

My Rotary - www.rotary.org/myrotary

UPDATING CLUB INFORMATION



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 IncomingOfficers 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

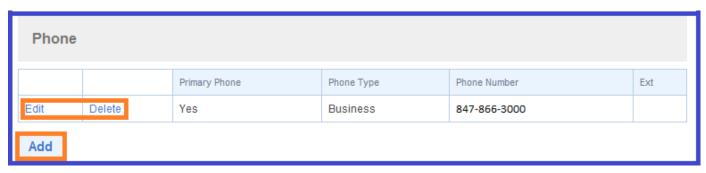


4. Then, as shown below, you can choose edit or delete to update club's address.



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.





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.



3. Click Edit to update club's meeting details.

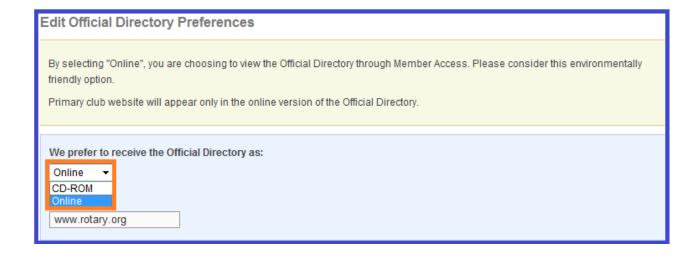


OFFICIAL DIRECTORY

- 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.



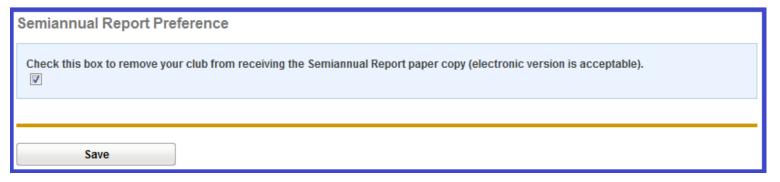
- 3. You can edit your club's preferences by clicking *Edit Official Directory Preferences*.
- You can choose either to access the Official Directory online or receive a CD-ROM.





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.



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