

Zonta Club Officer Dues Training

Our goal for this training

- Review the club online dashboard – live demonstration
- Walk through paying dues online and updating club rosters
- Review how to access the Club President's webpage

2023-2024 Information

Dues Collection



Invoice available online only



Update club roster online

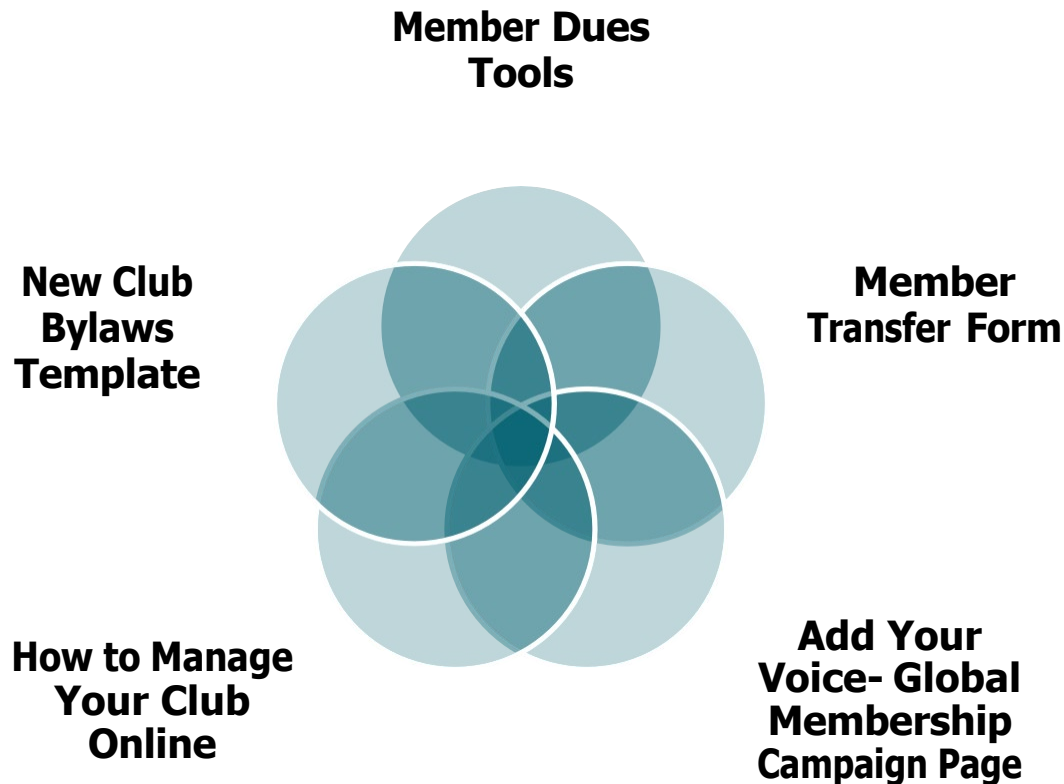


New members can be added
after 1 April




No automatic dues extension

Resources for Clubs



Login

 **ZONTA**
INTERNATIONAL

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

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

Sign In

Username

Password

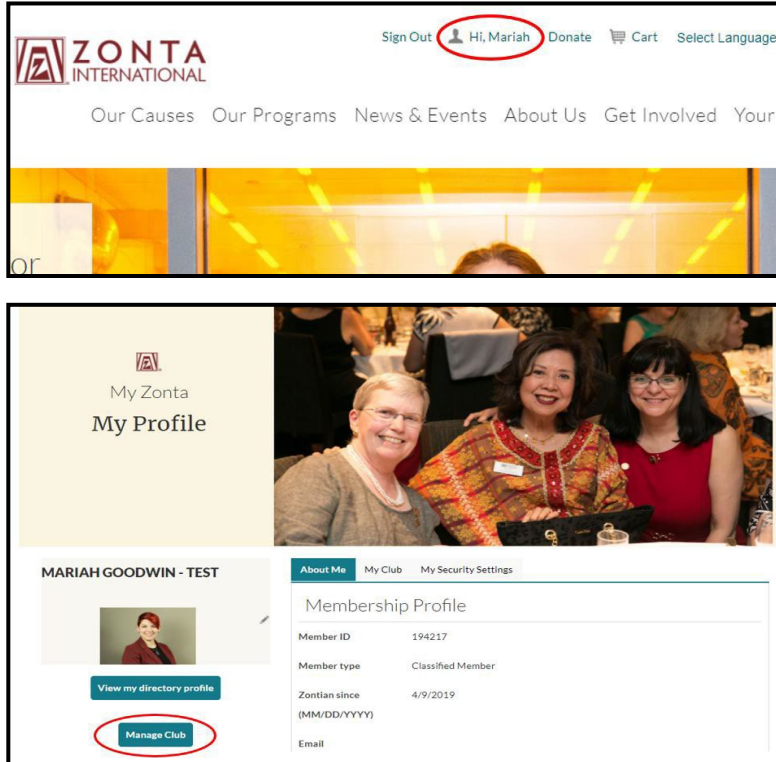
☐ Keep me signed in

[Sign In](#)

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

[More password help](#)

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

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

Quick Tools

Club Officer Form

When updating any information on this page, please click the update 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

