



HOW TO UPDATE ROTARACT CLUB INFORMATION:

As you know, this is a requirement according to Rotary Code of Policy. **Rotaract club updates are required twice a year.** The current club president needs to follow these steps to avoid having their club going into Terminated status. Report him/herself via this [Club Contact Information Update Form](#).

Typically to update a club's information we ask that the president or Rotaract Advisor use [the steps outlined on this PowerPoint training](#) as a guide. (Share this training guide with future Rotaract club presidents/advisors.)

- The president needs to create a [My Rotary](#) account using the same email address reported on the Club Contact Information Update Form, which is their online identifier. When they sign in, they need to verify that their information is correct.
- Then select **Club Administration** from the **Manage** menu. From that screen, he/she will be able to add/terminate members, provide information about the club, and make other updates.

Remember to confirm the membership roster before logging out! ()*

Before the end of June, use this same system to report the incoming club president or advisor, that way next year's president can continue to make these important club updates. **Note: each member, regardless of role, must have their own email address when creating their My Rotary account.**

Alternate way to update club roster:

Have the Rotaract club members bring their phones, tablets, and laptops to their next club meeting, and update as a group. In order for a club's Rotaractors to appear on their membership roster, they must type in their **Rotaract club name as reported to Rotary International** (and a space!) in the club name area. Once the members of each club take this step, they will automatically appear on their membership roster (in about 96 hours) with no data entry on the part of the club president.

Please note that this option is only available at time of first creating a [My Rotary](#) account. If the account has already been created and the individual did not self-affiliate, then the Rotaractor can set up a non-member My Rotary account and then email data@rotary.org to say "Hi! I should be having a Rotaractor experience because I am in the Rotaract Club of _____" And then Data adds them to that club.

For technical difficulties, please contact our Data team at data@rotary.org.