



# 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 step-by-step instructions below to manage your club online:**

1. **Login:** Go to <https://zonta.org/> and click **Sign In** at the top of the page.



Select Language ▼



Sign In Donate

Keyword search

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

Join Zonta and Add Your Voice  
for Gender Equality

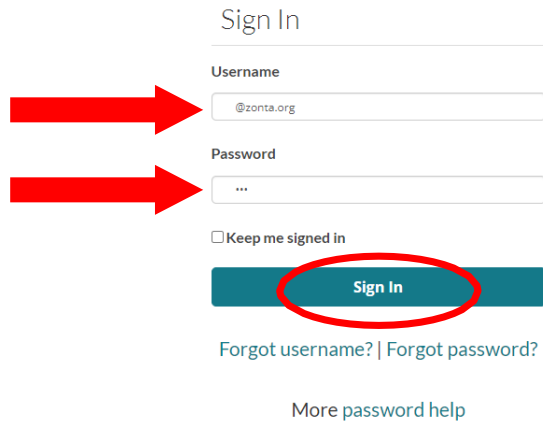
[Join your own way](#) [Add Your Voice](#)



## Why Zonta?

We believe in making the world a better place by empowering women.  
We find joy in doing this in a supportive community of like-minded professionals from

2. Once prompted, enter your email address as your username and then enter your password. When finished, click the **Sign In** button.



Sign In

Username

@zonta.org

Password

...

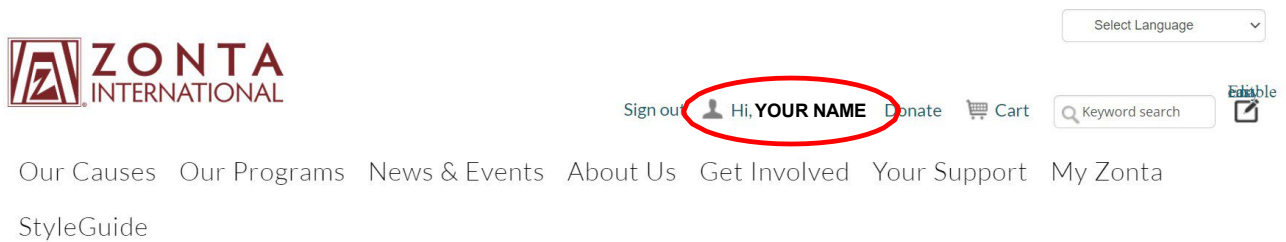
☐ Keep me signed in

**Sign In**

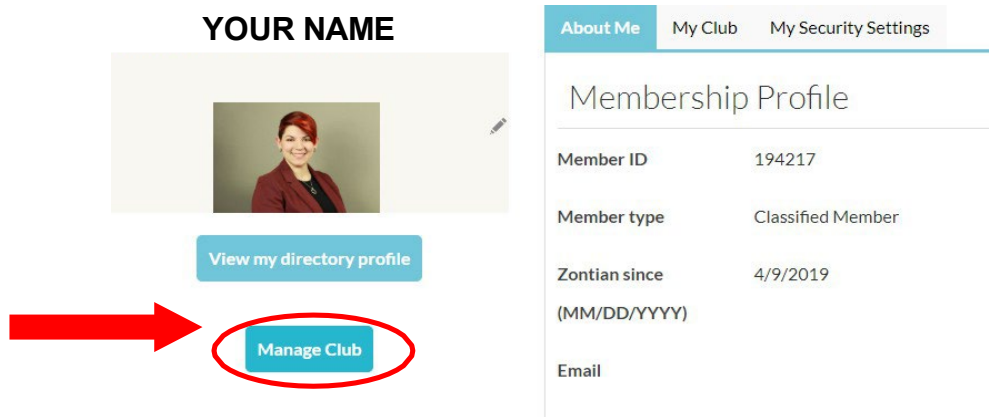
[Forgot username?](#) | [Forgot password?](#)

[More password help](#)

3. Click on your name at the top of the page to be redirected to your My Zonta Profile.



4. Click the **Manage Club** button to view your club's profile. If you do not see this button, please ensure you have submitted your Club Officer Form and contact the Membership Department at [memberrecords@zonta.org](mailto:memberrecords@zonta.org).



5. To edit club members' information, scroll down until you see **Club Contacts**. Locate the member whose information you want to edit and click their name. If you want, you can also export your club's contact list from here. If you note any member account duplicates, please let the Membership Department know.

