

FAWCO Rep – How to Update Your Club Profile:

Since 2012 FAWCO has enabled club presidents/FAWCO Reps to make changes to their own club profiles. Each club has the ability to edit their own profile with updated information such as the name of the incoming president or FAWCO Rep, or changes to their club size, etc. These profiles are published when they are saved and the 2nd VP reviews them.

- Login to <u>www.fawco.org</u> using the CLUB USERNAME AND PASSWORD, provided by the 1st OR 2nd VP.
- Click on the arrow icon next to your username (at the upper right by the login). Select "edit my club profile" under User Menu User Menu (left-hand side of front page).
- 3. Update your information and click the save icon Save in the upper right hand corner.

Please note that the personal contact information on your Club President and FAWCO Rep will NOT be visible to the public. This information will be in our database and imported directly into the FAWCO Directory. In this way, the information in the directory will be up-to-date and accurate because it is the information that YOU insert directly online!