

How to update your profile on Club Website

Dear Friends,

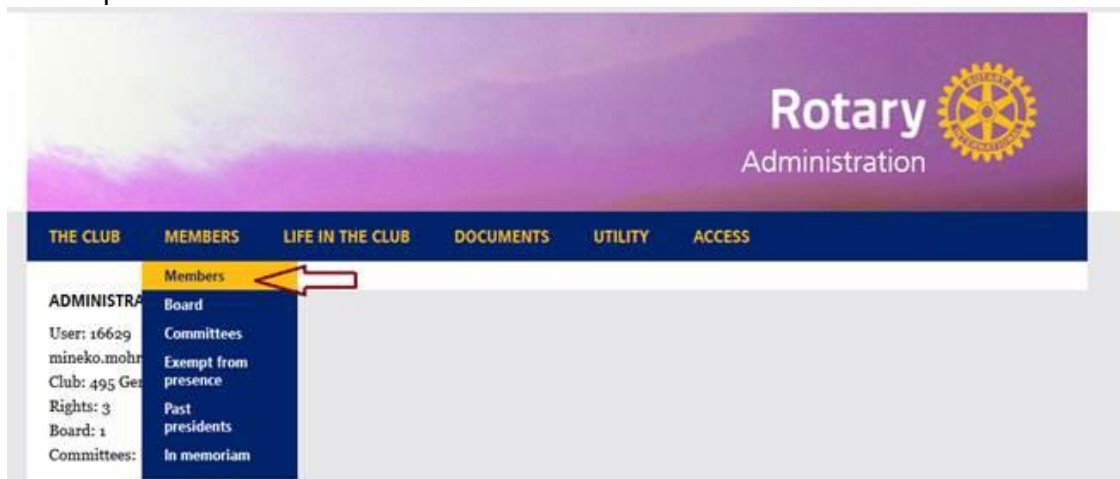
Welcome to Rotary Club Genève International! We would like to invite you all to **update your profile and upload your photo** in our Club website. www.rc-geneve-international.org

For some of you, certain personal data (birthday, address), which are mandatory, were tentatively entered in order to create your account, so please verify your information, and correct them as soon as possible.

1. Please log in our Club website: <http://www.rc-geneve-international.org/club/> using your "user name" and "password".
2. Please place the cursor at "**FOR MEMBERS**", it shows drop-down options. Then, click "**Administration**", shown in the 2nd from the bottom.

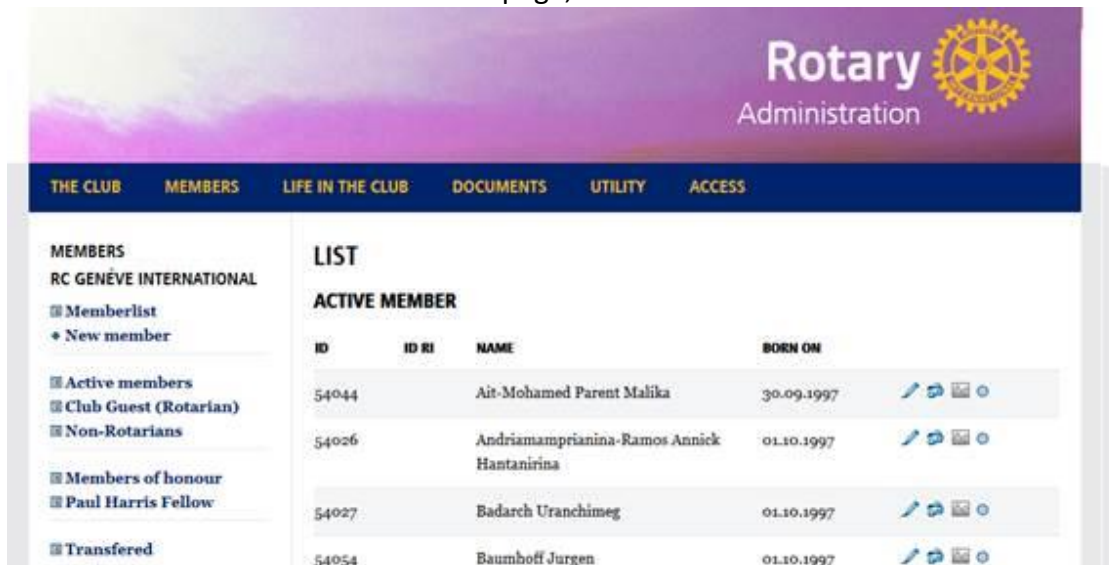


3. When you click "Administration" this, the colour of website-top becomes in rose. It means that you are seeing the webpage in administration mode. Then, please place the cursor at "**MEMBERS**", choose the top option "**Members**" in the drop down menu.

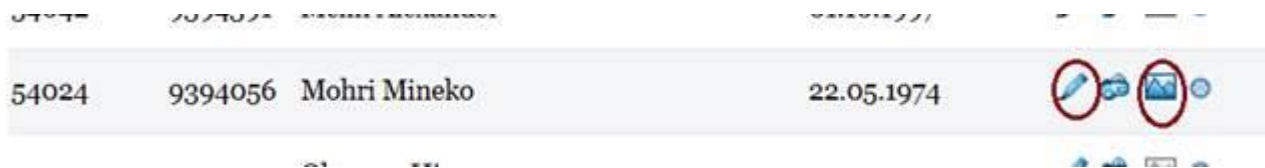


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4. You will be in the member list page, as shown in the below.



5. Now, you can update your profile and upload your photo by using the icons. e.g. "Pencil" for changes of contents, and "Picture" for the image upload. Please save your photo as "passport size".



Best Rotarian regards,

Claire Zendali
Secretary

Rotary Club Genève International

