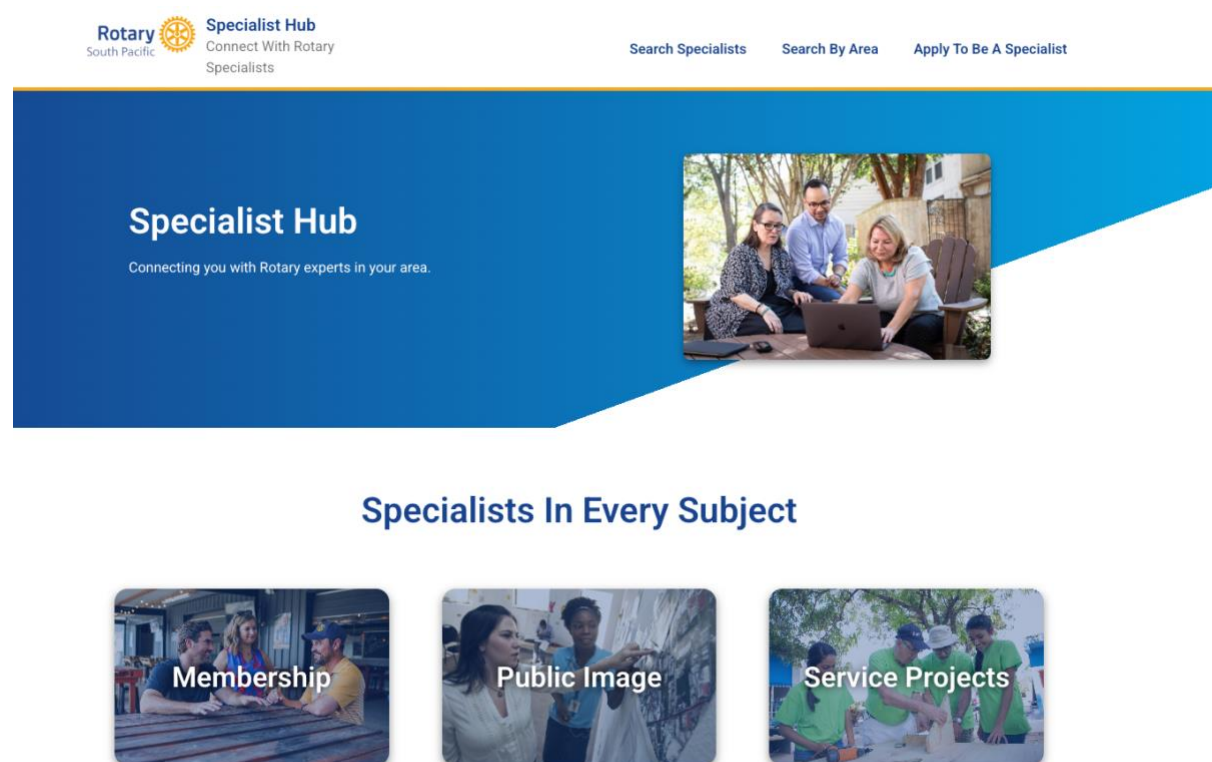


Specialist Hub Guide October 2025

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Searching for and Contacting a Specialist

Enter zone8specialisthub.au on your browser to find the portal.



To use the hub to find a Specialist just go into one of the designated areas on the landing page:

- Membership
- Public Image
- Service Projects
- Funding and Grants (Non-TRF)
- Learning & Development
- DEI
- Club Operations & Other

If you are not sure which specialty to use, enter by clicking on “Search Specialists” or “Search By Area” and find your Specialist that way.

Once you are in the Specialist listing area, look for the menu (selection-accordion) on the left-hand side. Click on a red box such as Membership and a drop down of sub-categories opens.

RESET FILTER

The screenshot shows the Specialist Hub search interface. At the top is a blue bar with the Rotary South Pacific logo and the text 'Specialist Hub Connect With Rotary Specialists'. Below this are three buttons: 'Search Specialists', 'Search By Area', and 'Apply To Be A Specialist'. The 'Search Specialists' and 'Search By Area' buttons are highlighted with yellow circles. Below the buttons is a blue bar with the text 'ENTER'. Below this is a search form with a 'Search Term:' label and a text input field. Below the search form is a list of filter categories, each in a red box: 'Location', 'Languages:', 'Membership:', 'Public Image and Partnerships:', 'Service Projects and Partnerships', 'Major Funding and Grants (Non - TRF)', 'Learning and Development', 'Diversity Equity and Inclusion DEI', and 'Club Operations and Other Areas'. A yellow arrow points from the 'Membership:' filter to a dropdown menu on the right. The dropdown menu is titled 'Membership:' and contains four sub-categories, each with a checkbox: 'Attracting and onboarding new members', 'Different club and membership types', 'Events for prospective members', and 'Member retention'. Below the dropdown menu is a red box labeled 'Public Image and Partnerships:'.

