

# How to Edit Your Club Listing

(Formerly known as the annual report.)

This illustrated tutorial will guide you through the process of editing your club listing online.

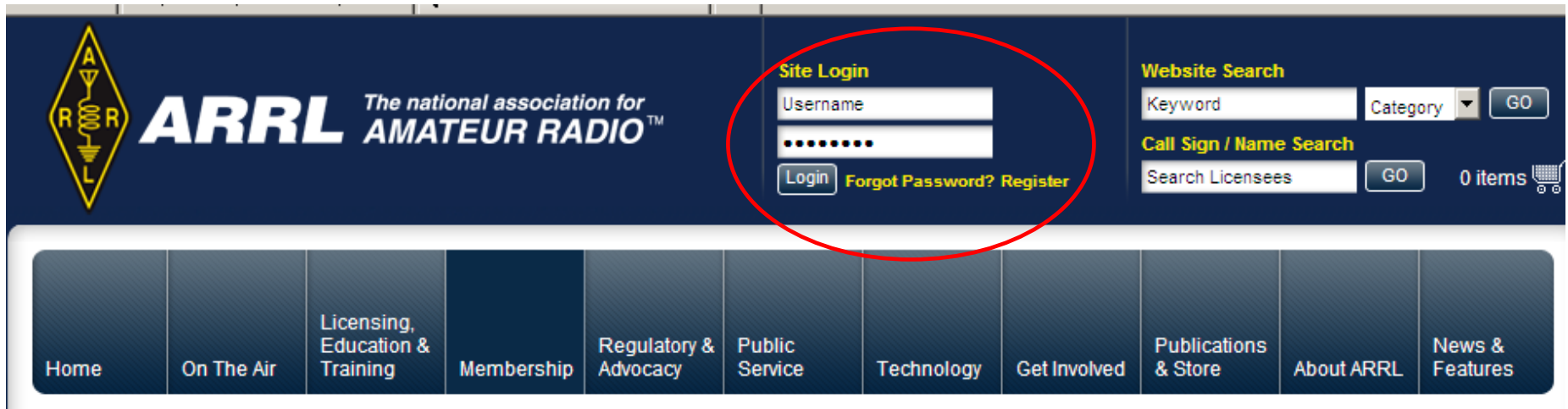
To maintain active affiliation your club is required to update the information once per year. Even if nothing changes an annual update is required. If two years pass without any updates then the club will be moved to inactive status.

It is recommended that you save this information to pass along to incoming club officers so they can keep the information current.

## Special Service Clubs

If you need to renew or apply for Special Service Club designation, please visit <http://www.arrl.org/ssc-application> Special Service Club designation is not perpetual and must be renewed every two years.

1. To begin you must first sign into the ARRL web site. This is *your member login*, not the club's. The club does not have a login to the website.



If you cannot recall your login information use the "forgot password" link.  
If that does not resolve your issue send an e-mail to [membership@arrl.org](mailto:membership@arrl.org)

2. Next, select the GET INVOLVED tab from the header menu then choose CLUBS from the site callout or from the sidebar menu.

The screenshot displays the ARRL website's navigation and content. The header menu includes: Home, On The Air, Licensing, Education & Training, Membership, Regulatory & Advocacy, Public Service, Technology, **Get Involved** (circled), Publications & Store, and About. The 'Get Involved' section features a large banner with the ARRL logo and the text: "ARRL is the largest organization in the world representing radio amateurs. You can help to expand the voice and visibility of the Amateur Radio Service by volunteering and supporting ARRL." Below the banner are several content blocks: "New to Ham Radio?", "Volunteer", "Donate", "The ARRL Foundation", "Connect to Hams", and "Clubs". The "Clubs" block contains the text: "Clubs are a radio amateur's link to local hams and activities. [Learn More](#)". On the left sidebar, the "Get Involved" menu is expanded, with "Clubs" circled. A red arrow points from the "Get Involved" header tab to the "Clubs" sidebar link, and another red arrow points from the "Clubs" sidebar link to the "Clubs" content block. The "Clubs" content block is also circled.

3. Select FIND A CLUB to search for your club.

**Clubs**

- Volunteer Opportunities
- Learning Opportunities
- Recruiting & Outreach
- Youth
- Clubs**
- Find a Club
- Affiliated Club Resources
- Hamfests and Conventions Calendar
- Connect to Hams
- New to Ham Radio
- Donate to ARRL
- The ARRL Foundation

**Find A Club**

Get involved and meet new friends at a local Amateur Radio club. Search for ARRL affiliated clubs in your area or around the country.