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

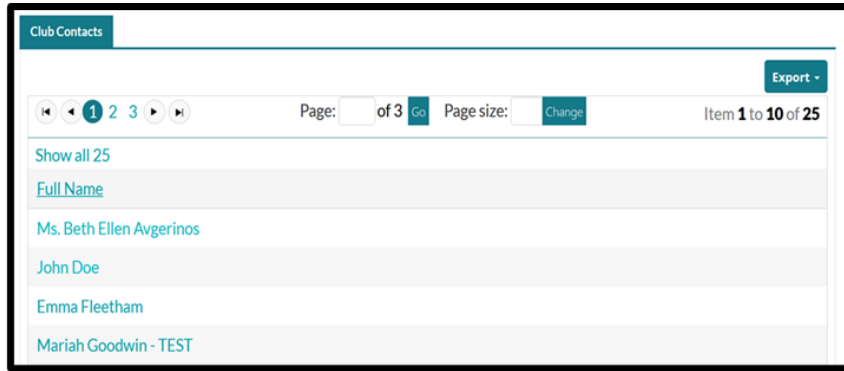
Projects Or Focus: Raising awareness of Child Marriage in

Club Description: A vibrant community of like-minded in

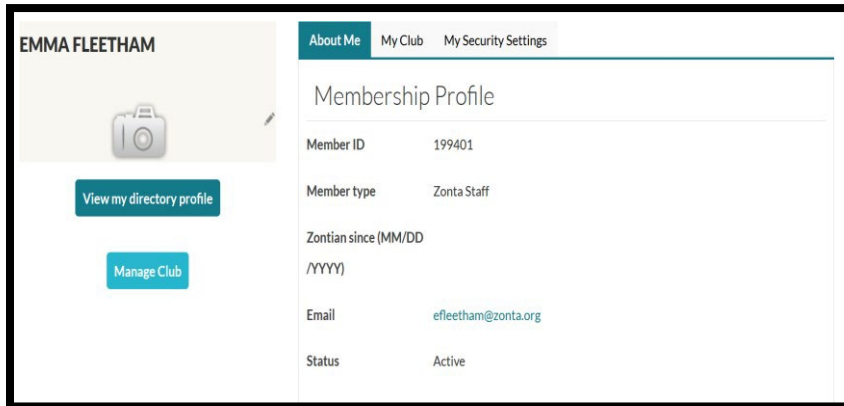
Club Dashboard

- Edit Club Details including club website
- Update Club Roster/Pay Dues
- View Invoice
- Club Membership List

Updating a Member's Information



- Scroll to the bottom of your club's profile for a list of your club contacts
- Click on the member you want to update
- You will be taken to their profile, where you can update the My Personal Details section
- Edit the My Address section to update email and mailing address



Pay Dues and Manage Club Roster

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](#)

Quick Tools

[Club Officer Form](#)

When updating any information on this page, please click the [Update Club Roster / Pay Dues](#) button at the bottom of the screen.

