

# Zonta Club President & Treasurer Training

Preparing for the 2022 Dues Period



# Our goal for this training

---

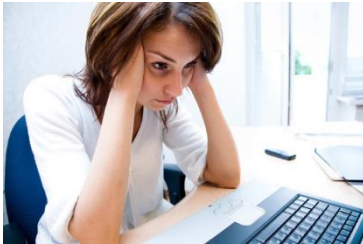
- Share what is new for 2021-2022 dues collection
- Review managing the club online
- Walk through paying dues online and updating your club's roster
- Demonstrate the online dues payment system on the website



# 2019-2020 Dues Collection

---

- Challenging
  - Dissatisfied members – delayed response time
  - Dissatisfied employees – overtime in May & June
  - Additional cost - \$20,000
  - Data privacy



[This Photo](#) by Unknown Author is licensed under [CC BY](#)



# What is new in 2021?

---

## 2021 Dues Collection



Invoice available online only



Member transfer form



New members can be added after  
1 April

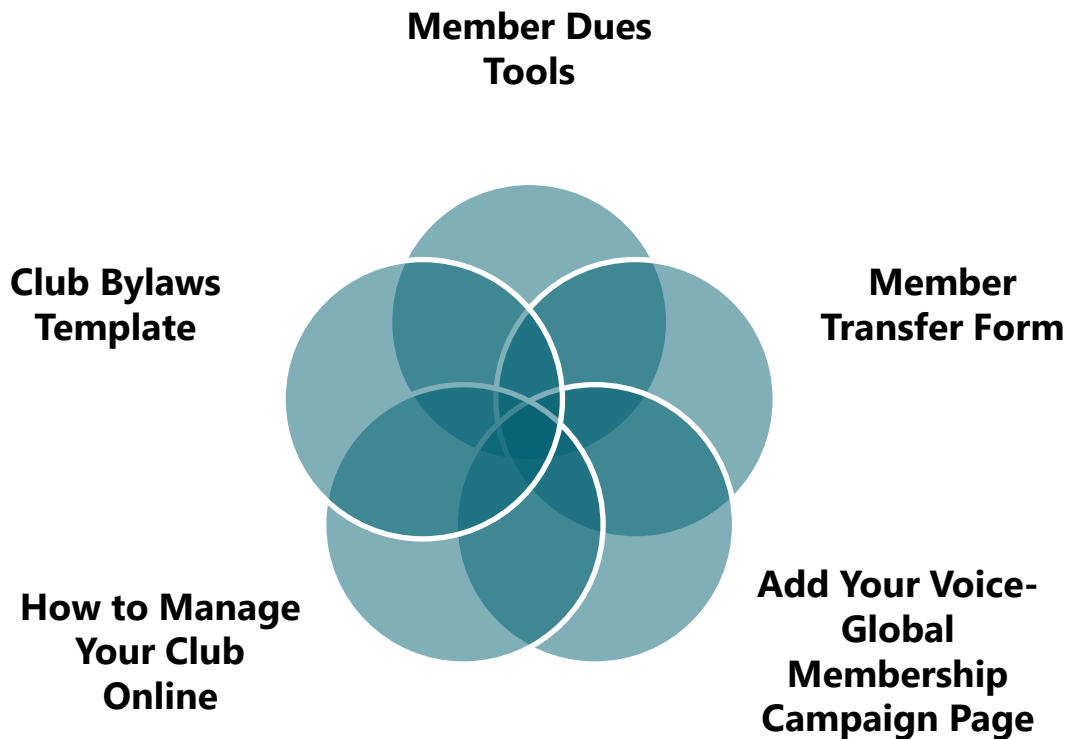


No dues extension




# Resources for Clubs

---



# Your District's Test Club

**DIST 1 TEST MEMBER**



[View my directory profile](#)

[Manage Club](#)

**About Me** My Club My Security Settings

## Membership Profile

Member ID	201758
Member type	Classified Member
Zontian since (MM/DD /YYYY)	3/9/2021
Email	<a href="mailto:district1test@zonta.org">district1test@zonta.org</a>
Status	Active

## My Personal Details

Gender	Female <input type="button" value="v"/>
--------	---

- Username: [dist1test@zonta.org](mailto:dist1test@zonta.org)
- Password:
- For Practice Only



# Login

ONTA  
INTERNATIONAL

Sign In Donate Select Language

Our Causes Our Programs News & Events About Us Get Involved Your Support My Z

## Sign In

Username

Password

Keep me signed in

[Sign In](#)

I don't know my username or [password](#)

[More password help](#)

