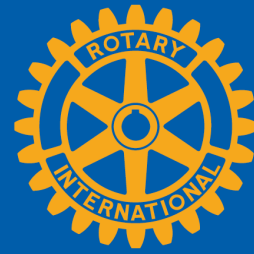


HOW TO UPDATE CLUB DATA



Rotary  My Rotary Exchange Take Action Learning & Reference Manage

1

Go to Rotary.org and sign in to MyRotary. Then go to the **Manage** tab, and choose **Club Administration**.

CLUB & DISTRICT ADMINISTRATION
Club Administration
District Administration
Contributions
Reports

Marketplace
Mobile Apps
Member Data Integration

Logos
Materials

Home | Manage | Club & District Administration | Club Administration

CLUB ADMINISTRATION

2

Choose links to view and update your club data.

CLUB FINANCES

☆ **Club Invoice**
View your club's invoice, pay dues with credit card, or update invoice preferences
Club invoice | Daily club balance report | Edit invoice preferences | About the club invoice | Rotary exchange rates

CLUB & MEMBER DATA

☆ **Update Member Data**
Report membership changes within 30 days, or by 1 January or 1 July to ensure your club invoice reflects the latest information. Record new member sponsors so they receive recognition.
Add, edit, or remove members | Add, edit, or remove club officers | Record a new member sponsor

☆ **Update Club Data**
Provide club information for the Official Directory.
Update meeting details | Update mailing address and contact info | Edit vendor partner organization | Update Official Directory preferences

Manage Club Data

Your club information will be listed in the Official Directory as shown below. To make changes, click "Edit" for each of the sections below. Information must be entered by 10 March, each Rotary year, to appear in the Official Directory.

Note: Club contact information will be published in Rotary media, including Club Locator on the RI website. Club officer information will be published in the Official Directory only.

Rotary Club of:	Your club name will appear here.
Year of Admission:	1961
Number of Active Members (not including honorary)	38

Go to: [Address](#) | [Official Directory](#) | [Current Officers](#) | [Incoming Officers](#) | [Partner Organization](#) | [Sponsored Rotarians](#)

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.

NOTE

	Address	Phone	Fax	E-mail	Website
View/Edit	Your club address will appear here.	1-234-567-8901	1-987-654-3210		www.yourrotaryclub.com

Meeting Details

Confirm your club's permanent mailing address, phone, fax, email address, and website are correct. Click **View/Edit** to make changes. Be sure to add your email address.

	Meeting Place	Address	Meeting Day	Meeting Time	Alternate Place/Time/Day
Edit	Sunrise Hotel	123 Sunrise Lane, Sunnyville, IL, USA	Wed	1200	

Check your club's meeting place and address and meeting day and time, and click **Edit** to make changes.

Invoice Preference

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

Indicate how you wish to receive your invoice.

Save

Cancel

Edit Meeting Details

Click "Submit" when done. To go back, click "Cancel."

Note: Changes will be reflected in Club Locator within 24 hours.

Rotary Club:

Meeting Day

Thursday

Meeting Time (Enter as 24-hour time, e.g. 1445)

2000

Meeting Place

Address Line 1 **Required**

Address Line 2

Address Line 3

City **Required**

Postal Code

Country/ Geographical Region **Required**

State/ Province/ Territory

Enter your state/province/territory here.

If you have an alternate meeting day, time, or place, please enter it here (limit 50 characters).

Submit Changes

Cancel

4

Make your changes and click on **Save Changes**.