



Revise Meeting Time/Location District 40

Once logged into Club Central, under “Club Administration,” choose “Club Contact and Meeting Information.”

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.

CLUB CONTACT AND MEETING INFORMATION

Contact Phone	Website
<input type="text"/>	<input type="text"/>
Email	Facebook
<input type="text"/>	<input type="text"/>

Click “Submit.”

Meeting Location

Place or Venue Line 1 *

Place or Venue Line 2

Country*

Address 1*

Address 2

City*

State*

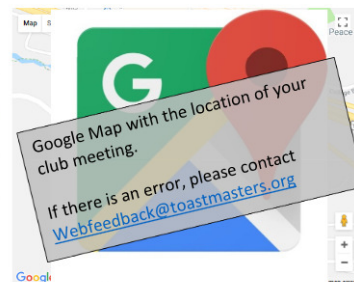
ZIP/Postal Code*

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.

Note: These changes only affect Toastmasters.org. Update your club website and social media separately. (FreeToastHost, Facebook, Meetup, Google, etc.)

Submit