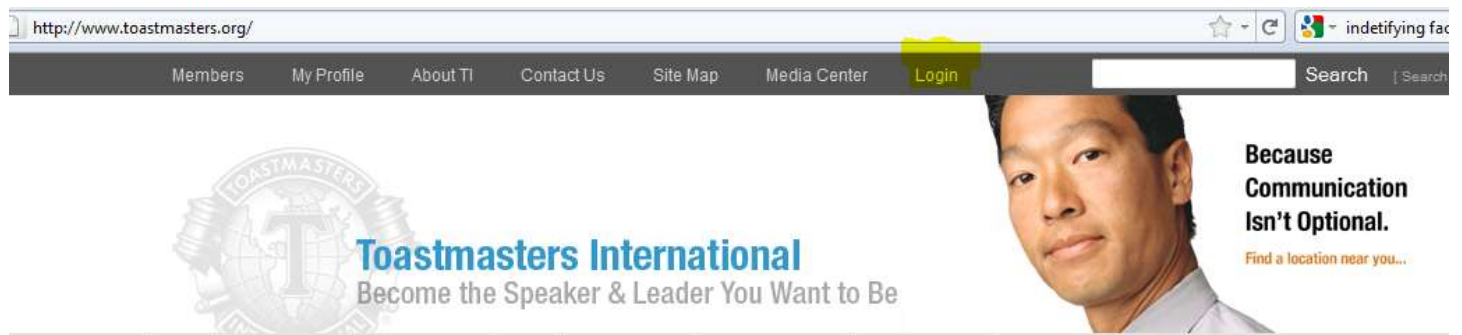


## Adding or Modifying Club Contact Information at Toastmasters.org

- Email address
- Website
- Contact Phone Number

**Step 1:** Start at <http://www.toastmasters.org>

### Step 2: Login



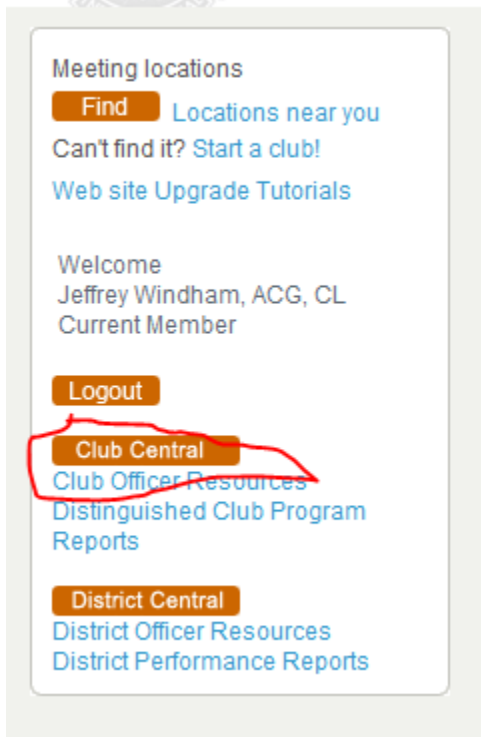
Of course, if you don't remember your username or other login information - please follow the directions for recovering this information.

### Step 3: View your profile



See the area highlighted in **YELLOW** above.

## Step 4: Go to Club Central



Meeting locations  
[Find](#) [Locations near you](#)  
Can't find it? [Start a club!](#)  
[Web site Upgrade Tutorials](#)

