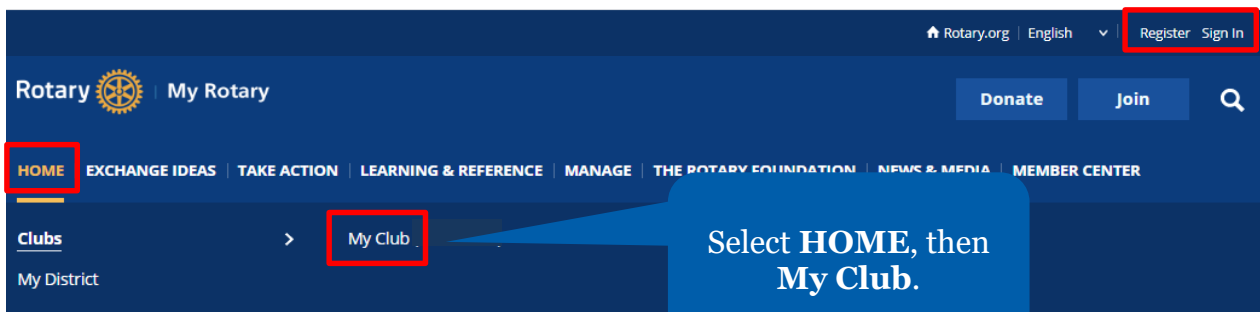# HOW TO UPDATE CLUB DETAILS

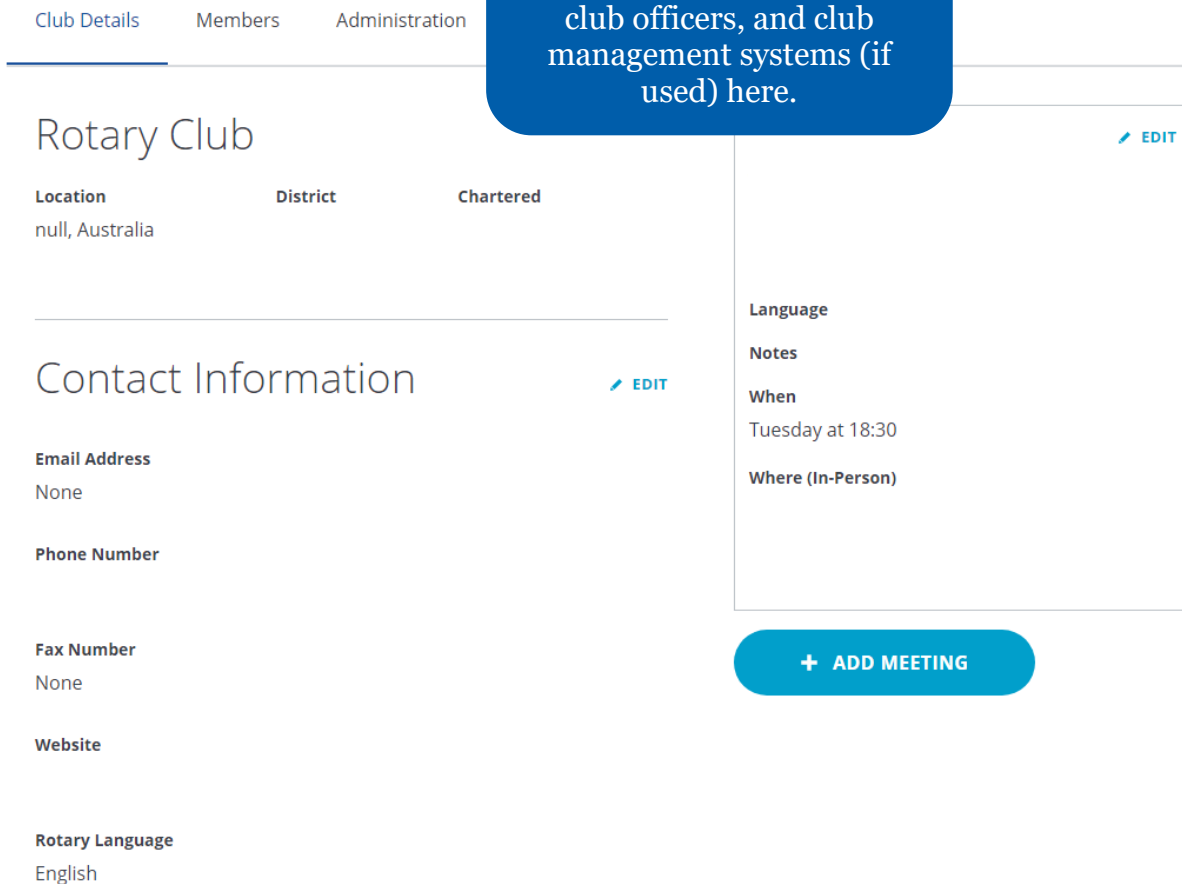**1**

GO TO YOUR CLUB'S PAGE

Go to My Rotary and sign in.

