

Managing Your Club Online

Club presidents and treasurers, we thank you for your support in managing your club's affairs online. We rely on you to help us keep our records up-to-date and accurate.

No matter what you are looking to accomplish, you can do it online:

- Add, reinstate, and resign members
- Edit club and members' contact information
- View club invoices and membership lists
- Pay international dues

Completing these activities online can cut down processing time by days or even weeks.

Please follow the below step-by-step instructions to manage your club online:

1. **Login:** Go to <https://zonta.org/> and click **Sign In** or **My Zonta**.



Sign In

Donate

Select Language

Keyword Search

[Our Causes](#) [Our Programs](#) [News & Events](#) [About Us](#) [Get Involved](#) [Your Support](#) [My Zonta](#)

FEATURED ARTICLE

The Zontian, issue four,
now available

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2. Once prompted, enter your email address as the username and then enter your password.

Sign In

Username

@zonta.org

Password

.....

Keep me signed in

Sign In

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

3. Click on the **MY PROFILE** button.



Governance

- Zonta International and Zonta International Foundation Bylaws
- Biennial Goals
- Policies and Guidelines
- Manuals
- Board Meeting Highlights



Forms

- Zonta International Forms
- Zonta International Foundation Forms
- Club, District Forms
- Online Forms
- More



Tools

- Membership Dues
- Elections, Credentials, Club Mailing
- Zonta Leadership Program
- International Nominations
- Awards and Scholarship Materials
- FAQs



Leadership Access

- Exclusive Access to:
- International Leadership



My Profile

- Edit your personal details
- Opt out of communications



Directory

- Find club information
- Access district information

4. Click on the **Manage Club** button on the left side of the page.

MARIAH GOODWIN - TEST

View my directory profile

Manage Club

About Me My Club My Security Settings

Membership Profile

Member ID	194217
Member type	Classified Member
Zontian since (MM/DD/YYYY)	4/9/2019
Email	h@gmail.com

5. To edit club members' information, click on the member's name under the **Club Contacts** section.

The screenshot shows the ZONTA INTERNATIONAL website header with navigation links: Sign Out, Hi, Mariah, Donate, Cart, Select Language, and Keyword Search. Below the header are menu items: Our Causes, Our Programs, News & Events, About Us, Get Involved, Your Support, and My Zonta. The 'Club Contacts' section is highlighted with a blue tab and contains a list of member names: John Doe, Emma Fleetham, Mariah Goodwin - TEST (indicated by a red arrow), and Tess Goodwin.

6. Scroll to the bottom of the page to view your club's details (these cannot be edited), in the **About My Club** section.
7. Enter the approximate number of Z and/or Golden Z Club members as well as the number of your club members who were formerly Z and/or Golden Z Club members, in the **Z Club/Golden Z Club Details** section. Please complete this section, even if the number is 0.
8. Edit your club's mailing address and public website by clicking the pencil icon to the right of the **Club Contact Information** and **Club Website** sections, respectively.

The screenshot displays two main sections: 'ABOUT MY CLUB' and 'Z CLUB/ GOLDEN Z CLUB DETAILS'. The 'ABOUT MY CLUB' section includes fields for Club name (ZONTA HQ), District (06), Area (00), and Club number (9999). Below these are buttons for 'Pay Dues/Manage Club Roster', 'View Invoice (Form A)', and 'Club Membership List'. The 'Z CLUB/ GOLDEN Z CLUB DETAILS' section has three input fields with red arrows pointing to them: 'How many Golden Z Club Members are affiliated with your club?' (35), 'How many Z Club members are affiliated with your club?' (45), and 'How Many Of Your Classified Members Were Former Z Club/Golden Z Club Members?' (3). A red note below states: 'When updating Z Club/ Golden Z Club numbers, please click the SAVE button on the bottom of the screen.' Below this are sections for 'Club Contact Information' (with a pencil icon circled in red) and 'Club Website' (with a pencil icon circled in red). At the bottom right, 'Save' and 'Cancel' buttons are circled in red.

9. To save any changes to the above sections, you must click the **Save** button at the bottom of the screen.

10. To view a current invoice or club membership list click the **View Invoice (Form A)** or **Club Membership List** buttons, respectively, on the bottom left of the screen.

About My Club

Club name: ZONTA HQ

District: 06

Area: 00

Club number: 9999

Z Club/ Golden Z Club Details

How many Golden Z 35

Club Members are affiliated with your club?

How many Z Club 45

members are affiliated with your club?

How Many Of Your 32

Classified Members

Were Former Z Club/Golden Z Club Members?

Pay Dues/Manage Club Roster

View Invoice (Form A)

Club Membership List

When updating Z Club/ Golden Z Club numbers, please click the **SAVE** button on the bottom of the screen.

