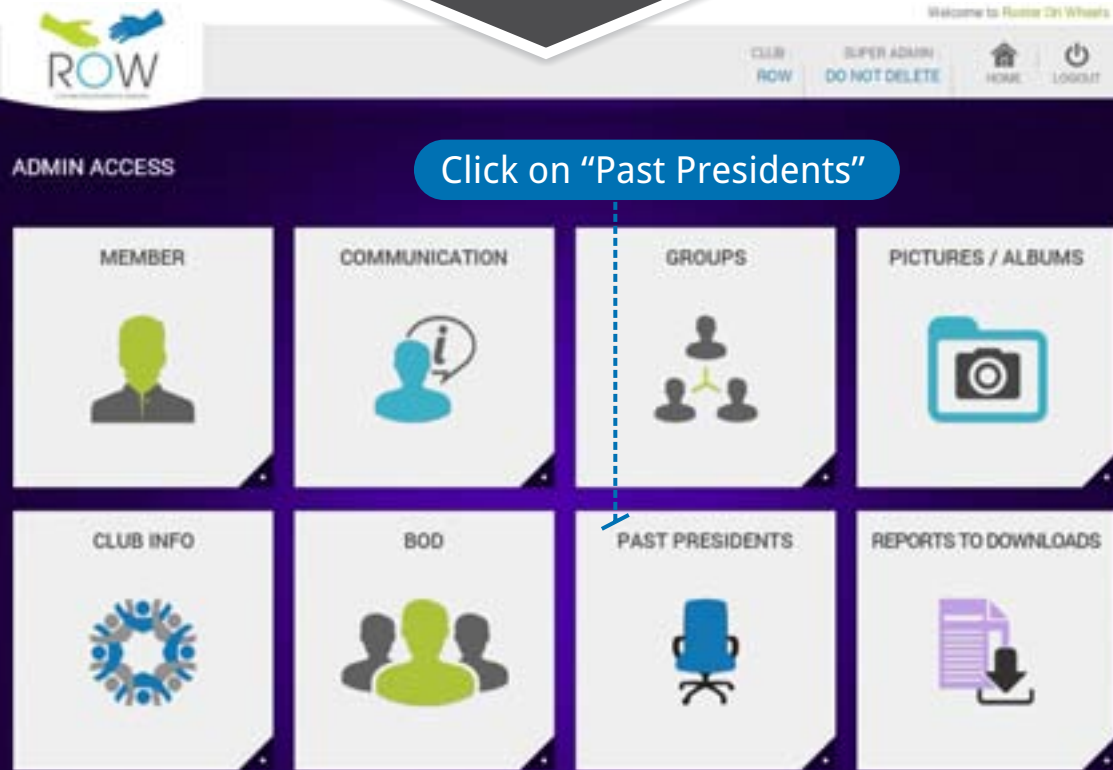
Click on “**BOD**” to see the Board of Directors of your Club

Here you can see the list of Board of Directors of your club
Click on “+” to see the description and the designations

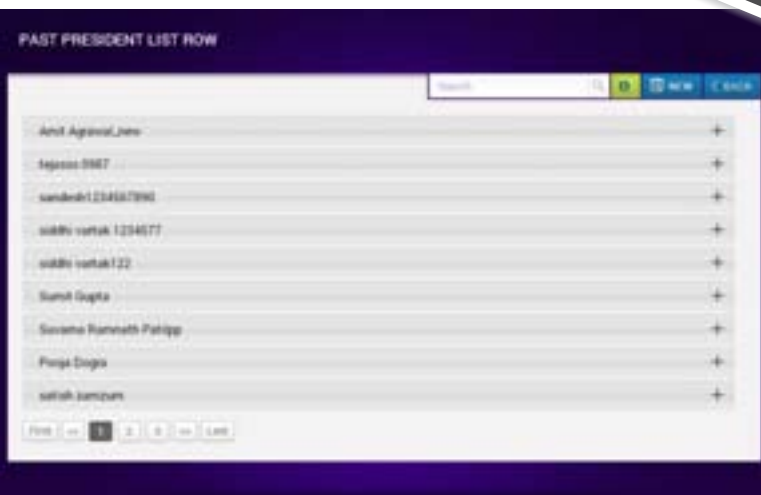


PAST PRESIDENTS

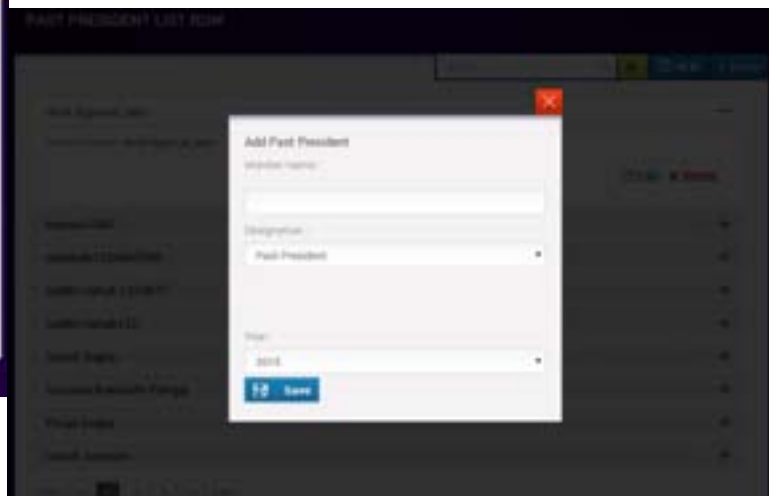
Click on **"Past Presidents"** to see the past presidents of your Club



