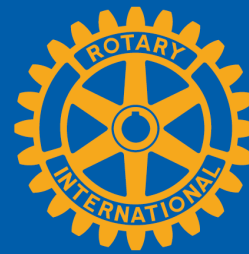


HOW TO EDIT MEMBER INFORMATION



ROTARY.ORG > MY ROTARY | Sign in/Register

Club Finder Location/Language

Rotary My Rotary Exchange Ideas Take Action Learning & Reference **Manage** The Rotary Member

CLUB & DISTRICT ADMINISTRATION

- Club Administration
- District Administration
- Contributions
- Reports
- Club Invoice

TOOLS

- Community Marketplace
- RSS Feeds
- Mobile Apps
- Member Data Integration

BRAND CENTER

- Our Story
- Guidelines
- Logos
- Materials
- Ads
- Images & Video
- Strengthening Rotary Resources

TRAVEL & EXPENSES

1

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

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](#)

2

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

Club Data

Rotary Club of:

Club Number:

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

The following are active and honorary members

	Membership ID	Last Name	First Name	Admitted	Member Type
View Edit Terminate	8918182	cbvcbv	cbcxbv	02-Jul-2014	Member
View Edit Terminate	8918198	dffvjk	sdfsaj	01-Aug-2014	Member

Click on **Edit** next to the members name.

3

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

Note: Use this to edit member contact information.

Member Information

Membership ID: [Edit Member Admission Date](#)

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:

4

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 Required <input type="text" value="Male"/>
First Name: Required <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="cvbcvb"/>	Deceased <input type="checkbox"/>
Last Name Required <input type="text" value="cbvcbv"/>	
Suffix <input type="text"/>	
Callname <input type="text"/>	

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