Here you can make a finer selection.

You could also enter a “Search Term” such as a person’s name or the specialty you seek. If you use the search term, there’s a reset filter button above it to clear the filter and search again (or it will retain the old search).

Find Specialists with the expertise you are looking for (please look through all listings with the right qualifications as there may be more than just the first person listed). Make sure they are available and not offline for any reason, then click on “Contact” that will take you to a screen to enter your details and the nature of your enquiry.



Ian Scott

✓ Available

New South Wales, Australia
District: 9685 **Club:** Central Blue Mountains

- Community consultation • Leadership development • Club strategic planning
- Conflict and dispute resolution

Contact

✓ English

⚙️

I have a range of areas that I can offer advice on including: • Running a Mental Health First Aid project • Leadership development and training • Executive coaching • Strategic plan review and guidance • Governance review and guidance • Facilitation design for strategic planning, L&D and other workshops I can also conduct investigations and fact-finding inquiries on behalf of leadership

Contact This Specialist

Please fill out the form below with your information and message and the specialist will reach out to you shortly.

Your Name *(Required)*

lan

Your Email *(Required)*

alphabet@gmail.com

Your Phone Number

9999 999 999

Message

Blah blah blah. Please assist.

Confirm you are not a robot and click “submit”; you should then get a screen confirming the contact with this message: “Thank you for contacting [Name], they will review your message and get back to you soon.”

A ticket is created for your enquiry and the Specialist notified. The Specialist should then contact you directly on the email you used, or on your mobile phone. Please note; the interaction does not happen through the Specialist Hub.

You may receive an email after a while asking if the Specialist has contacted you; this is a trigger for you to let Specialist Support know contact has not happened and they can follow it up.

Once your enquiry has been resolved, the Specialist will close the ticket, and you will get an email asking for you to rate the interaction and provide any comments you wish to make on the experience of using Specialist Hub.

Thank You For Using Specialist Hub External Inbox x



Specialist Hub
to me ▾

1 Aug 2025, 18:33 (2 days ago) ☆ ↶ ⋮

Thank you for using Specialist Hub! We are constantly looking to gather feedback to improve the process and would love to hear about your interactions with our team. Would you mind filling out this form about your experience with Specialist Hub? Follow this link: [Survey Link](#)

Applying to be a Specialist

To apply to be a Specialist click on the “Apply To Be A Specialist” on the right-hand side and this will take you into the application form. These screen shots are taken from a mock application made by the developer. Just about every field needs to be filled in and if there is a mandatory field missed, the form will warn you before going on.

Apply To Be A Specialist

Thank you for your interest in becoming a specialist with the Specialist Hub. Please fill out the form below. Once completed, an email will be sent to you to activate your Specialist Hub Account.

Your application will be pending until reviewed by a site administrator. You may receive email communication from a site administrator about changes to your application or questions about application information.

Step 1 of 7

14%

Basic Information

Name (Required)

Wyatt

First

Demo Video

Last

Email (Required)

wyatt@boylanpoint.com

Username (Required)

wyatt@bpa

Password (Required)

Enter Password

Next

Confirm Password

On the first page you enter your basic information including setting up a password. There are quite a few steps involved. Once completed, hit the submit button and the administrators will review your application. When your application is approved your profile will be visible.

Page 2 asks for a profile image, preferably a head and shoulders photo. Then enter Rotary/Rotaract, country and any languages you are fluent in.

User Profile Image *(Required)*

Choose File intersex-inclusive-pride-flag-1.avif

District *(Required)*

1234

Club *(Required)*

my club

Are You A Rotarian or Roteract Member? *(Required)*

☒ Rotarian
☐ Roteract

Country *(Required)*

Australia

Area

Victoria

languages *(Required)*

☒ English
☒ French
☐ Tok Pisin
☐ Maori
☐ Other

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

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Next tick your areas of specialty.

