

How do I set our club's meeting information?

Michael C. - 2021-02-17 - Club Management

You can edit the meeting information about your club. This is displayed to members and the public. To change this information you have to have access level 50 - Executive or better.

To edit your club details, you must go to your club's homepage and login. Click **Member Login** near the top right of the page.

1. Click on **Member Area** near the top right of the page.
2. Along the top of the screen you will see several tabs. Click on the **Admin** tab.
3. Then, click on the **Club Info & Settings** link, below the admin tab.
4. You are now on the **Update Club Information** screen. Here, general club information settings are divided under four categories:
 - **Club Details:** Allows you to edit basic information about your club.
 - **Contact Info:** Allows you to edit the contact information for the club. This will appear on your District's club directory.
 - **Meetings:** Allows you to enter details about the address and time of club meetings.
 - **Settings:** This field contains option to hide or display member photos.
5. To edit your meeting information, click the **Edit** button on the right of the **Meetings** heading. A box will appear which will allow you to enter information in the fields.

Meetings
✎ Edit

Schedule Tuesdays at 9:00 AM

Location Genworth Financial Inc.

Address 2060 Winston Park Dr.
Oakville, ON L6H 5R7
Canada

Meeting Comments

Meeting URL <https://zoom.com/1234>

Private Details The Zoom pw is: 1234

Venue Map [Edit](#)

GPS Coordinates Latitude 43.50827
Longitude -79.670425

6. You can set the day and time of regular club meetings by selecting a regular day and time. You can also enter in any meeting comments into the 'Meeting Comments' text box to display further details about the meeting. For example, you could enter: "The last Friday of every month."

Edit Meetings

Meeting Schedule

What day and time does the club meet?

Tuesday at 9:00 AM PM

Meeting Comments:

Share additional meeting details with the public.
Total characters including HTML: 0/250

Online Meeting

Our club meets online

This information is only visible to logged in members of your club or district, it is shown in with your meeting comments.

Meeting URL:

[Cancel](#) [Save](#)

- Next, select the 'Our club meets online' checkbox to enter more information about any 'Online Meetings' at the Club. In the 'Online Meeting' section, enter the online meeting website address (Or URL), into the 'Meeting URL' field. You can also enter any 'Private Details' that will appear as text to logged-in members.

Note: This 'Online Meeting' information is only available to members who are logged in and view the Club's 'Meeting Information' widget, on a custom page, or the Club's home page.

✕

Share additional meeting details with the public.
Total characters including HTML: 0/250

Online Meeting

Our club meets online

i This information is only visible to logged in members of your club or district, it is shown in with your meeting comments.

Meeting URL: ?

Private Details:

Total characters including HTML: 20/250

Cancel
Save

8. Scrolling further down the 'Edit Meetings' dialog, enter in the address for your club meetings in the 'Location' section. This information can be used to automatically generate a map of the venue. The **Address 1**, **City**, **Country** and **State** fields are required.

✕

Meeting Location ↻

Location:	<input style="width: 80%;" type="text" value="Genworth Financial Inc."/>
Address 1	<input style="width: 80%;" type="text" value="2060 Winston Park Dr."/> *
Address 2	<input style="width: 80%;" type="text"/>
City	<input style="width: 80%;" type="text" value="Oakville"/> *
Country	<input style="width: 80%;" type="text" value="Canada"/> *
Province/Territory	<input style="width: 80%;" type="text" value="Ontario"/>
Postal Code	<input style="width: 80%;" type="text" value="L6H 5R7"/>