Or select **Register** to get a My Rotary account.

🏠 Rotary.org | English ⌄ | Register Sign In

Rotary ⚙ | My Rotary

Donate **Join** 🔍

HOME | EXCHANGE IDEAS | TAKE ACTION | LEARNING & REFERENCE | MANAGE | THE ROTARY FOUNDATION | NEWS & MEDIA | MEMBER CENTER

Clubs > My Club
My District

Select **HOME**, then **My Club**.

View club details such as contact information, meeting time and location, club officers, and club management systems (if used) here.

Club Details   Members   Administration

Rotary Club

Location
null, Australia

District

Chartered

✎ EDIT

Language

Notes

When
Tuesday at 18:30

Where (In-Person)

Contact Information   ✎ EDIT

Email Address
None

Phone Number

Fax Number
None

Website

Rotary Language
English

➕ ADD MEETING

Sponsorships

Club Officers

MANAGE OFFICERS

Club President

vdbcjb N ttBgaP

Club Secretary

Club Executive Secretary/Director
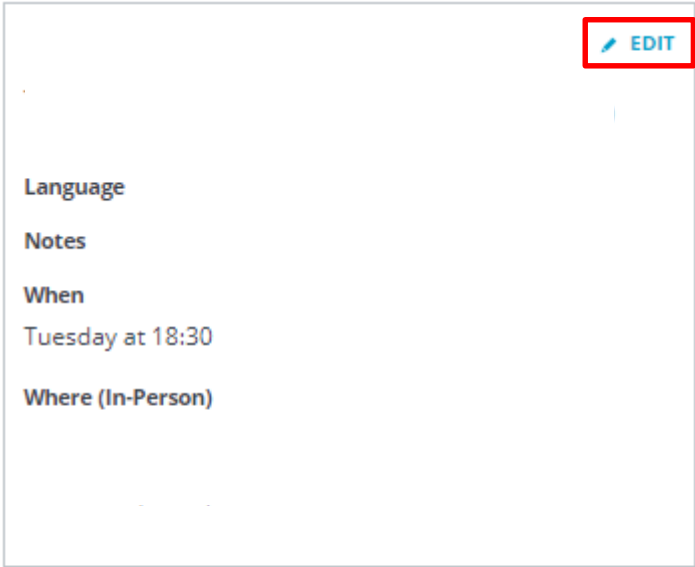
JN rxDi olD

Club Management Systems

✏ EDIT

Vendors

None

2 EDIT MEETING DETAILS

EDIT

Language

Notes

When
Tuesday at 18:30

Where (In-Person)

Select **EDIT** to update the meeting information.

+ ADD MEETING

Edit Meeting

Overview

Update the fields as needed.

Meeting Name

Language*

Use the down arrow to choose the language of your club meeting.

Select...

Notes

Add other meeting details here, if needed.

When

Meeting Day*

Tuesday

Frequency

Under **Frequency**, enter how often your club meets, for example: "Every other week" or "Third Tuesday of the month."

Time (HH:MM)*

18:30

Where

Meeting Type

Select the down arrow to choose whether your club meets in person, online, or both.

In Person Only ⌄

In Person Only
Online Only
In Person and Online

Sapien, at aliquam tortor sollicitudin lui sed egestas lacinia justo, id vulputate nisi.

Our club meeting location changes or rotates on a consistent basis ⚪

Click or tap here if your meeting location consistently changes.

Location Details

Enter information about your meeting location, such as: "Check our Facebook page for location details."

Country/Region*

Australia ⌄

City*

State/Province/Territory

Postal Code

Select **SAVE CHANGES** when done.

SAVE CHANGES   CANCEL

3

ADD A MEETING

EDIT

Language

Notes

When
Tuesday at 18:30

Where (In-Person)

+ ADD MEETING

If your club has more than one meeting type or format, select **+ ADD MEETING** include other meetings.

Rotary

Add New Meeting

Overview

Meeting Name

Language*

Select... ⌄

Notes

When

Meeting Day*

Select... ⌄

Frequency

Time (HH:MM)*

Where

Meeting Type

Select...

SAVE CHANGES   CANCEL

Select **SAVE CHANGES** when done.

Select **+ ADD MEETING** again to add other meetings as needed.

Rotary