



Rotary My Rotary Exchange Ideas Take Action Learning & Reference **Manage** The Rotary Foundation Member News

**CLUB & DISTRICT ADMINISTRATION**  
 Club Administration  
 District Administration  
 Contributions  
 Reports

**TOOLS & TEMPLATES**  
 Logos & Graphics  
 Visual and Voice Guidelines  
 Community Marketplace  
 Advertisements  
 RSS Feeds  
 Mobile Apps  
 Member Data Integration

**TRAVEL & EXPENSES**

**PRODUCTS & LITERATURE**  
 Shop  
 Licensed Vendors  
 Special Offers

註：社長、秘書長、執行秘書、財務長、基金委員會主委及社員委員會主委皆有更新社資料的權限。

### 更新社的永久郵寄地址及聯絡資料

1. 進入上圖顯示的 Club Administration，點擊 **ADD/EDIT/REMOVE**，並點擊 **Update a club's permanent mailing address and contact info**
2. 您的社資料將會如下圖的範例所顯示，請點擊 *Address*

Rotary Club of:	XXX
Year of Admission:	1981
Number of Active Members (not including honorary)	56

Go to **Address** | Official Directory | Current Officers | Incoming Officers | Partner Organization | Sponsored Rotaract Clubs



3. 您會進入 *Club's Permanent Mailing Address and Contact Information*，點擊 [View/Edit](#) 即可閱覽或修改資料

**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.

	Address	Phone	Fax	E-mail	Website
<a href="#">View/Edit</a>	1560 Sherman Avenue, Evanston, IL, 60201, United States	847-866-3000			www.rotary.org

4. 如下圖所示，您可點選 *edit* 或是 *delete* 來更新社的郵寄地址

Name: **Rotary International**

	Address Type	Address Line 1	Address Line 2	Address Line 3	City	State	Province/Territory	Postal Code	Country/Geographical Region
<a href="#">Edit</a> <a href="#">Delete</a>	Rotary Business	1560 Sherman Avenue			Evanston	IL		60201	United States

5. 您亦可由此頁面管理社的其他聯絡資料，包括電話號碼、e-mail、傳真號碼和社網站，點擊 [Add](#) 已加入更多資料，或是選擇 *edit* 或 *delete* 來更新現有資料

Phone					
		Primary Phone	Phone Type	Phone Number	Ext
<a href="#">Edit</a>	<a href="#">Delete</a>	Yes	Business	847-866-3000	
<a href="#">Add</a>					

6. 點擊 [Back to Club Data](#) 即可回到社資訊的主頁面

## 更新社例會資訊

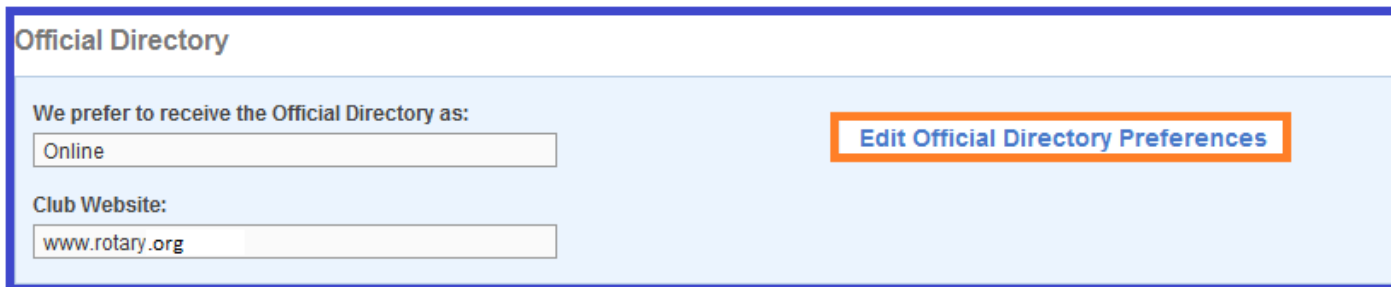
1. 由 Club Administration 中點擊 [ADD/EDIT/REMOVE](#)，並點擊 [Update club meeting details](#)
2. 貴社的例會資料將會如下圖所顯示

Meeting Details					
	Meeting Place	Address	Meeting Day	Meeting Time	Alternate Place/Time/Day
<a href="#">Edit</a>	Rotary International HQ	1560 Sherman Avenue, Evanston, IL, 60201, United States	Tues	1200	

3. 點擊 [Edit](#) 來更新例會資訊

## 官方名冊指南

1. 由 Club Administration 中點擊 **ADD/EDIT/REMOVE**，並點擊 **Official Directory preferences**
2. 如下所示，您可以選擇您想要接收官方名冊指南的方式



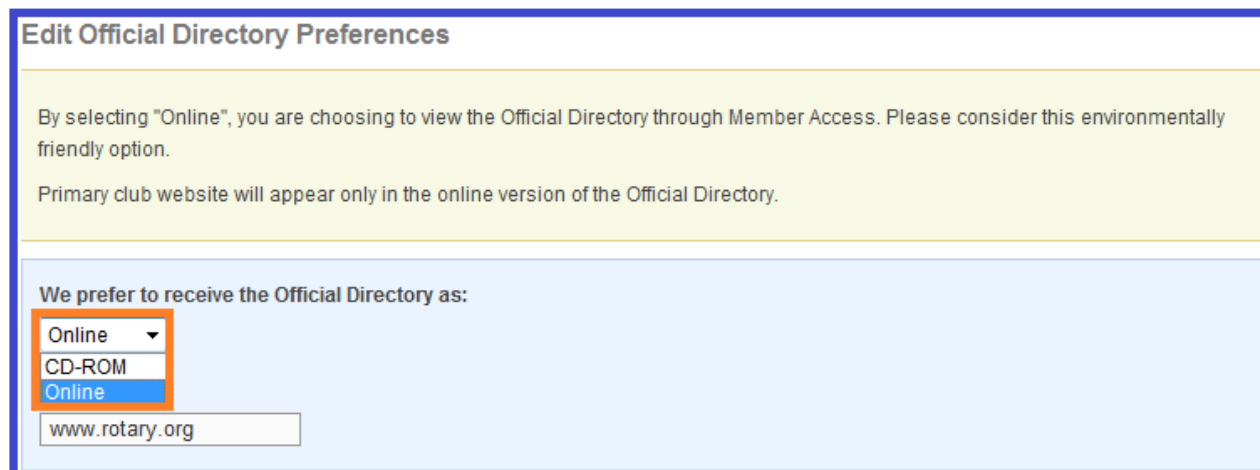
**Official Directory**

We prefer to receive the Official Directory as:

**Edit Official Directory Preferences**

Club Website:

3. 您可以點擊 *Edit Official Directory Preferences* 來修改貴社的偏好設置
4. 您可選擇線上瀏覽官方名冊指南或索取光碟



**Edit Official Directory Preferences**

By selecting "Online", you are choosing to view the Official Directory through Member Access. Please consider this environmentally friendly option.

Primary club website will appear only in the online version of the Official Directory.

We prefer to receive the Official Directory as:  
  
CD-ROM  
**Online**

## 半年報的偏好設置

1. 由 Club Administration 中點擊 **SEMIANNUAL DUES (SAR)**，並點擊 **Edit SAR preferences**
2. 如果貴社不想再繼續收到紙本的半年報，您可以勾選下圖所示的選項。

**Semiannual Report Preference**

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

---

**Save**

3. 修改完畢後，請記得點擊 **Save** 來保存資料