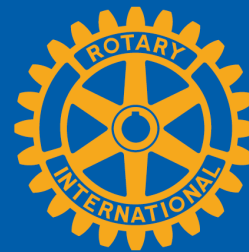


# HOW TO UPDATE CLUB DATA



Rotary  My Rotary Exchange Take Action Learning & Reference Manage

**1**

Πήγαινε στο Rotary.org και κάνε login στο MyRotary. Στην συνέχεια πήγαινε στο Tab Manage, και επέλεξε 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**

Επέλεξε ένα από τα links για να δεις ή να αλλάξεις πληροφορίες σχετικές με τον Όμιλο σου.

**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
<a href="#">View/Edit</a>	Your club address will appear here.	1-234-567-8901	1-987-654-3210		www.yourrotaryclub.com

### Meeting Details

Επιβεβαιώσε ότι είναι σωστά η μόνιμη διεύθυνση του Ομίλου σου, το τηλέφωνο, το fax, η διεύθυνση email, και το website (αν υπάρχει). Κάνε Click στο **View/Edit** για να κάνεις αλλαγές. Βεβαιώσου ότι έχεις προσθέσει την email διεύθυνση σου.

	Meeting Place	Address	Meeting Day	Meeting Time	Alternate Place/Time/Day
<a href="#">Edit</a>	Sunrise Hotel	123 Sunrise Lane, Sunnyville, IL, USA	Wed	1200	

Κάνε έλεγχο του τόπου συναντήσεων του Ομίλου σου καθώς και την ημέρα και ώρα, και κάνε click στο **Edit** για να πραγματοποιηθούν οι αλλαγές.

### Invoice Preference

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

Επέλεξε με ποιό τρόπο θέλεις να λαμβάνεται το τιμολόγιο των συνδομών του Ομίλου σου.

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

Κάνε τις αλλαγές και στην συνέχεια  
κάνε click στο **SaveChanges** για να  
αποθηκευτούν.