

How to Update Your Club's Information on cfuwmembership.org

To login, you will need your club's username and password. If you are a club executive and do not have your club's login information, please email Members' Services at memberservices@cfuw.org. You will find the login button at the top right of this screen when you are at cfuwmembership.org.

Once you are logged in, you have a few options for updating club information:

1. To update general club information such as the club address, main telephone number, etc. go to the "Clubs" tab (this only appears after you are logged in, so if you don't see it, you are not logged in). Under the Clubs Tab, a drop-down menu will appear. Choose the first item, "Update Club Contact Information." The club information will appear in a grey box on this page. Click the small grey "edit" button at the bottom of this grey box to edit this screen. If you wish to download this information to your computer, there is an option to do so using a button at the bottom of the page.

****Please note that the main contact information for the club is almost always information belonging to an executive member, so if you are updating the executives' information, it is likely that you will need to look over and update the club's main contact information.**

2. To update or enter club executives' information, you'll want to click the second item in the drop-down menu under the "Clubs" tab: "Enter or Update Club Executive people list." You'll see a list of names on this screen. To enter a new person or someone who isn't listed, you will find empty fields at the bottom of this list. This is not where you will assign positions to individuals, but it is simply where you list new people before assigning them their position.

You cannot delete anyone from this list if they are currently holding an executive position: you will get an error. You can tell who in this list has a position if you look at the far right of their listing. If there is a number under "Has Position," clicking "Delete" next to their name will not delete them. In the next step, you will see how to delete people who are no longer on the Club Executive.

3. To assign positions to individuals listed in step 2 (on the "Enter or Update Club Executive People list"), return to the "Clubs" tab and now click "Enter or Update Executive Positions." Here you will see a list of individuals and their assigned positions. If you wish to delete a person who is listed with an executive position, you can do so on this screen. Then, if you would like to delete them completely from the membership site, you can go back to "Enter or Update Club Executive people list" in step two and delete them there. If you'd like to assign a position to someone you've entered in step 2, or to someone who was already listed, you can do so at the bottom of this page using the drop-down menus. If you'd like to assign a position to someone who does not appear in the drop-down menu, you must first list them and fill in their information (see step two).

We appreciate you keeping us up-to-date with your club info and thank you for your time!

Please contact Desiree at Members Services if you have any questions:
memberservices@cfuw.org.