11. To add new members, resign members, obtain an updated invoice, and/or pay dues click the **Pay Dues/Manage Club Roster** button on the bottom left of the screen.

About My Club

Club name: ZONTA HQ

District: 06

Area: 00

Club number: 9999

Z Club/ Golden Z Club Details

How many Golden Z 35

Club Members are affiliated with your club?

How many Z Club 45

members are affiliated with your club?

How Many Of Your 32

Classified Members

Were Former Z Club/Golden Z Club Members?

Pay Dues/Manage Club Roster

View Invoice (Form A)

Club Membership List

When updating Z Club/ Golden Z Club numbers, please click the **SAVE** button on the bottom of the screen.

12. To add new members, resign members, and/or pay dues, read the instructions on the page and begin at "Step 1: Add New Members" if your club is adding a new member(s). If your club is not adding new members, skip Step 1 by clicking on the **Next Step** button.

Important Notes:

- Members added between **1 June and 30 November** will be billed for full-year dues. Members added between **1 December and 31 May** will be billed for half-year dues.
- Only add **new** members on Step 1. You will be able to renew, resign, reinstate, and pay dues in the next steps.

13. To add a **new** member, click on the **Add Now** button under the category of the new member that you want to add.

- “Classified Member” is for all regular memberships.
- “Club Honorary Member” is for memberships that are paid for by the club, not the member.
- “Young Professional Member” is a lower dues rate category for members under 30 years old, which will require a birthdate.

➤ If you are not adding new members, click the **Next Step** button.

STEP 1: ADD NEW MEMBERS

Add a new member by clicking the "Add Now" button under the member category you wish to add. Repeat this process until all new members are added. Once finished, click the "Next Step" button.

Important note: You can now add new members for the 2019-2020 membership year. All new memberships will begin on June 1st.

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

The image shows three membership category cards. Each card has a circular logo at the top, the category name in all caps, and a brief description. Below each card is a blue 'Add Now' button, which is circled in red. To the right of the cards is a blue 'Next Step' button, also circled in red, with a red arrow pointing to it from the right.

Category	Logo	Description	Action
CLASSIFIED MEMBER	CM	A category of membership drawn from women and men with experience in a recognized business or profession.	Add Now
CLUB HONORARY MEMBER	CHM	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	YPM	A category of membership for individuals younger than 30 years of age and the minimum age of majority.	Add Now

➤ Enter the new member’s contact information and then click on the **Next** button.

Create Account Additional Information Dues Summary

ADD CLASSIFIED MEMBER

*First name

Middle name

*Last name

Suffix

*Email

*Confirm email

Country

Address

City

State


Postal code

 [Next](#)

- On the “Additional Information” tab, enter the date of birth, gender, phone numbers and professional classification.
- In the “Zonta Award & Z Club History” section, check the **Former Z Club or Golden Z Club Member** box if the new member was ever a member of a Z or Golden Z club.
- Check the **Zonta Education Award Recipient** box if the new member ever received an educational award from Zonta. Click on the dropdown arrow to select the award received.

Create Account **Additional Information** Dues Summary

ADDITIONAL INFORMATION

Date of Birth 

Home Phone

Professional Classification

Gender

Mobile Phone

ZONTA AWARD & Z CLUB HISTORY

Former Z Club or Golden Z Member?

Name of Club and Country

Zonta Education Award Recipient?

Please Specify

 [Next](#)

- When finished, click on the **Next** button.

- On the “Dues Summary” tab, review the dues and fees amounts for the new member. If the information is correct, click on the **Finish** button. If it is incorrect, do not proceed, and contact us at memberrecords@zonta.org to correct the issue.

Create Account	Additional Information	Dues Summary
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DUES SUMMARY

DESCRIPTION	BALANCE
Classified Member Dues	\$ 44.00
New Member Fee	\$ 15.00



- After you click on the **Finish** button, you will be redirected back to the “Step 1: Add New Members” page. Repeat the steps for adding new members until all new members have been added.

14. Once all new members have been added, click on the **Next Step** button to go to the “Step 2: Update Membership Status” page.

- Check the box in the **Join/Renew** column (to the right of each member’s name) for each new or renewing member.
- If a member is resigning, check the box under the **Resign** column.
- After all selections have been made, click on the **Next** button.

STEP 2: UPDATE MEMBERSHIP STATUS

Check the box next to each new member you added and for each renewing member under the “Join/Renew” column. If all members paid their renewal dues, they will not be listed.

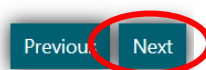
If the member is resigning, check the box next to the member’s name under the “Resign” column.

You will have the option on the final check-out page to select which members you wish to pay now or pay later.

Once all selections are made, click the “Next” button.