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Club Description: A vibrant community of like-minded in

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
- If a member has been resigned over 3 years, they will need to be added as a new member, not reinstated

Or Skip Adding New Members

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



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YOUNG PROFESSIONAL MEMBER

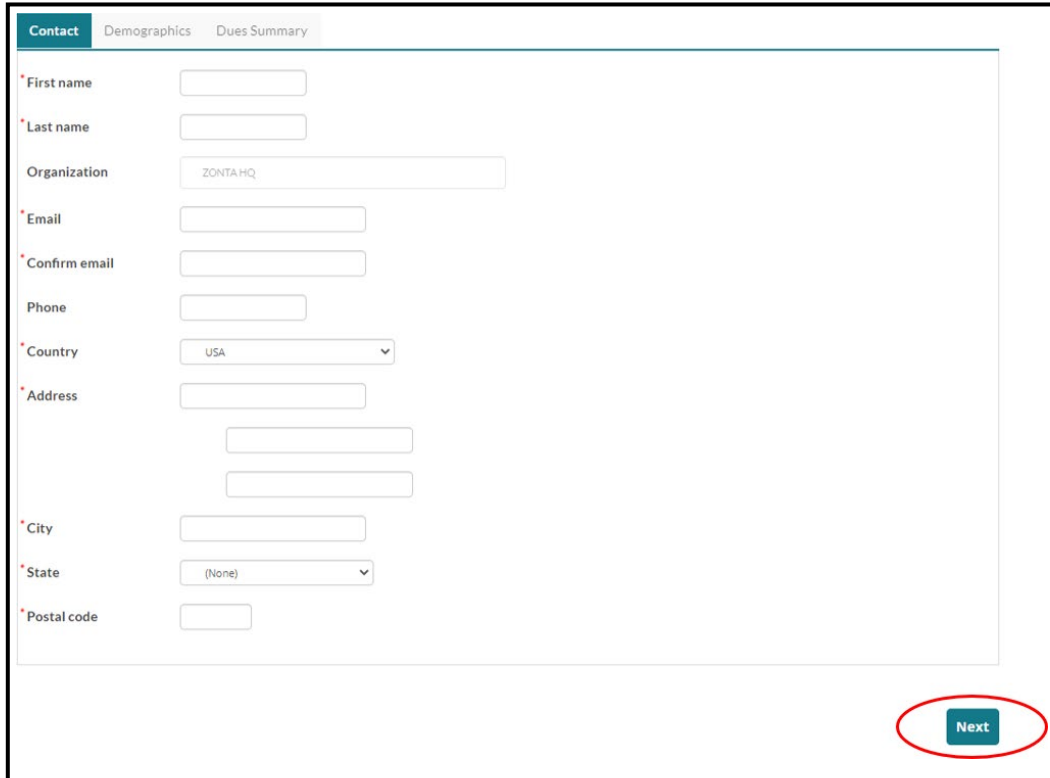
A category of membership for individuals younger than 30 years of age and the minimum age of majority.

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



The screenshot shows a web form titled 'Contact' with three tabs: 'Contact', 'Demographics', and 'Dues Summary'. The 'Contact' tab is active. The form contains the following fields:

- *First name: Text input field
- *Last name: Text input field
- Organization: Text input field with 'ZONTA HQ' entered
- *Email: Text input field
- *Confirm email: Text input field
- Phone: Text input field
- *Country: Dropdown menu with 'USA' selected
- *Address: Three stacked text input fields
- *City: Text input field
- *State: Dropdown menu with '(None)' selected
- *Postal code: Text input field

A red circle highlights the 'Next' button at the bottom right of the form.