Club Contacts

Export

123456

Page: of 6GoPage size:Change

Item 1 to 10 of 51

Show all 51

Full Name	Paid Through	Join Date	Member Status
John Doe		3/4/2020 1:08:27 PM	A
Mariah Goodwin	5/31/2023	4/9/2019 12:00:00 AM	A

123456

Page: of 6GoPage size:Change

Item 1 to 10 of 51

Show all 51

6. At the top of the page, you can view your club's district, area and club information (these cannot be edited), in the **My Club** section.
7. Edit your club's mailing address and public website by clicking the pencil icon to the right of the Club Contact Information section.
8. Edit your club's details, including website, meeting times, projects or focus, as well as a description by clicking the pencil icon at the top right of the Club Details panel. This information will be visible on the Locate a Club results for prospective members to view.
9. Enter the approximate number of 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.

My Club

Club name:ZONTA HQ

District:06

Area:00

Club number:9999

Update Club Roster / Pay Dues

View Invoice (Form A)

Club Membership List

When updating any information on this page, please be sure to click the **SAVE** button at the bottom of the screen.

Club Contact Information

Home

1200 Harger Road  
Ste 330  
Oak Brook, IL 60523  
USA

Club Details

Club website:www.zonta.org

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

Save & Close

10. To view a current invoice or club membership list click the **View Invoice (Form A)** or **Club Membership List** buttons.

My Club

Club name:	ZONTA HQ
District:	06
Area:	00
Club number:	9999

[Update Club Roster / Pay Dues](#)

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

[Club Membership List](#)

When updating any information on this page, please be sure to click the **SAVE** button at the bottom of the screen.

### Club Contact Information

Home

1200 Harger Road  
Ste 330  
Oak Brook, IL 60523  
USA

### Club Details

Club website: [www.zonta.org](http://www.zonta.org)

11. To add new members, resign members, update your club's invoice, and/or pay dues, click the **Pay Dues/Manage Club Roster** button on the bottom left of the screen.

My Club

Club name:	ZONTA HQ
District:	06
Area:	00
Club number:	9999

[Update Club Roster / Pay Dues](#)

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

[Club Membership List](#)

When updating any information on this page, please be sure to click the **SAVE** button at the bottom of the screen.

### Club Contact Information

Home

1200 Harger Road  
Ste 330  
Oak Brook, IL 60523  
USA

### Club Details

Club website: [www.zonta.org](http://www.zonta.org)

How We Meet: Meet Mondays at 2:30pm  
Hybrid in-person and virtual meetings

## **Important Notes**

- Members added between 1 June and 30 November will be billed for full-year dues. Members added between 1 December and 31 March will be billed for half-year dues. Members added 1 April through 31 May will be billed for the upcoming year under the Add Your Voice Membership Campaign.
- Only add new members on Step 1. You will be able to renew, resign, reinstate and pay dues in the next steps.

12. To add new members, resign members, and/or pay dues, read the instructions on the webpage 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.

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 35 years old or younger, which will require their birthdate to verify.

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

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



### **CLASSIFIED MEMBER**

A category of membership for club members over the age of 35.

**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 35 years of age or younger, and at least the minimum age of majority.

**Add Now**



**Next Step**

- Enter the new member's information and then click on the **Next** button.

Form tabs: Contact | Birth Date | Demographics

Fields in Contact tab:

- \*First name
- \*Last name
- Organization: ZONTA HQ
- \*Email
- Phone
- \*Country: USA
- \*Address
- \*City
- \*State: (None)
- \*Postal code

Next button

- On the “Birth Date” tab, enter the member's birth year. The birth year is not saved and is only requested to ensure the correct dues rate. When finished, click the **Next** button.
- On the “Demographics” tab, add in the additional optional information. Date of birth is required for young professionals to ensure their yearly dues rate is correct.
- 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.

Form tabs: Contact | Birth Date | Demographics

Section: Additional Optional Information

Fields in Demographics tab:

- Date of Birth
- Occupation
- Home Phone
- Mobile Phone
- ☒ Paid By Club
- Zonta Award & Z Club History
  - ☐ Former Z Club or Golden Z Member?
  - Name of Club and Country
- ☐ Zonta Education Award Recipient?
- Please Specify: (None)

Previous button | Finish button

- 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 continuing 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.

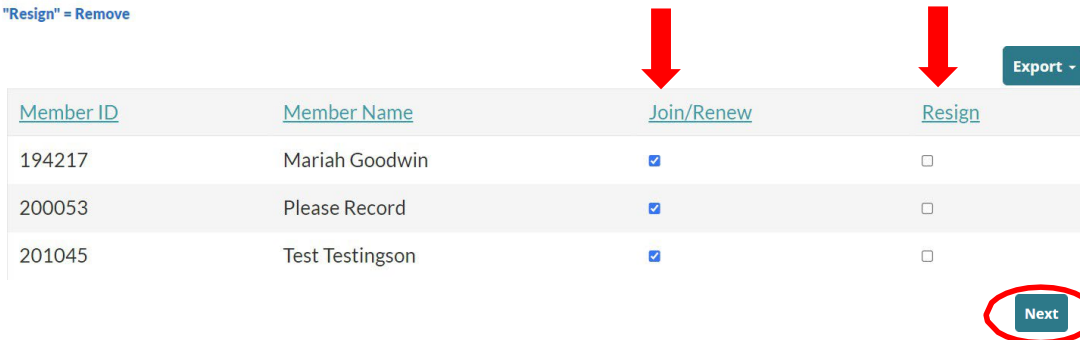
You will have the option on the final check-out page to select which members you wish to pay now or pay later.