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

Member ID	Member Name	Join/Renew	Resign
198606	Maddie	<input checked="" type="checkbox"/>	<input type="checkbox"/>
194217	Mariah	<input checked="" type="checkbox"/>	<input type="checkbox"/>
195645	Tina	<input type="checkbox"/>	<input checked="" type="checkbox"/>
196808	Dawn	<input checked="" type="checkbox"/>	<input type="checkbox"/>
195204	jane	<input type="checkbox"/>	<input checked="" type="checkbox"/>
195875	jane	<input checked="" type="checkbox"/>	<input type="checkbox"/>
198278	test0911 record	<input checked="" type="checkbox"/>	<input type="checkbox"/>
198251	Ben	<input checked="" type="checkbox"/>	<input type="checkbox"/>
198726	Mariah S. TEST	<input checked="" type="checkbox"/>	<input type="checkbox"/>



15. On the “Step 3: Reinstate Members” page, check the box to the right of each former member’s name that you would like to reinstate. If no one is reinstating, or when your selections are complete, click on the **Next** button.

STEP 3: REINSTATE MEMBERS

For each former member listed below, check the box under the “Reinstate” column if the member is reinstating their membership. If you are not reinstating members, skip Step 3 and click the “Next” button.

Former Member ID	Former Member Name	Reinstate
196117	Ben TEST	<input type="checkbox"/>



16. On the “Step 4: Review Selected Members” page, review the list to ensure that all the members you added, renewed, and/or reinstated are listed.

- If the list is correct, click the **Confirm** button.
- If the list is incorrect, click the **Previous** button to return to the previous pages and make changes.

Review the list below to ensure all members you selected to add, renew or reinstate are selected.

If the list is correct, click the “**Confirm**” button below.

If not, click the previous button to return to the previous pages to make edits.

Note: If you only used this system to resign members, the members will not appear on this list and you can exit out of the system.

Member ID	Member Name	Select
198606	Maddie	✓
194217	Mariah Goodwin - TEST	✓
196808	Dawn I	✓
195875	jane parks	✓
198278	test0911 record	✓
198251	Ben	✓
198726	Mariah	✓



17. After you click the **Confirm** button, you will be redirected to the shopping cart page.

- Review the invoice amounts and each member listed. You can select a member’s balance to pay later by clicking on the Pay Later link to the right of the member’s balance.

SHOPPING CART

ITEMS

There are no records.

Update

INVOICES

Invoice Number	Description	Balance	
N/A	Membership - Mariah S.	59.00	Pay Later
N/A	Membership - Maddie	59.00	Pay Later
N/A	Membership -	103.00	Pay Later
N/A	Membership - Ben	103.00	Pay Later
N/A	Membership - Dawn	103.00	Pay Later
N/A	Membership - Mariah	88.00	Pay Later
N/A	Membership - jane	55.00	Pay Later

View Invoice (Form A)

- To pay with a check/money order or international wire, click on the **View Invoice (Form A)** button to download a PDF invoice. The invoice includes instructions on how to submit each type of payment.

18. To pay online, either enter the credit card information under “Payment Details” and then click on the **Submit Order** button, OR click the **Check Out with PayPal** button.

CART CHARGES

Invoice Total	182.00
TRANSACTION GRAND TOTAL	182.00

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

Payment method

* Card number

* Name on card

* Expiration date

* CSC

Card address USA
[Choose another address](#)

Submit Order

- If you selected to pay using PayPal, you will be automatically redirected to log in to PayPal. If you do not already have an account, you can click the **Create an Account** button.

PayPal

Pay with PayPal

Enter your email or mobile number to get started.

Email or mobile number

[Forgot email?](#)

Next

or

Create an Account

[Cancel and return to Zonta International](#)

English | Français | Español | 中文

PayPal \$182.00 USD

Pay with debit or credit card

We don't share your financial details with the merchant.

Country/Region: United States

Card type:

Card number

MM / YY CVW

Billing address

First name Last name

Street address

Apt., ste., bldg. (optional)

City

State

ZIP code

Create your PayPal account

PayPal is the safer, easier way to pay
No matter where you shop, we keep your financial information secure.

- Once you have clicked the **Create an Account** button, you have the option to link a credit card (MasterCard, Discover, Visa, or American Express) or bank account.

PayPal

Set up a way to send money, receive money, and shop online

Add your card now to use it fast and securely later.

Debit or credit card number

Card type: Select your card type

Expiration date

Security code

Billing address: 1200 Harger Rd., Ste 330, Oak Brook, IL

Link Card

[Link a bank instead](#)

19. Once your payment is completed, you will be redirected back to the Zonta page to confirm. You may print the order confirmation page for your records. You will receive a copy of the receipt via email.
20. You are finished! Thank you for your support. We appreciate your hard work and dedication to Zonta International.