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

Adding New Members Continued

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



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Add Now



CLUB HONORARY MEMBER

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Add Now



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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

*Please pay careful attention to the resignation column

- 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 (within the last 3 years)
- 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
- If there are members you do not wish to pay now, click the “Pay Later” button beside their invoice line item (they will still appear in the invoice PDF)

Shopping Cart			
Items			
There are no records.			
			<button>Update</button>
Invoices			
Invoice Number	Description	Balance	
N/A	Membership - Please Record	106.00	Pay Later
N/A	Membership - Test0526 Record	106.00	Pay Later
N/A	Membership - Tina Haglund	91.00	Pay Later
			<button>View Invoice (Form A)</button>

Payment

The screenshot displays a payment interface. On the left, under 'Cart Charges', a table shows 'Invoice Total' as 303.00 and 'TRANSACTION GRAND TOTAL' as 303.00. A red arrow points to the grand total. On the right, 'Payment Details' includes a 'Pay with PayPal' section with a 'Check Out with PayPal' button circled in red. Below this is the 'Other Payment Options' section with fields for 'Bill To' (Myself), 'Payment method' (Visa), 'Card number', 'Name on card' (Mariah Goodwin), 'Expiration date' (01/2020), 'CSC', and 'Card address' (USA). A 'Submit Order' button is circled in red at the bottom right.

Cart Charges	
Invoice Total	303.00
TRANSACTION GRAND TOTAL	303.00

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:
[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

Dues Tools Page

Visit our Dues Tools Page to see:

- Dues payment instructions
- The current EUR exchange rate
- Instructions for submitting each payment option
- Dues amounts charts
- FAQs



My Zonta
Membership Dues
Tools



Membership Dues Forms

- [Club Membership Dues Managing Your Club Online Instructions | PDF](#)

Club Dues Training

- [Club President and Treasurer Dues Training Document | PDF](#)
- [Club President and Treasurer Dues Training Video | LINK](#)

Euro Exchange Rate


April 2023: The official Zonta exchange rate is 0.9243

Submitting a Payment


[Pay Dues Online/ Manage Roster](#)

[Return to My Zonta Tools](#)

Club Presidents Page



My Zonta
Club Presidents



Welcome club presidents! This page is your central hub for all you need to know as club president. Please bookmark this page and check back frequently for updates and new items.

Happening in Zonta:

Club President Tools
Club Manual | PDF
Club President Orientation 11 May | [LINK](#)
President's Companion | PDF
Build a Better Club | [LINK](#)
Club Dues Training | PDF

Leadership Updates
March 2022 | [LINK](#) | PDF
February 2022 | PDF
January 2022 | PDF
December 2021 | PDF
November 2021 | PDF
October 2021 | PDF

[Return to My Zonta Leadership Access](#)

[Add Your Voice Membership Campaign](#)

[Share Your Story](#)

Quick Links:

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

- Find the Club President page under My Zonta / Leadership Access
- Club Officer Information Form available under Quick Links on the right side of the screen

FAQs

1. A Member passed away: if a member is deceased, please let us know via email at memberrecords@zonta.org and we will update their account. This can be before or after you resign their account online.
2. Co-Presidents or Treasurers: Clubs may have co-presidents or treasurers. If that is the case, please contact us at memberrecords@zonta.org to let us know your club has multiple office holders. Only members designated as a president or treasurer with us at Zonta Headquarters can have access to manage the club online.
3. Official join date of new members: New members have a join date of the date your club's dues were processed. This is to ensure that our statistics and records are accurate. If there is a dispute with a current member's join date, please provide proof of membership for the time in question, or request such information be forwarded by the Governor to us at Zonta Headquarters.
4. Club Officer forms: Club officer forms should be submitted yearly even if the club's officers remain the same. Our online system requires an end date for access, so we need to revalidate this every year. Anyone may submit the club officer form, but the current club president or treasurer should confirm it has been submitted.
5. New Member Logins: New members have access once their dues have been processed. At this time they do not receive an automatic email letting them know, so we rely on our clubs to assist them. To set a new password, they can click the "forgot password" link on our sign-in page even if they have not signed in before. The username is the email address on file.

Zonta Club Officer – Dues Training

Thank you!

Please address questions to your Area Director or other District Leaders. Follow-up with us at Zonta HQ if needed.