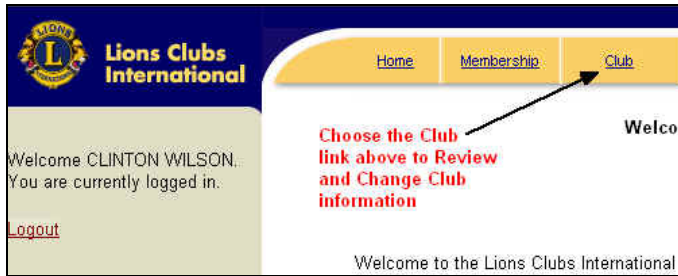


## Updating Club information

### Updating and Reviewing Club Information

To review or update the information about your club meeting times, dates and location, choose the **Club** link on the opening page after logon, as below:

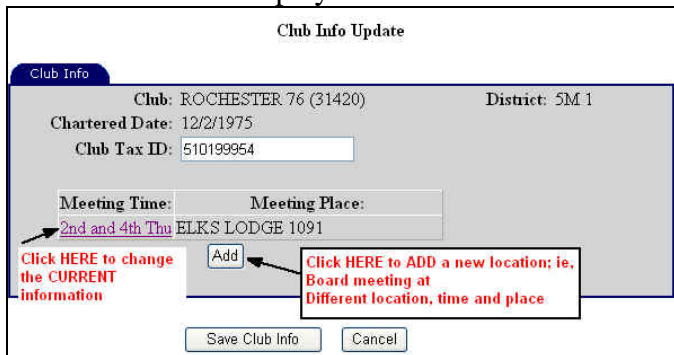


You will have the **Club Administration Home Page** displayed, shown in part below:

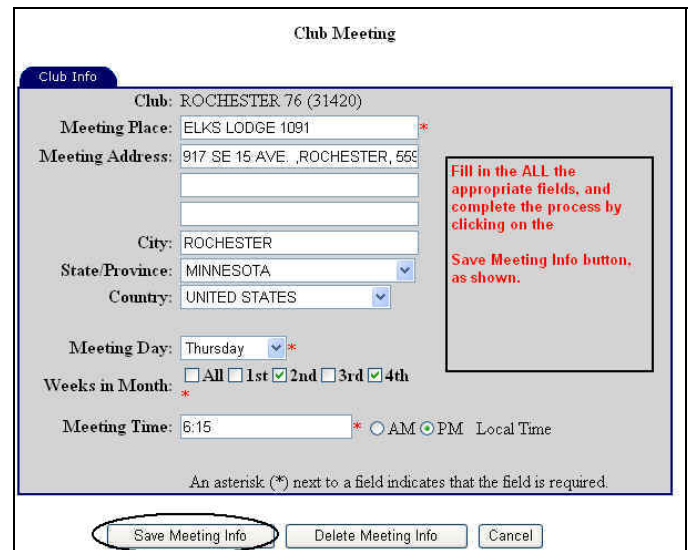


From here, **Click** on one of the **Club Info** links as shown above.

The next window displays:

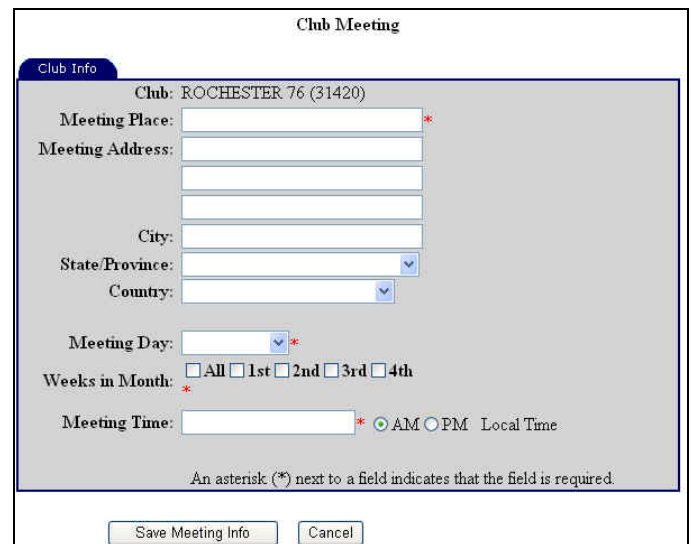


If you choose to **update** the current information, and you have clicked that choice, you will get the following window:



Make the appropriate changes, and then **Click** the **Save Meeting Info** button, as shown above.

If you choose the **Add** button on the **Club Info Update** window, you will get a similar window, except that all the fields are blank, as below:



Complete the process again by **Clicking** the **Save Meeting Info** button. You can now return to the home screen or any other function on either the **red** or **gold** menus.