

Rotary International Invoice Preference

The most efficient way to receive invoices from Rotary International is electronic.

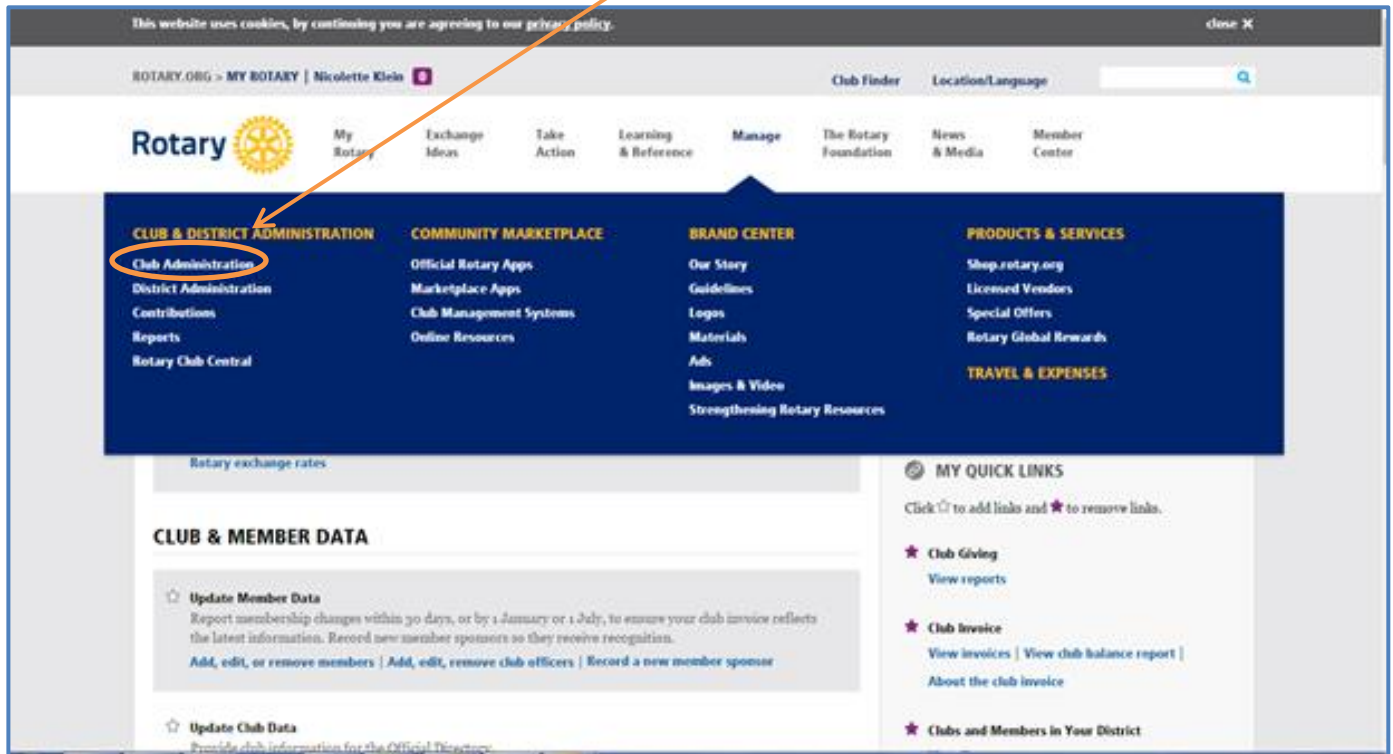
Email information for officers is updated regularly and integrates from ClubRunner (the District or Clubs with subscriptions). Invoices are sent to all officers to ensure delivery.

Each club sets up the electronic delivery option.

Logon to Rotay.org / My Rotary.

Hover over Manage.

Hover over Club & District Support and then select Club Administration.



The screenshot shows the Rotary International website interface. At the top, there is a navigation bar with the Rotary logo and several menu items: My Rotary, Exchange Ideas, Take Action, Learning & Reference, Manage, The Rotary Foundation, News & Media, and Member Center. The 'Manage' menu is open, displaying a dark blue dropdown menu with four main categories: CLUB & DISTRICT ADMINISTRATION, COMMUNITY MARKETPLACE, BRAND CENTER, and PRODUCTS & SERVICES. The 'CLUB & DISTRICT ADMINISTRATION' category is highlighted with a red circle, and an orange arrow points to the 'Club Administration' link within this category. Below the dropdown menu, the page content includes 'Rotary exchange rates', 'CLUB & MEMBER DATA' with options to 'Update Member Data' and 'Update Club Data', and a 'MY QUICK LINKS' section with links for 'Club Giving', 'Club Invoice', and 'Clubs and Members in Your District'.

Scroll down to Club & Member Data

Update Club Data

Select Update mailing address and contact information.

The screenshot shows the Rotary Club Administration interface. At the top left is the Rotary logo. The navigation menu includes: My Rotary, Exchange Ideas, Take Action, Learning & Reference, Manage, The Rotary Foundation, and New & M. Below the navigation is a breadcrumb trail: Home | Manage | Club & District Administration | Club Administration. The main heading is 'CLUB ADMINISTRATION' with a 'PAGE GUIDE' icon. Under 'CLUB FINANCES', there is a 'Club Invoice' section with links for 'Club invoice', 'Daily club balance report', 'Edit invoice preferences', and 'About the club invoice'. Under 'CLUB & MEMBER DATA', there are two sections: 'Update Member Data' with links for 'Add, edit, or remove members', 'Add, edit, remove club officers', and 'Record a new member sponsor'; and 'Update Club Data' with links for 'Update meeting details', 'Update mailing address and contact information', and 'Edit vendor partner organization'. The 'Update mailing address and contact information' link is circled in orange, and an orange arrow points from the text above to it. On the right side, there is a 'What do I want' search bar, social media icons for Facebook and Twitter, and a list of links with star icons.

Locate Invoice Preference
Check the Box
Save

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
View/Edit	Rotary club, 2831 Kipling Cir. Lincoln NE 68516 United States	1 402-429-2789			http://www.lincolnsouthrotary.org

Meeting Details

	Meeting Place	Address	Meeting Day	Meeting Time	Alternate Place/Time/Day
Edit	Venue Restaurant & Lounge Private Dining Rooms	4111 Pioneer Woods Dr. (402) 488-8368 Lincoln NE 68506 United States	Fri	1200	

Official Directory

We prefer to receive the Official Directory as:

Online [Edit Official Directory Preferences](#)

Club Website:

Invoice Preference

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