☐ Different club and membership types
☐ Events for prospective members
☐ Member retention
☒ Other (please specify)

other membership specialty

Other Specialty

Public Image and Partnerships

☐ Advertising
☐ Communications strategy development
☒ Graphic design
☐ Media relations (includes crisis management)
☐ Rotary branding
☐ Social media
☐ Website design (excludes website development)
☐ Other (please specify)

Service Projects and Programs

☐ Community consultation
☐ Community vocational awards
☐ Project evaluation
☐ Project needs assessment
☐ Strategy development and implementation for service projects
☒ Youth programs (please specify if you specialise in a particular youth program)
☐ Other (please specify)

RYLA

Youth Program

Major Funding and Grants (Non - TRF)

☐ Corporate engagement
☐ Fundraising
☐ Grants outside Rotary (for management and administrative purposes)

If you select a sub-category of “other”, use the text box to describe your specialty.

Next upload a short CV that demonstrates your skills and qualifications for the specialty. (This is for Administrator use only).

Apply To Be A Specialist

Thank you for your interest in becoming a specialist with the Specialist Hub. Please fill out the form below. Once completed, an email will be sent to you to activate your Specialist Hub Account.

Your application will be pending until reviewed by a site administrator. You may receive email communication from a site administrator about changes to your application or questions about application information.

Step 4 of 7

57%

CV Information

Curriculum Vitae *(Required)*

Choose File

No file chosen

Accepted file types: pdf, doc, docx, txt, Max. file size: 2 MB.

Please upload a copy of your Curriculum Vitae (CV), covering any qualifications, skills and experience you possess that are relevant to each area of specialty you have selected in the previous question.

Your CV must also address the [selection criteria](#) for the Rotary Specialist role.

You should list all your relevant qualifications/certifications in your CV, and be prepared to provide copies of these if requested by the Specialist Application Processing Team.

Upload a document in either of the following file formats: .pdf or .docx.

Please ensure the document is a maximum of two A4 pages in length. Your CV will NOT be made public.

Previous

Next

The details you want to appear in Specialist Hub are filled in on the next page:

Your application will be pending until reviewed by a site administrator. You may receive email communication from a site administrator about changes to your application or questions about application information.

Step 5 of 7

71%

Bio / Personal Summary

Summary of Expertise *(Required)*

my summary of expertise

Provide a short summary of your relevant expertise, outlining what assistance you can offer to clubs in each area of specialty you have selected.

Your response must be 150 words or less.

By submitting this statement, you are providing your consent for this information to be shared with Rotary and Rotaract members globally through the Rotary Specialist Database.

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Next

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You will need at least two referees; one from your club to confirm you are a member in good standing, and at least one other who may be contacted to confirm your areas of expertise.

12341243

Email Address (Required)
email@email.com

Mandatory Referee #2

First Name (Required)
adikfhasdf

Last Name (Required)
adikfhadf

Area(s) of specialty they can vouch for (Required)
asdkjfh

Contact Number (Required)
12341234876

Email Address (Required)
email@email.com

Optional Referee

First Name
Last Name

Area(s) of specialty they can vouch for

The last page is the permission to have your information published on the public side of the website.

Step 7 of 7

100%

THIS IS THE FINAL QUESTION IN THE APPLICATION FORM. DO NOT SUBMIT UNLESS YOU HAVE COMPLETED ALL OF YOUR RESPONSES.

I hereby state that I have read the relevant selection criteria and position description and understand clearly the qualifications, duties and responsibilities of the Rotary Specialist role.

I confirm that I am fully qualified for the position and am willing and able, physically and otherwise, to assume and fulfill the duties of that position and perform them faithfully in a volunteer capacity for the full term required.

I agree in advance to accept the decision concerning my application without recourse to any non-Rotary agency or other dispute resolution system, and further accept that any court costs and attorney's fees incurred by Rotary in enforcing this agreement shall be reimbursed by me in their entirety.

I consent to being contacted by a member of the Rotary Specialist Establishment Team to clarify or seek further information regarding my application.

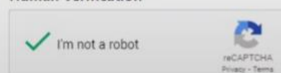
I consent to having my name, photo and written summary published in the Rotary Specialist Database if my application is successful.

By typing my name into the text box below I certify that I agree to the above statements, and that all of the information provided in this form is true and correct.

Signature (Required)

signature

Human Verification



Previous

Submit

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You will get a thank you screen and be asked to check your inbox. You should shortly receive an email asking you to activate your “user”. Please activate it straight away, and once activated, you will be invited to log in.

Welcome to your Specialist journey and thank you for sharing your expertise and time with members in Rotary South Pacific.