[Learn More](#)

**New Affiliated Clubs**

**- ARRL Welcomes These New Affiliated Clubs**

The following clubs were issued a charter of affiliation on June 2, 2010. Welcome!

## Search for ARRL Affiliated Clubs

Modify Search:

Keyword:

Southington

ZIP Code:

City:

State:

ARRL Division:

ARRL Section:

Tag:

Search

Find a Club

Affiliated Club Resources

Results 1 to 8 of 2158 1

ARRL AFFILIATED CLUB  
**South Texas Repeaters**

City: Sugar Land  
Specialties: Repeaters  
Services Offered: Mentor, Re

ARRL AFFILIATED CLUB  
**Northwoods Amateur**

City: Deer River  
Call Sign: KD0JFI  
Specialties: Digital Mod  
Service/Er  
VHF/UHF

Services Offered: Entry-Level  
Or Higher  
Test Sess  
Committee

ARRL AFFILIATED CLUB  
**North Wildwood Office**

City: Wildwood,

4. Enter the club name or partial name or call sign then click the SEARCH button.

Note: This is a single criterial search engine. Do not populate more than one box.

5. Use GO NOW to view the club detail page.

Home	On The Air	Licensing, Education & Training	Membership	Regulatory & Advocacy	Public Service	Technology	Get Involved	Publications & Store
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## Search for ARRL Affiliated Clubs

Modify Search:

Keyword:

ZIP Code:

City:

State:

ARRL Division:

ARRL Section:

ARRL AFFILIATED CLUB

**Southington Ara**

City: Southington, CT

Call Sign: W1ECV

Specialties: Digital Modes, General Interest, Public Service/Emergency, Repeaters, VHF/UHF

Services Offered: Club Newsletter, Hamfest, License Test Sessions, Mentor, Packet Radio BBS, Repeater

[Go Now!](#)

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Home >> Get Involved >> Clubs >> Find a Club

[Back to Top](#)  
[Having Trouble?](#)

6. If you are signed into the ARRL web site you will see an EDIT link that will take you to the update form. If you do not see this link, check to be sure you are logged in to the website as an ARRL member.

## Southington Ara

Edit

### Basic Information

Call Sign: W1ECV

Annual Report: Jul 06th 2010

Meeting Time: Last Wed Monthly 7:30 PM

Meeting Place: Southington Grange Hall, Corner of Knowles Avenue and Summit Street, Southington

Affiliation Date: Mar 18th 1955

Specialties: Digital Modes, General Interest, Public Service/Emergency, Repeaters, VHF/UHF

Services Offered: Club Newsletter, Hamfest, License Test Sessions, Mentor, Packet Radio BBS, Repeater

Links: <http://www.chetbacon.com/sara.htm>

### Club Statistics

Club Members: 42

Voting 42



### Contact Information

Club Name:  
Southington Ara

Call Sign:  
W1ECV

Contact:  
Chet Bacon

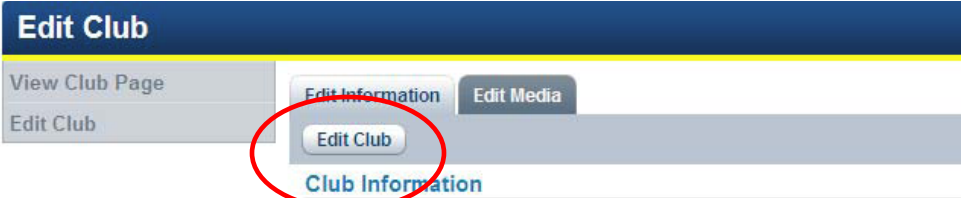
Daytime Phone:  
860-628-9346

Evening Phone:  
860-628-9346

Email:  
[ka1ilh@chetbacon.com](mailto:ka1ilh@chetbacon.com)

## 7. If you do not see the edit form click the **Edit Club** button.

The first section of the form contains the club information. Check for correctness and make any necessary changes.



