1. To begin you must first sign into the ARRL web site
2. Next, select the GET INVOLVED tab from the header menu then choose CLUBS from the site callout or from the sidebar menu.
3. Select FIND A CLUB to search for your club.
4. Enter the club name or partial name or call sign then select SEARCH.
5. Use GO NOW to view the club detail page.
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.
7. Here you will find the club master ID number.

Master ID: 0004000356