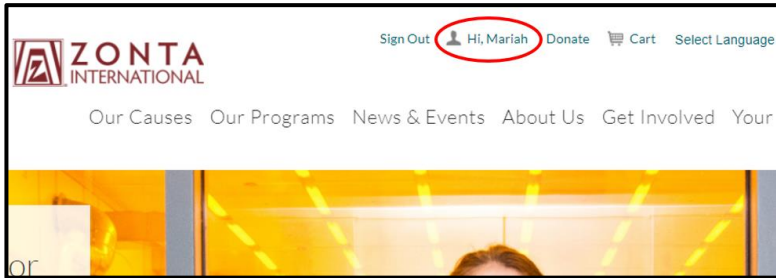


[Sign In](#) [Donate](#) [Select Language](#)

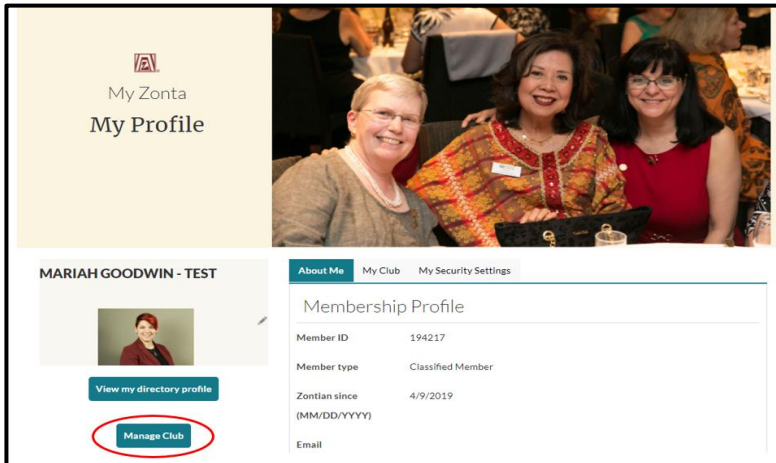
[Our Programs](#) [News & Events](#) [About Us](#) [Get Involved](#)



# Reviewing the Club Profile



- Once logged in, click your name at the top of the homepage
- Click the “Manage Club” button located under the “View my directory profile” button





## About My Club

Club name: ZONTA HQ

District: 06

Area: 00

Club number: 9999

[Pay Dues/Manage Club Roster](#)

[View Invoice \(Form A\)](#)

[Club Membership List](#)

## Z Club/ Golden Z Club Detail

How many Golden Z Club Members are affiliated with your club? 35

How many Z Club members are affiliated with your club? 45

How Many Of Your Classified Members Were Former Z Club/Golden Z Club Members? 32

When updating Z Club/ Golden Z Club number, scroll to the bottom of the screen.

## Club Contact Information

Home

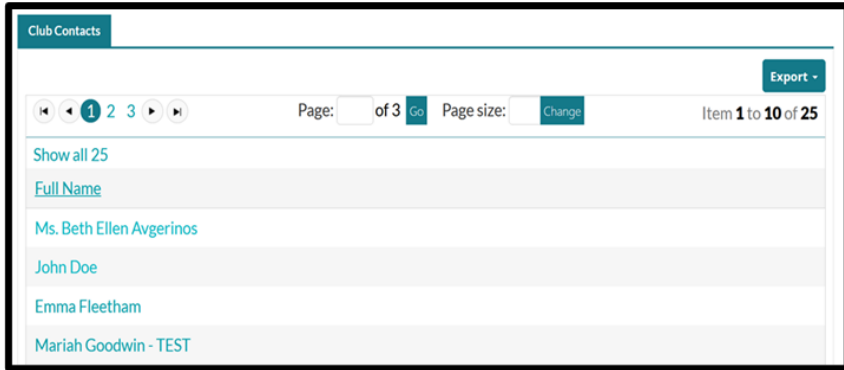
1211 W 22nd St.  
Oak Brook, IL 60523  
USA

