Member Management Center Login Instructions
(Altrusa.GroupTally.com)
On the Altrusa.org website as shown below, click on the “Member Login” in the upper right corner with a padlock next to it.
On the login page, enter your **email address** and **password**. If you do not know your password or forgot it, do not use the “Forgot Your Password? Don’t Have One?” Box on the right. Instead, call or email the international office.

312-427-4410
altrusa@altrusa.org
Once logged in you should see **Welcome**, followed by your name in the upper right corner and the page is now different. Move your mouse pointer over the word “**Club**” to see the drop menu.
Click on any of the entries that say (New Site) next to them. Any of these options will take you directly to the Membership Management Center.
You will be redirected from Altrusa.org to this page, the Membership Management Center (MMC) run by Group Tally. You may try to login using the same credentials you used for logging in to the International website. If that does not log you in, follow these steps.
Click on the “Set Password/Forgot Password?” link under the word Login.
Enter your email address then click on the Send Password Reset Email button.

You should see this message pictured below, briefly at the top of your screen.
As the message suggests, **check your email**, you should have received a message from “Group Tally.”

For example:

![Email example](image)

The message will read as follows:

Hello [david@altrusa.org](mailto:david@altrusa.org)

As requested, a link to set your password is below:

http://altrusa.grouptally.com/setpassword?set=Cw6beWdgwTR44bMKg66GHUSdg6fJN2p1

If you did not request this, please ignore this email.

Your password will not change unless you access the link above and create a new one.

**Click on the link.**
You will be directed to this page:

Enter your desired new password and click on the “Set New Password & Login” button.

You should see this message pictured below, briefly at the top of your screen.
Congratulations, you have successfully logged in to the MMC. You should be on your club page. Keep in mind it may not look exactly as this example page below.

If you have any questions regarding this process or have difficulties along the way, please feel free to contact us at altrusa@altrusa.org, or by calling 312-427-4410.