

# HOW TO EDIT MEMBER INFORMATION



ROTARY.ORG > MY ROTARY | Sign in/Register

Club Finder Location/Language

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**CLUB & DISTRICT ADMINISTRATION** **TOOLS** **BRA** **DUCTS**

Club Administration District Administration Contributions Reports Club Invoice

Community Marketplace RSS Feeds Mobile Apps Member Data Integration

Our s Guid Log Mate Ads Images & Video Strengthening Rotary Resources

Used Vendors al Offers LEVEL & EXPENSES

Go to rotary.org and sign in to MyRotary. Then go to **Manage**, then **Club Administration**.

**1**

Home | Manage | Club & District Administration | Club Administration

## CLUB ADMINISTRATION

### CLUB FINANCES

☆ **Club Invoice**  
View your club's invoice, pay dues with a 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](#)

Click on **Add/edit/remove member**.

**2**

Club Data

Rotary Club of:

Club Number:

Active and Honorary Members 22 records [Add Members](#) [Terminated Members](#) [Deceased Members](#)

The following are active and honorary members

			Membership ID	Last Name	First Name	Admitted	Member Type
<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Terminate</a>	8918182	cbvcbv	cbcxbv	02-Jul-2014	Member
<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Terminate</a>	8918198	dffvjk	sdfsaj	01-Aug-2014	Member

Click on **Edit** next to the member's name.

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Club Data | **Members** | Contact Information | Membership | Officer History | Committees

Note: Use this to edit member contact information.

**Member Information**

Membership ID:  [Edit Member Admission](#)

Membership Change Date:

**Member Type and Sponsorship Information**

Member Type:  [Edit Member Type or Sponsor Name](#)

**Name/ Rotarian Info**

Prefix:  [Edit Member Information](#)

First Name:

Middle Name:

Last Name:

Suffix:

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Edit member information and click the appropriate button.

[Club Data](#) | [Members](#) | [Contact Information](#) | [Membership](#) | [Officer History](#) | [Committees](#)

Edit member information below. Press "Save Changes" button when finished.  
**Note: Member Address Information is accessed via the 'Contact Information' link above.**

### Name/ Rotarian Info

Prefix <input type="text" value="cvbcb"/>	Gender <b>Required</b> <input type="text" value="Male"/>
First Name: <b>Required</b> <input type="text" value="cbcxb"/>	Date of Birth <input type="text" value="--"/> <input type="text" value="--"/> <input type="text" value="--"/>
Middle Name <input type="text" value="cvbcb"/>	Deceased <input type="checkbox"/>
Last Name <b>Required</b> <input type="text" value="cbvcbv"/>	
Suffix <input type="text"/>	
Callname <input type="text"/>	

**5**

Make additional changes or confirm and click **Save Changes.**