Practicing as a Specialist

When an inquirer sends you a request on Specialist Hub, you will receive an email letting you know that a ticket has been created. The message will contain the contact details of the enquirer. You don't have to log in to Specialist Hub to action the ticket, but the message gives you advice on how to find it, which is useful later on for posting updates.

New Inquiry From **ian** External Inbox x

Specialist Hub
to me ▾

3 Aug 2025, 16:30 (5 days ago) ☆ ↶ ⋮

Dear Specialist,

You have received a new message from **ian** through Specialist Hub. The full message is provided below. A help ticket has been created for you in your Specialist Hub account. View it by logging into your account and clicking "Help Tickets," then search for "ian."

IMPORTANT: Please remember to update your help ticket with notes about how you helped this person and what you talked about. Once you have finished with a help ticket, please mark it as "resolved" using the button on the ticket.

Contact: ian

Email: iardin@scottadr.com

Phone Number: 0402217915

Message:

are you there

The interaction with the inquirer must take place outside of the Specialist Hub, either to the person's direct email or by phone. The Hub "Internal Message" box is used to make notes of your interaction and submit them for Admin monitoring, keeping confidential matters off the Hub. *These messages remain as notes in the Hub – they do not go anywhere.*

Resolve Ticket

are you there

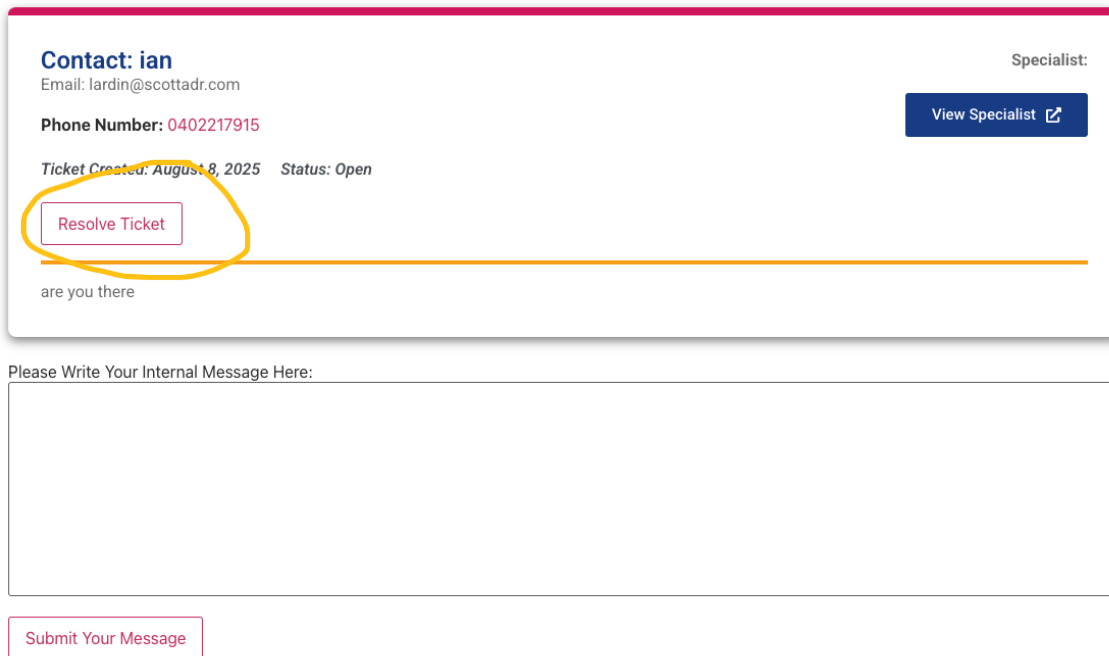
Please Write Your Internal Message Here:

I contacted Ian and directed him to the L&D portfolio lead.

Submit Your Message

When the matter is resolved to the satisfaction of the inquirer (or

is passed to another person or agency for resolution), make any final notes and click on “Resolve Ticket”. The box will change to “Open Ticket” meaning it can be reactivated if necessary.