# Club Profile

- About My Club
- Forms Available
- Contact Information
- Z Club Details



# Updating a Member's Information



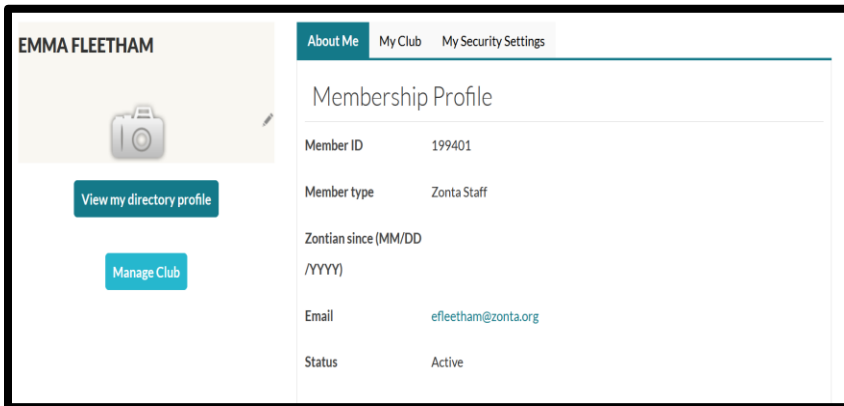
Club Contacts

Page: 1 of 3 Go Page size: Change Item 1 to 10 of 25

Show all 25

Full Name

- Ms. Beth Ellen Avgerinos
- John Doe
- Emma Fleetham
- Mariah Goodwin - TEST



EMMA FLEETHAM

View my directory profile

Manage Club

About Me My Club My Security Settings

### Membership Profile

Member ID	199401
Member type	Zonta Staff
Zontian since (MM/DD/YYYY)	
Email	efleetham@zonta.org
Status	Active

- Scroll to the bottom of your club's profile for a list of your club's contacts
- Click on the member you want to update
- It will take you to their profile, where you can update the My Personal Details and My Address sections
- Reach out to Member Records to update the Membership Profile section



# Updating a Member's Information

- To update a member's e-mail address or mailing address, click on the pencil icon in the My Address section
- Update the mailing and e-mail address and click on Save & Close

My Address

Home +

efleetham@zonta.org

Edit address

Home

Country

Address

City

State

Postal code

Notes

Save & Close Cancel



# Pay Dues and Manage Club Roster

### About My Club

Club name: ZONTA HQ  
District: 05  
Area: 00  
Club number: 9999

[Pay Dues/Manage Club Roster](#)  
[View Invoice \(Form A\)](#)  
[Club Membership List](#)

### Z Club/ Golden Z Club Details

How many Golden Z Club Members are affiliated with your club? 35  
How many Z Club members are affiliated with your club? 45  
How Many Of Your Classified Members Were Former Z Club/Golden Z Club Members? 32

When updating Z Club/ Golden Z Club number, please update the bottom of the screen.

### Club Contact Information

Home

1211 W 22nd St.  
Oak Brook, IL 60523  
USA

Club number: 9999

[Pay Dues/Manage Club Roster](#)



# Add New Members

If you are not adding new members, skip Step 1 and click the "Next Step" button.



## CLASSIFIED MEMBER

A category of membership drawn from women and men with experience in a recognized business or profession.

Add Now



## CLUB HONORARY MEMBER

A category of membership for individuals who are honorary members of their Zonta club and their club pays their International dues.

Add Now



## YOUNG PROFESSIONAL MEMBER

A category of membership for individuals younger than 30 years of age and the minimum age of majority.

Add Now

Next Step

- Click the "Add New" button under the type of member you are adding to your club



# Or Skip Adding New Members

If you are not adding new members, skip Step 1 and click the "Next Step" button.



## CLASSIFIED MEMBER

A category of membership drawn from women and men with experience in a recognized business or profession.

Add Now



## CLUB HONORARY MEMBER

A category of membership for individuals who are honorary members of their Zonta club and their club pays their International dues.

Add Now



## YOUNG PROFESSIONAL MEMBER

A category of membership for individuals younger than 30 years of age and the minimum age of majority.

Add Now

Next Step

- If you do not have any new members to add, click the "Next Step" button at the bottom of the page



# Enter New Member Information

**Contact** Demographics Dues Summary

\* First name

\* Last name

Organization

\* Email

\* Confirm email

Phone

\* Country

\* Address

\* City

\* State

\* Postal code

**Next**

- Enter the new member's information
- Once complete, click "Next" at the bottom of the screen



# Adding New Members

If you are not adding new members, skip Step 1 and click the "Next Step" button.



## CLASSIFIED MEMBER

A category of membership drawn from women and men with experience in a recognized business or profession.

Add Now



## CLUB HONORARY MEMBER

A category of membership for individuals who are honorary members of their Zonta club and their club pays their International dues.

Add Now



## YOUNG PROFESSIONAL MEMBER

A category of membership for individuals younger than 30 years of age and the minimum age of majority.