The screenshot shows a web interface for editing club information. At the top, there is a dark blue header with the text "Edit Club". Below this, there are three tabs: "View Club Page", "Edit Club", and "Edit Club". The "Edit Club" tab is selected and highlighted in grey. Below the tabs, there are two buttons: "Edit Information" and "Edit Media". The "Edit Club" button is circled in red. Below the buttons, there is a section titled "Club Information" with a blue header. The form contains the following fields:

Master ID	0004000356
Annual report	July   6   2010
Club name	Southington Ara
Call Sign	W1ECV
ARRL section	Select a section
Date of Affiliation	1955-03-18 00:00:00
SSC start date	1990-03-08 00:00:00
Date of officer elections	
Meeting location	Southington Grange Hall, Corner of Knowl
Meeting day & time	Last Wed Monthly 7:30 PM
Should prospective amateurs be referred to this club?	Yes
Total number of club members	42
Number of voting members	42
Number of voting members who are licensed amateurs	40
Number of voting members who are ARRL members	30
Web page -- URL	http://www.chetbacon.com/sara.htm

Specialties

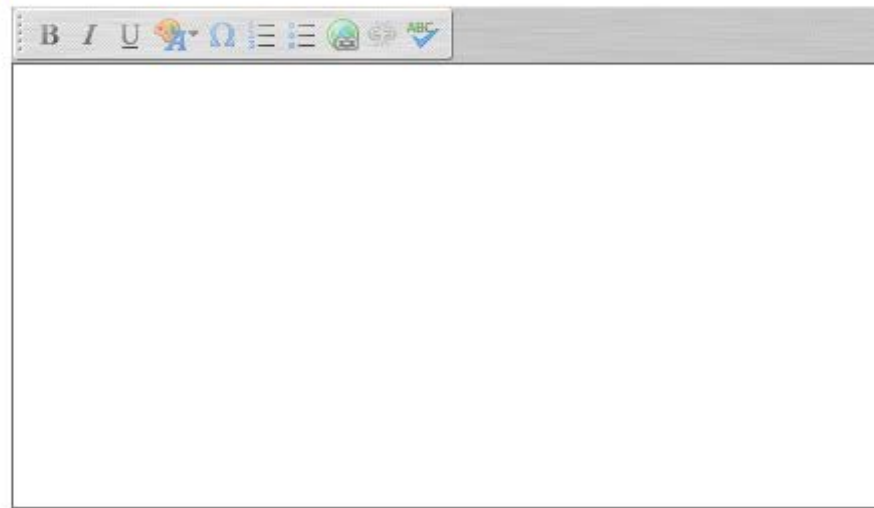


## The Club Description Section

This text box allows you to enter any descriptive information about your club. It is suggested that you work in Notepad then copy and paste your text into this box. By doing so you can make any edits offline and you will always have a copy of your work should the page accidentally erase any text in the box.

Do not copy and paste from MS Word because the formatting is not compatible with this feature.

Club Description

A screenshot of a text input field. Above the field is a horizontal line with the text "Club Description" in blue. Below the line is a large, empty rectangular text box. At the top of the text box is a toolbar with various icons for text formatting, including bold (B), italic (I), underline (U), text color, background color, bulleted list, numbered list, link, unlink, and a checkmark.

The next section lists the specialties and services offered by the club. Check all that apply.

### Specialties

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- (check all appropriate categories, and at least one)*
- General Interest
  - Digital Modes
  - School or Youth Group
  - Contest
  - DXCC
  - VHF/UHF
  - Repeaters
  - Public Service/Emergency

### Services offered by the club

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- (check all appropriate categories)*
- Club Newsletter
  - Tvi/RFI Committee
  - Entry-Level License Classes
  - General Or Higher License Classes
  - License Test Sessions
  - On-The-Air Bulletins
  - Hamfest
  - Repeater
  - Packet Radio BBS
  - Mentor

The last section allows you to edit the club officers the club officers.

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#### Club/Council President

---

Name

Call sign

Email

#### Club/Council Vice President

---

Name

Call sign

Email

#### Club/Council Treasurer

---

Name

Call sign

Email

#### Club/Council Secretary

---

Name

Call sign

Email

#### Club/Council Newsletter Editor

---

Name

Call sign

Email

#### Official Submitting this Application (required)

---

Username

Name

Call Sign

Office Held

Email

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8. After making your changes click the Submit button.