Contact: ian
Email: iardin@scottadr.com

Phone Number: 0402217915

Ticket Created: August 8, 2025 Status: Open

[Resolve Ticket](#)

are you there

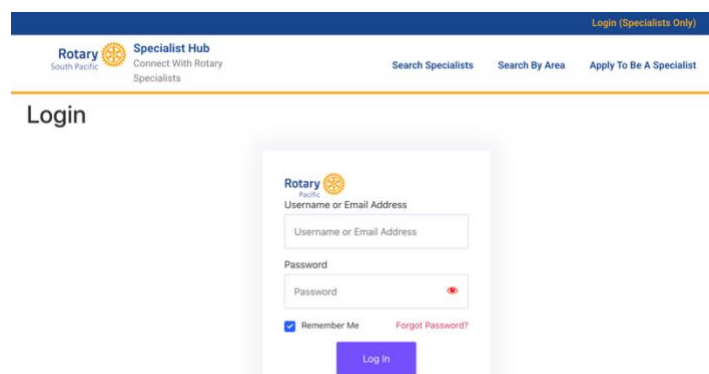
Please Write Your Internal Message Here:

[Submit Your Message](#)

You will then receive an email letting you know that “A ticket assigned to you has been resolved” and it will have a link back to Specialist Hub for you to fill out a “Ticket Completion Survey”.

Please take the time to do this survey so Admin can monitor how well things are going and/or assist you with any further support. You will need the enquirer’s email address and a short description of the matter. Submit that and you are done!

Updating Your Specialist Information and Availability



Rotary Pacific Specialist Hub
Connect With Rotary Specialists

[Search Specialists](#) [Search By Area](#) [Apply To Be A Specialist](#)

Login (Specialists Only)

Login

Rotary Pacific
Username or Email Address
Username or Email Address

Password
Password

☒ Remember Me [Forgot Password?](#)

Log In

Log in to Specialist Hub at:
Zone8specialisthub.au

Once in you will see your profile page. It contains a lot information and your profile will be visible on the public side of the website.

The screenshot shows the Rotary Specialist Hub interface. At the top, there's a navigation bar with the Rotary South Pacific logo, 'Specialist Hub' text, and links for 'Search Specialists', 'Search By Area', and 'Apply To Be A Specialist'. The main profile card for 'Ian Scott' includes a circular profile picture, his name, location ('New South Wales, Australia', '9685 :: Central Blue Mountains'), a list of specialties (Community consultation, Leadership development, Governance, Club governing documents, Club strategic planning, Conflict and dispute resolution), a language selection (English), and a 'Change Availability' section with a gear icon. On the left side of the card, it shows 'Current Status: Approved' and 'Availability: Available'.

Your name and profile picture show on the left; country, district and club on the right; and the list of nominated specialties in the middle. You can request a change to these items by clicking on “Request A Change To Your Information”.

This screenshot shows the 'Approved Specialist Information' page. On the left is a dark blue sidebar menu with options: 'Specialist Info', 'Account Info', 'CV And References', and 'Help Tickets'. The main content area has a light blue background with the title 'Approved Specialist Information' and a yellow button labeled 'Request A Change To Your Information'. Below the title, it states: 'Below is your approved information for your specialist hub listing. If you would like to make a change to your information, please click the button to submit a change request to the site administrators. If your request is approved, your profile will be automatically updated.'

Administrators can also change your profile information.

On the left side is a menu with “Specialist Info, Account Info, CV and References, and Help Tickets”

Specialist Info: Shows the information available on the portal to users looking for a specialist

Account Info: Contains your name, email address and password boxes. The “edit” button allows you to change that basic information; first type in the new information and then click “Edit” to save the changes. This is only visible to you and Administrators.

CV and References: Contains the CV and references submitted as part of the application to become a Specialist. You can “View CV” to see if it is current, or if you want to change your CV, click on the little trash bin next to your uploaded CV and then upload a new one. You can also change the referee information if needed. Administrators will also get an email notifying them of the change and they will approve the update or contact you for more information if necessary. You may receive an email to this effect. Again, this information is only visible to you and Administrators.

Help Tickets: Show open help tickets. You can search for any assigned tickets in accordance with the email informing you of an inquiry.

Changing any of your approved Specialist information is as easy as clicking on the “Request A Change To Your Information” button in the yellow box on the right. This will take you to a self-explanatory page to make the changes.

Fill Out The Form Below to Make a Change Request



This is your current Profile Image. To change it please re-upload a new image using the form below.

Bio / Personal Summary

User Profile Image

No file chosen

Max. file size: 128 MB.

Summary of Expertise *(Required)*

1. With qualifications and experience in facilitation, executive coaching and leadership development I can assist with face-to-face or online workshops or individual leadership development, as well as planning workshops. I can assist with finding other specialists if I

Notice how to change your profile picture. For the rest, just make the changes you want and hit “Submit”. Come back later and visit your page to ensure the changes have been approved or to make other changes.