PAST PRESIDENTS



- Here you can see the list of Past Presidents of your club
- Click on “+” to see the description and the designations
- Click on “New” to add details of new member who was been the past president



- Enter **"Member Name"**
- Enter **"Designation"**
- Enter **"Year"**
- Click on **"Save"**

REPORTS TO DOWNLOADS

- In this feature, you can see the Member list of your club, RSVP of events, Roster of your club and Label Printing Click on **“Member List”**.
- It will directly export the details of your club members in an excel format and it is being saved in downloads

ADMIN ACCESS



RSVP LIST

Click on **"RSVP"**. You can see the upcoming or the past events.
Click on **"Past Events"**. You will get a list of event which were held in your club previously

The screenshot shows a web browser displaying the 'RSVP LIST OF ROW' page. The URL in the address bar is 'rosteronwheels.com/pages/RSVP_List.aspx'. The page features a header with the ROW logo, navigation links for 'CLUB ROW', 'SUPER ADMIN DO NOT DELETE', 'HOME', and 'LOGIN', and a welcome message 'Welcome to Roster On Wheels'. The main content area is titled 'RSVP LIST OF ROW' and includes a search bar and radio buttons for 'Past Event' (selected) and 'UpComing Event'. A list of past events is displayed, each with a plus icon for more details.

Event Name	Action
Bring changer 2marow	+
ROW Presentation in Coimbatore	+
test rsvp yes/no by siddhi	+
test	+
meeting	+
testing rsvp yes/no option by siddhi	+
Gudi Padwa Celebration	+

RSVP LIST

- Click on “+” to see the description of the past events
- You will get a list of members who are attending the meeting or any events
- You can also export details in an excel and take a printout

Click on “Export to Excel”



The screenshot shows the ROW application interface. At the top, there's a header with the ROW logo and navigation icons. Below the header, there's a section titled 'RSVP LIST OF ROW'. A search bar is present. Below the search bar, there's a list of events. One event is selected, showing details like 'Event Title: ROW Presentation in Combination', 'Event Date: 10/04/2019', and 'Event Time: 10:00 AM'. Below the event details, there's a table of RSVP results. A blue arrow points to the 'Export to Excel' button in the top right corner of the table.

ROSTER

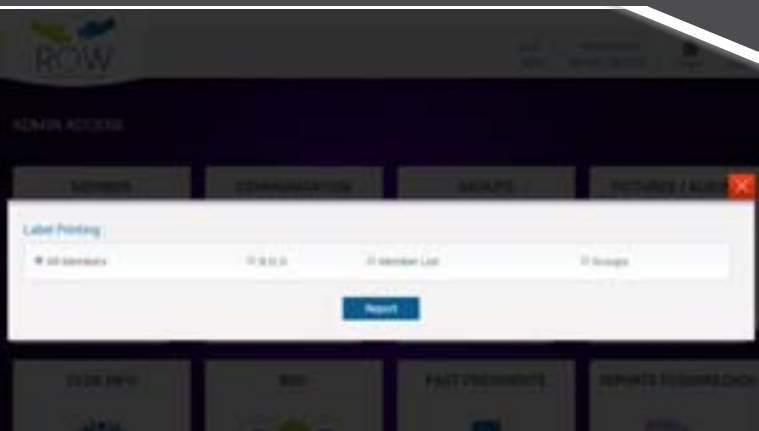
- Click on **"Roster"**
- Here you will get a list and details of all members of your club
- By taking printout, you can prepare your physical roster of your club

The screenshot shows a web browser window with the URL rosteronwheels.com/pages/MemberReport.aspx. The page title is "Member Report". On the left, there is a list of member names: AJAY PURANI, ANVESHA DE, ASHISH MOOLCHANDANI, Do Not Delete, HAREKARAN SINGH, ISHA SOOD, RAJESH TRIPATHI, REEMA M. NEGI, SAGAR MARKAL, SANDESH VANDRE, SIJO JOHNSON, SUCHIR MANI, SUMET GUPTA, SWANAND PAWNASKAR, TEJAS JOSHI, and VEENA VERUGOPAL. The main content area is titled "ROTARY CLUB OF ROW" and features a photo of four people. Below the photo, there is a section titled "Do Not Delete" with a "RID: 12345". The page displays various details for the club, including Classification, D.O.B., Introduced By, First Address, Phone, Dist.Address, and Email. At the bottom, there is a table with the heading "Family Details" and columns for Name, D.O.B., D.O.W., and BLGd.

ROTARY CLUB OF ROW			
			
Do Not Delete		RID: 12345	
Classification	:	Architect	
D.O.B.	:	01/01/2001	
Introduced By	:		
First Address	:	Shivdarsan Kaser Ali, Opp Under Hotel, 3rd Floor, Bhivand, Thane - 421 308	
Phone	:	22214563	
Dist.Address	:	Ruty India Ltd, Thane - 400607	
Phone	:	54432378	
Fax	:	34562321	
Mobile	:	1234567893	
Email	:	admin@gmail.com	
Family Details			
Name	D.O.B.	D.O.W.	BLGd.

ROSTER

- Label printing helps in sending invitation or courier to the members of your club
 - Click on **“Label Printing”**
- Select **“All Member”** -If you want to send news to everyone
- Select **“BOD”** -if you want to send news to the Board of Director’s
- Select **“Member List”** -If you want to send news to specific members only
- Select **“Groups”** -If you want to send news to a specific group been created
 - Click on **“Report”**. You will get members name, address, city, pin code and country



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FOLLOW US ON: www.facebook.com/RosterOnWheels



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Connecting Rotarians Globally

ROSTER ON WHEELS

THANK YOU