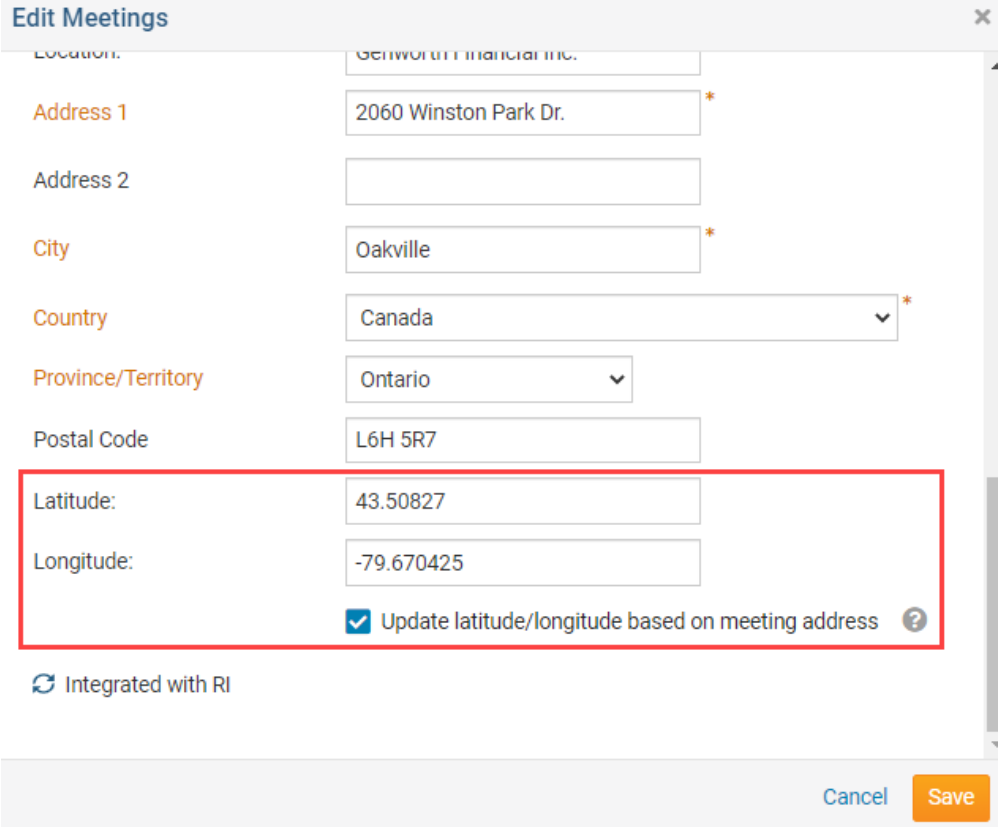
Latitude:	<input style="width: 80%;" type="text" value="43.50827"/>
Longitude:	<input style="width: 80%;" type="text" value="-79.670425"/>

Update latitude/longitude based on meeting address ?

Cancel
Save

9. You may enter the **Latitude** and **Longitude** of the meeting location in the decimal degrees format. This helps generate a very precise map and can also be used to accurately pin point a venue in a rural area. You can acquire these coordinates using a GPS, or by entering your address in an online map, such as Google Maps.

Note: You can check the option to automatically the update latitude/longitude based on your meeting address.



The screenshot shows a web form titled "Edit Meetings" with a close button (X) in the top right corner. The form contains several input fields for location information:

- Location:** A text field containing "Genworth Financial Inc."
- Address 1:** A text field containing "2060 Winston Park Dr." with an asterisk (*) to its right.
- Address 2:** An empty text field.
- City:** A text field containing "Oakville" with an asterisk (*) to its right.
- Country:** A dropdown menu showing "Canada" with a downward arrow and an asterisk (*) to its right.
- Province/Territory:** A dropdown menu showing "Ontario" with a downward arrow.
- Postal Code:** A text field containing "L6H 5R7".
- Latitude:** A text field containing "43.50827".
- Longitude:** A text field containing "-79.670425".

Below the coordinate fields, there is a checkbox labeled "Update latitude/longitude based on meeting address" which is checked. A help icon (?) is located to the right of this checkbox. At the bottom of the form, there is a blue "Cancel" button and an orange "Save" button. A small icon and the text "Integrated with RI" are visible above the buttons.

10. When you have finished, click the orange **Save** button to save your changes.

Edit Meetings ✕

Location:

Address 1 *

Address 2

City *

Country *

Province/Territory

Postal Code

Latitude:

Longitude:

Update latitude/longitude based on meeting address ?

Integrated with RI

Cancel Save

Related Content

- [How do I edit my club's information?](#)
- [How do I update our club's contact?](#)