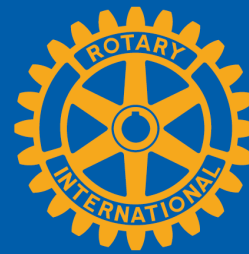# HOW TO EDIT MEMBER INFORMATION

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 upda___ ___ice preferences
Club invoice | Daily club balance report | Edit invoice pr___ ___ces | 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**

Rotary

Club Data

Rotary Club of:

Club Number:

3

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

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	cbcxvb	02-Jul-2014	Member
View	Edit	Terminate	8918198	dffvjk	sdfsaj	01-Aug-2014	Member

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

4

Note: Use this to edit member contact information.

Edit member information and click the appropriate button.

Member Information

Membership ID
8918182

Edit Member Admission Date

Membership Change Date
02-Jul-2014

Member Type and Sponsorship Information

Member Type
Active

Edit Member Type or Sponsor Name

Name/ Rotarian Info

Prefix
cvbcb

Edit Member Information

First Name:
cbcxvb

Middle Name
cvbcvb

Last Name
cbvcbv

Suffix

Rotary

5

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
cvbcb

First Name: Required
cbcxvb

Middle Name
cvbcvb

Last Name Required
cbvcbv

Suffix

Callname

Gender Required
Male

Date of Birth
-- -- --

Deceased

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

Save Changes