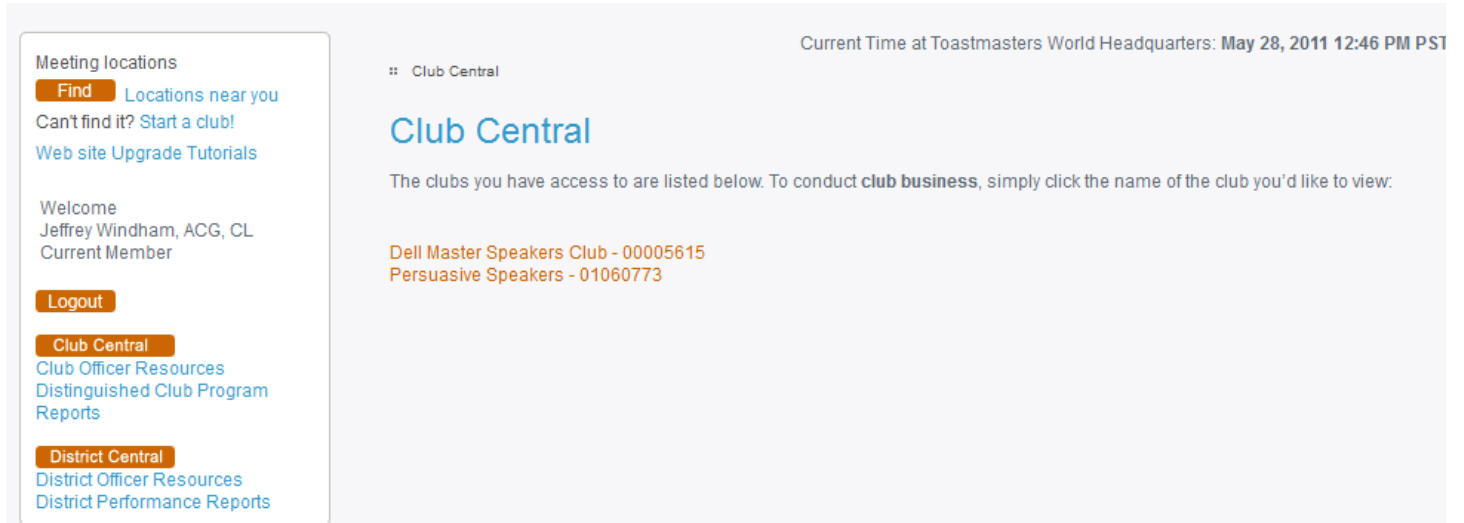
Welcome  
Jeffrey Windham, ACG, CL  
Current Member

[Logout](#)

[Club Central](#)  
[Club Officer Resources](#)  
[Distinguished Club Program Reports](#)

[District Central](#)  
[District Officer Resources](#)  
[District Performance Reports](#)

## Step 5: Select the club in question



Meeting locations  
[Find](#) [Locations near you](#)  
Can't find it? [Start a club!](#)  
[Web site Upgrade Tutorials](#)

Welcome  
Jeffrey Windham, ACG, CL  
Current Member

[Logout](#)

[Club Central](#)  
[Club Officer Resources](#)  
[Distinguished Club Program Reports](#)

[District Central](#)  
[District Officer Resources](#)  
[District Performance Reports](#)

Current Time at Toastmasters World Headquarters: **May 28, 2011 12:46 PM PST**

:: Club Central

### Club Central

The clubs you have access to are listed below. To conduct **club business**, simply click the name of the club you'd like to view:

- [Dell Master Speakers Club - 00005615](#)
- [Persuasive Speakers - 01060773](#)

## Step 6: Select **Update my Club Meeting Information**

⌵ Club Central ⌵ Conduct Club Business

### Conduct Club Business

You're currently managing: 01060773 - Persuasive Speakers [Exit](#)

[Submit membership application\(s\) - new/dual/reinstate](#)

[Pay dues](#)

[Update my club meeting information](#)

[View/Update/Print my club officer information](#)

[Update my club mailing address](#)

[Submit education award\(s\) for club members](#)

[View/Update/Print my club membership roster](#)

[Update my club bylaws](#)

[View my club's awards](#)

[View DCP reports](#)

[Wire Transfer Instructions \(PDF\)](#)

## Step 7: Edit as needed

⌵ Club Central ⌵ Conduct Club Business ⌵ Club Meeting

You're currently managing: 01060773 - Persuasive Speakers [Exit](#)

### Update My Club Meeting Information

Use this section to update your club meeting time and location as they are stored in Toastmasters International's records and appear in the Find a Meeting Location section. Changes made here will appear on the Web site within two business days. Information should appear exactly as you wish it to display on the Web site. Use upper and lower case where appropriate and avoid abbreviations.

Club Number 01060773 Country United States

\* Required

#### Club Contact Information

Club Name\*  \*\*

Contact phone

Contact e-mail

Web site

*Important: Do not include "http://" when entering your Web site address.*

#### Meeting Information (suggested contents shown below each field)

Meeting Day\*  Time\*  Frequency\*  ▼  
Monday, 2nd & 4th Thursday 7:30 am, 12:45 pm

Place\*   
Name of facility or business

Place (cont)

## Step 8 - Click UPDATE!

\* Any change to the club name or city serves as a resolution to the club Constitution and Bylaws and the records at World Headquarters will be updated.

\* The IRS requires clubs meeting in the United States to have a unique tax ID number. If no number appears here please e-mail [World Headquarters](#).

[Update](#)