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

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

“Join/Renew” = Keep

“Resign” = Remove



The screenshot shows a table with four columns: Member ID, Member Name, Join/Renew, and Resign. There are three rows of member data. Red arrows point to the Join/Renew and Resign columns. A red circle highlights the 'Next' button at the bottom right, with a red arrow pointing to it from the right.

Member ID	Member Name	Join/Renew	Resign
194217	Mariah Goodwin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
200053	Please Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>
201045	Test Testingson	<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. Please note that for members who are reinstating after more than three years of absence, their record will have been purged and they will be considered a new member.

#### 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.



The screenshot shows a table with three columns: Former Member ID, Former Member Name, and Reinstate. There are eight rows of former member data. A red circle highlights the 'Reinstate' column header. A red arrow points to the 'Next' button at the bottom right, which is also circled in red.

Former Member ID	Former Member Name	Reinstate
208659	Betty Jones	<input type="checkbox"/>
204735	Phyllis Test	<input type="checkbox"/>
200919	ZI Board Test	<input type="checkbox"/>
200923	ZI Dist Treas Test	<input type="checkbox"/>
200918	ZI ICC Test	<input type="checkbox"/>
200924	ZI Lt Gov Test	<input type="checkbox"/>
200922	ZI Mem Comm Test	<input type="checkbox"/>
200921	ZIF Dev Comm Test	<input type="checkbox"/>

- If no one is reinstating, or when your selections are complete, click on the **Next** button.

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.

Step 4: Review selected members

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.

Export ▾		
Member ID	Member Name	
211135	Test Example	✓
194217	Mariah Goodwin	✓

Previous

Confirm



17. After you click the **Confirm** button, you will see the "Membership Dues and Fees Billing Summary" page.

- Review the invoice amounts and each member listed. Invoices are grouped by returning/renewing member dues, new member dues and fees, and reinstating member dues and fees separately.
- You can view the individuals billed under each invoice by clicking on the triangle dropdown next to the invoice number. To pay an invoice later, click on the "Pay Later" link to the right of the balance due.

## Invoices

Invoice Number	Description	Balance Due	
▼ Cash-195297	Membership Dues and Fees	106.00	Pay Later
Item		Balance Due	
Classified Member Dues – Test Example		88.00	
Club Liability Insurance – Test Example		3.00	
New Member Fee – Test Example		15.00	



If any of the billing information is incorrect, click the **Click Here to Make Billing Changes** button. If it is correct, scroll down to enter payment information and click the **Submit Order** button when finished.

- To pay with a check or wire transfer, 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.
- Be sure to send the Membership Department a copy of Form A. Include only the members to be **PAID**. All changes should be completed before submitting the form.

## Membership Dues and Fees Billing Summary

[Click Here to View Individuals Billed](#)

Individuals Billed

4

Amount Billed

479

[Click Here to Make Billing Changes](#)

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

18. To pay online, either enter the credit card information under “Payment Details” and then click the **Submit Order** button or click the Pay by PayPal button to be redirected to your PayPal account.

## Payment Details

Pay with **PayPal**

### Cart Charges

Invoice total 1,198.00

**TRANSACTION GRAND TOTAL**  
1,198.00

### Payment Details

\*Bill to

Myself

Payment amount

1,198.00

Payment method

Visa

\*Name on card

Mariah Goodwin

\*Card

Card number

MM/YY

CSC

Postal code

This site is protected by reCAPTCHA  
and the Google [Privacy Policy](#) and  
[Terms of Service](#) apply.

Billing address

[Choose another address](#)

[Submit Order](#)

- Please be sure that the billing address matches that of the credit card to complete payment.

**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](#)

**Pay with debit or credit card**

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

Country/Region  
United States

Card number

MM / YY CVV

**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.

- If you selected to Pay by PayPal, either log in or create an account. 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.

**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](#)

- 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.
- You are finished! Thank you for your support. We appreciate your hard work and dedication to Zonta International.

Questions? Contact the Zonta International Membership Department at [memberrecords@zonta.org](mailto:memberrecords@zonta.org).  
[memberrecords@zonta.org](mailto:memberrecords@zonta.org) or call +1.630.928.1400