

Updating Club Data in the Directory

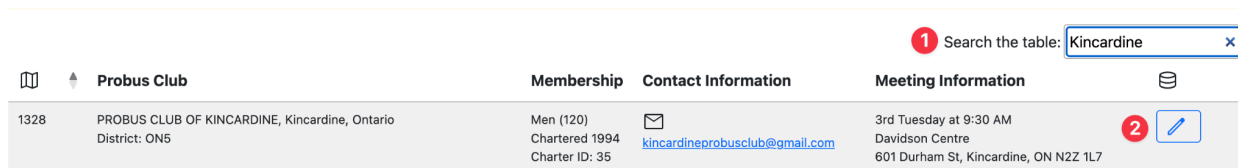
Follow the directions below to request an update to your club's online data, available on the PROBUS Canada website.

Requesting an update using the online form

In addition to the description below there is also a short [video tutorial](#) (4:15).

Go to [Find a club](https://www.probuscanada.ca/find-a-club) (<https://www.probuscanada.ca/find-a-club>). You can do so from the navigation bar or from the bottom of the home page.

Either click on the map or in the Search bar, enter the name of your club (or just the City or postal code) (1) and a list will come up. Once you find your club, click on or touch the pencil icon on the right side (2).

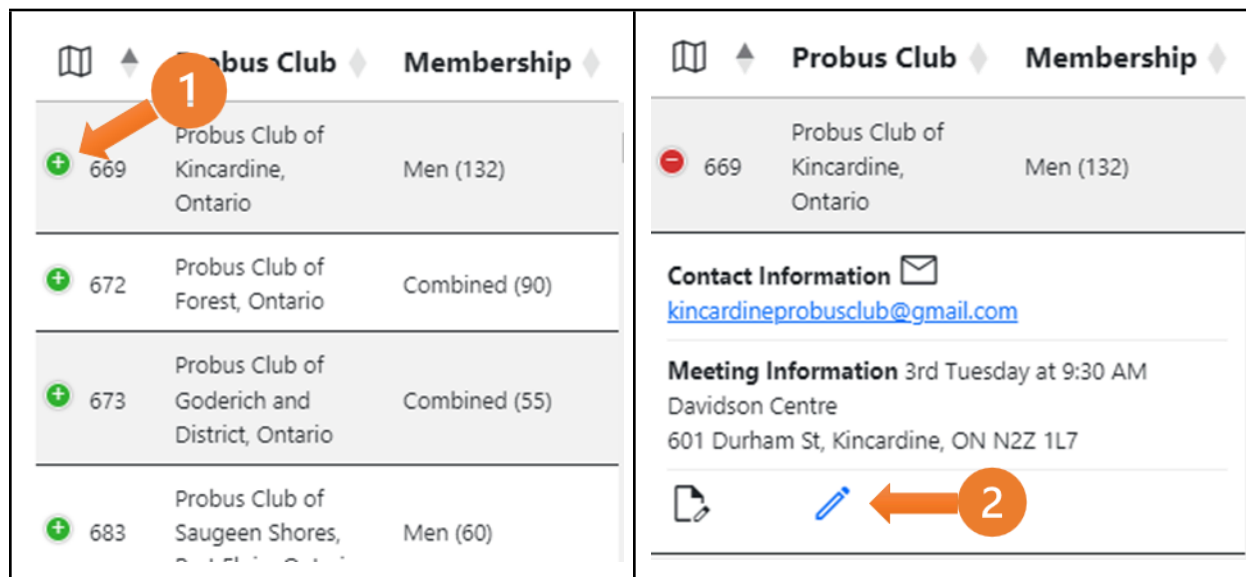


1 Search the table:

	Probos Club	Membership	Contact Information	Meeting Information
1328	PROBUS CLUB OF KINCARDINE, Kincardine, Ontario District: ON5	Men (120) Chartered 1994 Charter ID: 35	kincardineprobusclub@gmail.com	3rd Tuesday at 9:30 AM Davidson Centre 601 Durham St, Kincardine, ON N2Z 1L7

2

If you don't see this icon because you have a smaller device, then click on or touch the green button with a white plus sign. This will expand the information so you can find the pencil icon.



