

# HOW TO UPDATE CLUB DETAILS



## GO TO YOUR CLUB'S PAGE

The screenshot shows the "My Rotary" portal. At the top right, there are links for "Rotary.org", "Brand Center", "English", "Sign In", and "Register". Below this is the "My Rotary" header with a "Donate" button, a "Get Involved" button, and a search icon. The main content area features a large image of people working in a garden. Overlaid on this image is a white text box with a blue border that says: "Go to My Rotary and sign in. Or select **Register** to get a My Rotary account." Below the image, there is a section titled "Easy access to resources" with three buttons: "Rotary Club Central", "Grant Center", and "Membership and Foundation Reports". A red box highlights the "Sign in" and "Register" links in the main content area, with a blue arrow pointing from the text box to it.

**Select view club**

**Hello, Stacey**  
[View Profile](#)

**Evanston (Rotar Club)**  
Next Meeting: Thursday at 12:11  
[View Club →](#)

**District 6440**  
District: 6440  
Zone: 29  
[View District →](#)

- Club details**
- Members
- Membership Candidates
- Finance
- Reports
- Goals

Location	District	Chartered	Club ID
Illinois, United States	6440	1920	3120

**Contact Information**

**Email Address**: None

**Phone Number**: +1 8478641101

**Fax Number**: None

**Website**: <http://www.evanstonrotary.org>

**Rotary Language**: English

**Mailing Address**: Rotary Club, P.O. Box 84, Evanston, 60204-0084, United States, Illinois

**Regular club meeting**

**Language**: English

**Notes**: ... to the second room on the left.

**+ ADD MEETING**

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

# Sponsorships

NOT EDITABLE

## Sponsored by

### Terminated

Chicago Lakeshore (Rotaract Club)

## Sponsor of

### Active

[Evanston Lighthouse \(Rotary Club\)](#)

### Terminated

Chicago Lakeshore (Rotaract Club)

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# Club Officers >

## Club Foundation Chair



**Melody Wall**

## Club President



**Toni Ritchie**

## Club Membership Chair



**Edmond Allen**


# Club Management Systems

[EDIT](#)

## Vendors

ClubRunner

# EDIT MEETING DETAILS

 EDIT

## Regular club meeting

**Language**  
English

**Notes**  
Take the main hall to the second room on the left

**When**  
Thursday at 12:15  
2nd & 4th Thursdays

**Where (In-Person)**  
One Rotary Center  
  
1560 Sherman Avenue  
Rotary Conference Center 1st Floor  
Evanston, 60201, United States  
Illinois

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

 + ADD MEETING

# Edit meeting

Update the fields as needed.

## Overview

### Meeting Name

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

### Language\*

### Notes

Take the main hall to the second floor, turn right, then left.

Add other meeting details here, if needed.

## When

### Meeting Day\*

Under **Frequency**, enter how often your club meets.

### Frequency

### Time (HH:MM)\*



## Where

Meeting format\*

In Person

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



Our club meeting location changes or rotates on a consistent basis



Meeting Location Name

Meeting Address\*

Click or tap here if your meeting location consistently changes.

Country/Region\*

City\*

Select **SAVE CHANGES** when done.

State/Province/Territory\*

Postal Code\*

SAVE CHANGES

CANCEL

## ADD A MEETING

[EDIT](#)

### Regular club meeting

**Language**  
English

**Notes**  
Take the main hall to the second room on the left.

**When**  
Thursday at 12:15  
2nd & 4th Thursdays

**Where (In-Person)**  
One Rotary Center  
  
1560 Sherman Avenue  
Rotary Conference Center 1st Floor  
Evanston, 60201, United States  
Illinois

+ ADD MEETING

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

# Add New Meeting

## Overview

Add the details for the meeting.

Meeting Name

Language\*

 ▼

Notes

## When

Meeting Day\*

 ▼

Frequency

Time (HH:MM)\*



# Where

Meeting format\*

**SAVE CHANGES**

CANCEL

Select **SAVE CHANGES** when done.

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