












Update the Contact and Meeting Information



Once logged into Club Central, click the “**Club Contact and Meeting Information**” tile under “Club Administration”.

Club Administration

 Club Officer Assignment Review, update and assign club officers	 Club Demographics Review and update your club's mailing address, officer terms and club preferences
 Club Financials Review club receipts and statements	 Distinguished Performance Report Review your club's Distinguished Performance Report
 Club Achievements Review and print club awards and achievements	 Eligibility Assistant Verify member eligibility for speech contests and proxy assignments
 Club Contact and Meeting Information Review and update club contact information, meeting schedule and location	 Addendum of Standard Club Options Review, update and print Addendum of Standard Club Options
 Administrative Reports View and print reports on current and historical club information	

Enter the current contact and meeting information on the page.

| CLUB CONTACT AND MEETING INFORMATION

Contact Phone

Website

Email

Facebook

Meeting Location

Place or Venue Line 1 *

Place or Venue Line 2

Country*

Address 1*

Address 2

City*

State*

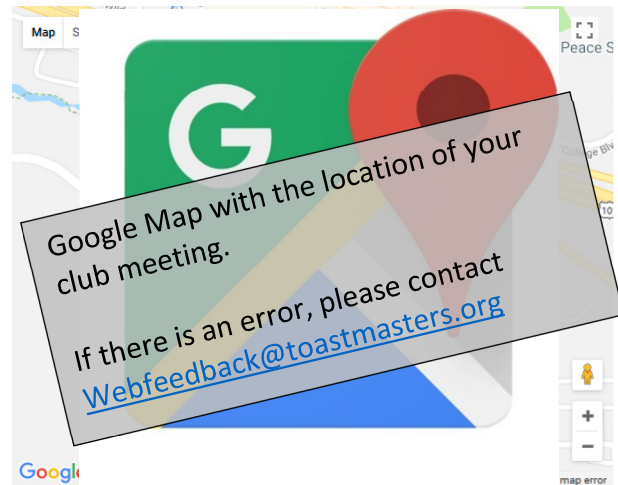
ZIP/Postal Code*

Meeting Schedule [?](#)

Meeting Days *

Time *

Frequency



Updating the physical address may not update the map marker. To update the map marker please drag and drop the red marker on the map to accurately reflect meeting location and click Submit.

Submit

Click **“Submit”** when done.

Note: These changes will only show on toastmasters.org and d101tm.org. You will have to update your club website and social media separately (EasySpeak or FreeToastHost, Facebook, Meetup, Google, Yelp, etc.)