Add Now

Next Step

- Once all new members have been entered, click the "Next Step" button at the bottom of the screen





# Update Membership Roster

- Click either the Join/Renew box or the Resign box for each member
- When finished click the "Next" button at the bottom of the screen

**Note:** All members will appear on the invoice unless they are paid or marked resigned.

Member ID	Member Name	Join/Renew	Resign
200784	Mariah Goodwin	<input type="checkbox"/>	<input checked="" type="checkbox"/>
200053	Please Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>
200051	Test0526 Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Previous](#) [Next](#)



# Reinstate Members

---

- This step will allow you to reinstate former members
- When finished, click the "Next" button at the bottom of the screen

Former Member ID	Former Member Name	Reinstate
199075	Tina Haglund	<input checked="" type="checkbox"/>

Previous Next



# Check Final List

- Review the list given – all the current, new, and reinstating members should appear here.
- If correct, click the “Confirm” button at the bottom of the screen

Member ID	Member Name	Select
199075	Tina Haglund	✓
200053	Please Record	✓
200051	Test0526 Record	✓

Previous Confirm



# Checkout

- The “Invoices” section will show all members with a balance owed
- To view a PDF of the invoice, click the “View Invoice (Form A)” button

Shopping Cart

Items

There are no records.

Update

Invoices

Invoice Number	Description	Balance	
N/A	Membership - Please Record	106.00	<a href="#">Pay Later</a>
N/A	Membership - Test0526 Record	106.00	<a href="#">Pay Later</a>
N/A	Membership - Tina Haglund	91.00	<a href="#">Pay Later</a>

[View Invoice \(Form A\)](#)



# Selecting “Pay Later”

Shopping Cart

Items

There are no records.

[Update](#)

Invoices

Invoice Number	Description	Balance	
N/A	Membership - Please Record	106.00	<a href="#">Pay Later</a>
N/A	Membership - Test0526 Record	106.00	<a href="#">Pay Later</a>
N/A	Membership - Tina Haglund	91.00	<a href="#">Pay Later</a>

[View Invoice \(Form A\)](#)

- If there are members you do not wish to pay now, click the “Pay Later” button beside their invoice line item



# Payment

### Cart Charges

Invoice Total	303.00
<b>TRANSACTION GRAND TOTAL</b>	<b>303.00</b>

### Payment Details

#### Pay with PayPal

What is PayPal?  
You will be taken to PayPal to complete your purchase.

[Check Out with PayPal](#)

#### Other Payment Options

Bill To: Myself

Payment method: Visa

\* Card number:

\* Name on card: Mariah Goodwin

\* Expiration date: 01 / 2020

\* CSC:

Card address: USA  
[Choose another address](#)

[Submit Order](#)

- You can choose to pay via PayPal or credit card.
- An email confirmation is sent to your email address on file. You can also select an additional email address for a receipt confirmation.



# Club Presidents Page



## Happening in Zonta:

- Add Your Voice Membership Campaign | 1 April - 31 May
- New Member Welcome | 15 April
- Remarkable Women, Powerful Stories: Bandana Rana | 28 April

[Return to My Zonta Leadership Access](#)

[Add Your Voice Membership Campaign](#)

[Share Your Story](#)

**Dues Training** - To prepare for the upcoming 2021-2022 dues renewal period, we are offering training sessions for club presidents and treasurers. Please choose one session below:

- Friday, 9 April 2021 | 10:00 am CDT
- Wednesday, 21 April 2021 | 7:00 pm CDT
- Thursday, 22 April 2021 | 10:00 am CDT
- Thursday, 6 May 2021 | 3:00 pm CDT
- Friday, 7 May 2021 | 8:00 am CDT

## Quick Links:

- Zonta Videos
- Remarkable Women Powerful Stories series
- Local Service and Advocacy
- News
- Events
- Club Officer Information Form
- Education Awards Tools

## Club President Tools

[Club Manual | PDF](#)

[Club President Orientation Session 1 | Password: 2s\\*@#&d | LINK](#)

[Club President Orientation Session 2 | Password: 4u%m=z4j | LINK](#)

[President's Companion | PDF](#)

[Build a Better Club | LINK](#)



# Club Officer Form

1. District:

D4

2. Area:

2

3. Zonta Club of ... \*

test club

4. Person completing the form - full name (first/last): \*

Sheila Mulvey

5. Email of club for official correspondence:

*(This email will receive confirmation that this form was submitted) \**

tatoris1@gmail.com

Full name (first/last): \*

Emma Fleetham

7. PRESIDENT

Email: \*

efleetham@zonta.org

8. TREASURER

Full name (first/last): \*

9. TREASURER





# Live Demonstration Using the Club Profile

---



# Questions?

---