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**Official Submitting this Application (required)**

---

Name

Call Sign

Office Held

Email

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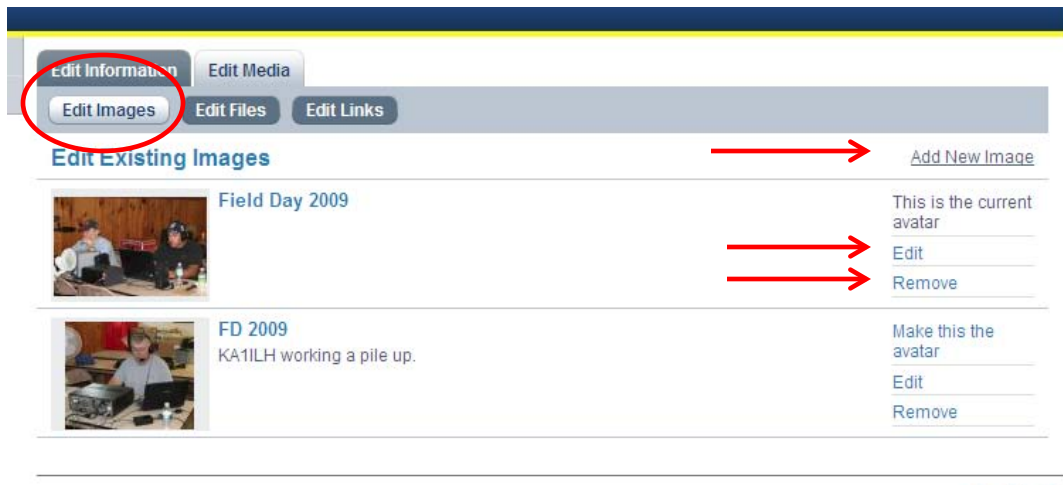
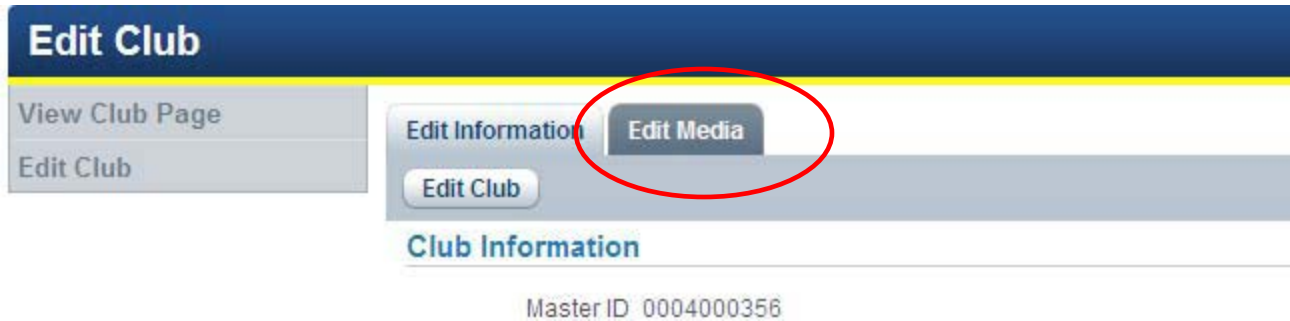
Please only submit your changes once.

Because you are logged into the ARRL web site your name and call will automatically appear in the submission box.

Your changes will be effective immediately after clicking the submit button.

## Additional Editing Features


If you want to add pictures or logos to your club listing select the EDIT MEDIA tab.



Here you can add, edit or remove jpeg photos. You can make one of your photos the avatar or main picture for your club listing.

Under the **Edit Links** tab you can add, edit or remove links.

The screenshot shows the 'Edit Club' interface. At the top, there is a dark blue header with the text 'Edit Club'. Below this, there is a navigation menu with several tabs: 'View Club Page', 'Edit Club', 'Edit Information', 'Edit Media', 'Edit Images', 'Edit Files', and 'Edit Links'. The 'Edit Links' tab is highlighted with a red circle. Below the tabs, there is a section titled 'Edit Existing Links'. This section contains a table with the following content:

Edit Existing Links		<a href="#">Add New Link</a>
	<a href="http://www.chetbacon.com/sara.htm">http://www.chetbacon.com/sara.htm</a> <a href="http://www.chetbacon.com/sara.htm">http://www.chetbacon.com/sara.htm</a>	<a href="#">Edit</a> <a href="#">Remove</a>

Red arrows point from the 'Add New Link', 'Edit', and 'Remove' links to their respective text.

That's all there is to it.

e-Mail any questions to [clubs@arrl.org](mailto:clubs@arrl.org) and be sure to include your club name and call sign as well as your name and call sign.