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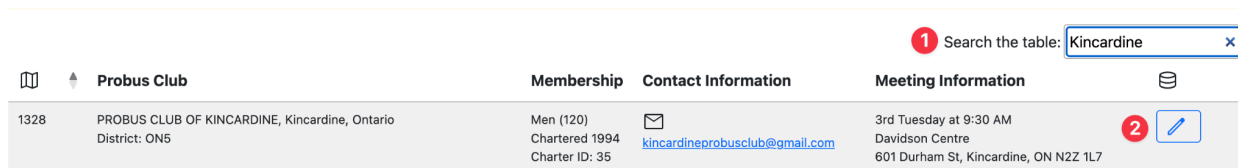
Follow the directions below to request an update to your club's online data, available on the PROBUS Canada website.

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). 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).
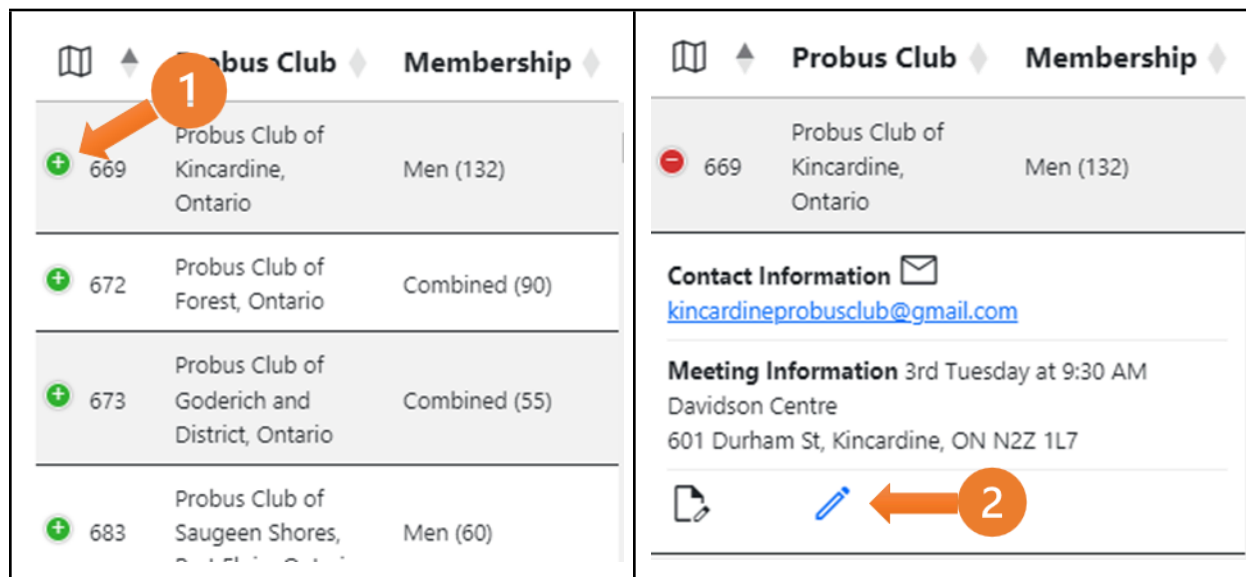

If you don't see this icon because you have a smaller device, then click on or touch the green button with a white plus sign. This will expand the information so you can find the pencil icon.

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	596
Wait List	70
Dues	40
Club Email	Redacted or not available
Club Website	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	Your full name
Your Position	Your role at your club
Your Email Address	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.

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.