

UPDATING CLUB DETAILS AND PIN LOCATIONS IN TI'S 'FIND A CLUB'

Clubs can most certainly update this on their own, by following the below steps and process:

This option is available in the online club management tool [Club Central](#), which can be found in the Leadership Central menu. As a club officer, a link is also provided in your member profile.

- Once the officer has logged into [Club Central](#), please select your club name, in order to access the Conduct Club business Menu.
- From the menu, select: Update my club meeting information.
- Make any necessary corrections to the club's contact phone, email, website and meeting address.
- Click on the Update button at the bottom of the page.

When the meeting location is changing, you will also need to update the map pin:

- Under the Meeting Information section and to the right of the ZIP/Postal Code box you will see Click here to review and update your map location. Click on that link.
- A map will pop up. Zoom in to view street level.
- Left click on the pin and drag it to the club meeting location.
- In the text box above the pin, push the down arrow, and then click on Update Location.

Please allow 1 - 2 business days for any changes to fully process and display on the Find a Club search.