1


	Probos Club	Membership
669	Probos Club of Kincardine, Ontario	Men (132)
672	Probos Club of Forest, Ontario	Combined (90)
673	Probos Club of Goderich and District, Ontario	Combined (55)
683	Probos Club of Saugeen Shores, Ontario	Men (60)

2

Contact Information kincardineprobusclub@gmail.com

Meeting Information 3rd Tuesday at 9:30 AM
Davidson Centre
601 Durham St, Kincardine, ON N2Z 1L7

Once you click on the pencil, a form will open with all public club data filled in (see sample on next page.) A club representative requesting a change just has to update the field(s) of concern, identify themselves with name, email, and position/role, and then click on the *Request update* button.

 **BEAVER VALLEY PROBUS CLUB** ×

This form gives Probus club representatives the ability to request changes to the information stored about their club in the national Club Directory.

Membership	<input type="text" value="596"/>
Wait List	<input type="text" value="70"/>
Dues	<input type="text" value="40"/>
Club Email	<input type="text" value="Redacted or not available"/>
Club Website	<input type="text" value="beavervalleyprobus.com"/>

Club Representatives

▼

Privacy Settings

▼

Meeting Information

▼

Address

▼

Please provide your contact information so that your District Director can come back to you should there be any questions about your request. It may take up to 5 days for your request to get processed. You will receive a confirmation email at the address you provided.

Your Name	<input type="text" value="Your full name"/>
Your Position	<input type="text" value="Your role at your club"/>
Your Email Address	<input type="text" value="Your email address"/>

Cancel

Request update

There are 4 groups of contact information that can be expanded/collapsed by clicking on the respective header, i.e. Club Representatives, Privacy Settings, Meeting Information, and Address.

Note that contact information of club representatives is displayed on our public website only if the respective opt-ins are set to Yes under *OK to publish?* If a field is left blank then no update to the existing data will be made. Use a period or similar character to replace unwanted text.

When you change the privacy setting for your club's email address to *No*, then the email address will not be shown but instead a button [Email this club] appears that opens a simple online form with which someone can send a message to the club.

Once you've updated your club's information, click *Request update* and the information will be sent to your District Director for approval. (This step is to prevent someone from the public making unwanted changes).

What happens after the submission?

Please note that the updated information will not immediately be in effect.

Once the form is submitted, your District Director (or delegate) will receive an email with a summary of the requested changes, as in the sample below. There are buttons to approve or reject the request.

This is an automated email

Dear Martin,

Martin Buscher (Past President of Beaver Valley PROBUS Club) just requested to have updates made to the PROBUS Canada Club Directory. You can reply to this email to communicate with the requestor in case you need clarification.

To approve or reject this request, please click on the respective button below. It will take a few seconds before a web page will open to confirm that the transaction has been successful.

Accept

Reject

Here is the list of requested changes:

Attribute	From	To
Wait List	40	42

PS: Some email apps try to be helpful by adding buttons with canned responses such as 'Approved' or 'Yes, I approve'. Please ignore these as the only way to approve, edit, or reject the request at hand is by clicking on the above button.

To get assistance or to provide feedback on how to improve this system, please send an email to PROBUS Canada's [Member Support](#) team. You can also visit our [Knowledge Base](#).

Once the Director approves the update request, the system will take a few seconds to make the update and to then move the line of data to a tab for *Completed requests*. Since there is only one database for club information everything is immediately up-to-date.

Should the Director (or delegate) not respond to a request within 5 days then it will be automatically implemented.

Guidelines for Directors

The form used for requests to update the Club Directory is open to the public! As such it can be, and it has been, used for undesirable purposes (1% of cases). This is why such requests need to be scrutinized by a Director before being applied to the database. Time is of the essence because requests will be approved automatically after 5 days.

To verify the authenticity of a request, check if it was made by someone you know or by a person listed in the Club Directory. If not, reach out to someone on the club's Management Committee for quick verification.

We'd expect update requests to come in following the club's Annual General Meeting. There is a reminder going out to the club email addresses on the first of the month following their AGM.

Sometimes, clubs submit multiple requests in quick succession, for example to correct an error. Here it is important to approve these requests in the order they were received.