



My Rotary - www.rotary.org/myrotary

UPDATING CLUB INFORMATION

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Note: Club President, Secretary, Executive Secretary, Treasurer, Foundation Chair, Membership Chair are all able to update club information

UPDATE CLUB'S PERMANENT MAILING ADDRESS AND CONTACT INFORMATION

1. From Club Administration shown above under **ADD/EDIT/REMOVE**, click **Update a club's permanent mailing address and contact info**
2. Your club information will be shown as in the example to the example below. Then click *Address*

Rotary Club of:	XXX
Year of Admission:	1981
Number of Active Members (not including honorary)	56

Go to **Address** | Official Directory | Current Officers | Incoming Officers | Partner Organization | Sponsored Rotaract Clubs



3. You will be directed to the *Club's Permanent Mailing Address and Contact Information*. You can view or edit information by clicking

[View/Edit](#)

Club's Permanent Mailing Address and Contact Information

This address is used by RI for mailings to current and future club officers and should reflect only permanent club mailing address, not personal officer address.

	Address	Phone	Fax	E-mail	Website
View/Edit	1560 Sherman Avenue, Evanston, IL, 60201, United States	847-866-3000			www.rotary.org

4. Then, as shown below, you can choose *edit* or *delete* to update club's address.

Name: **Rotary International**

	Address Type	Address Line 1	Address Line 2	Address Line 3	City	State	Province/Territory	Postal Code	Country/Geographical Region
Edit Delete	Rotary Business	1560 Sherman Avenue			Evanston	IL		60201	United States

5. While scrolling down the page, you can manage more contact information for your club, including phone, e-mail, fax, and website. Click [Add](#) to add more information, or choose *edit* or *delete* to update current information.



Phone					
		Primary Phone	Phone Type	Phone Number	Ext
Edit	Delete	Yes	Business	847-866-3000	
Add					

6. Click [Back to Club Data](#) to go back to the main Club Data page.

UPDATE CLUB MEETING DETAILS

1. From Club Administration shown above under [ADD/EDIT/REMOVE](#), click [Update club meeting details](#)

2. Your weekly meeting information will be shown as below.

Meeting Details					
	Meeting Place	Address	Meeting Day	Meeting Time	Alternate Place/Time/Day
Edit	Rotary International HQ	1560 Sherman Avenue, Evanston, IL, 60201, United States	Tues	1200	

3. Click [Edit](#) to update club's meeting details.



OFFICIAL DIRECTORY

1. From Club Administration shown above under **ADD/EDIT/REMOVE**, click **Official Directory preferences**
2. You can choose the way you want to receive the Official Directory as shown below.

Official Directory

We prefer to receive the Official Directory as:

Online

Edit Official Directory Preferences

Club Website:

www.rotary.org

3. You can edit your club's preferences by clicking *Edit Official Directory Preferences*.
4. You can choose either to access the Official Directory online or receive a CD-ROM.

Edit Official Directory Preferences

By selecting "Online", you are choosing to view the Official Directory through Member Access. Please consider this environmentally friendly option.

Primary club website will appear only in the online version of the Official Directory.

We prefer to receive the Official Directory as:

Online
CD-ROM
Online

www.rotary.org



SEMI-ANNUAL REPORT PREFERENCE

1. From Club Administration shown above under **SEMIANNUAL DUES (SAR)**, click **Edit SAR preferences**
2. Check the box if your club no longer wish to receive Semi-annual report paper copy.

Semiannual Report Preference

Check this box to remove your club from receiving the Semiannual Report paper copy (electronic version is acceptable).

Save

3. Remember to click Save after you've changed any club data.