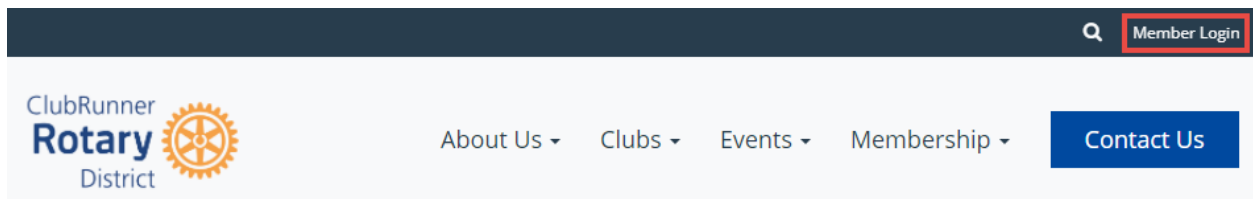


How do I Edit Club Information?

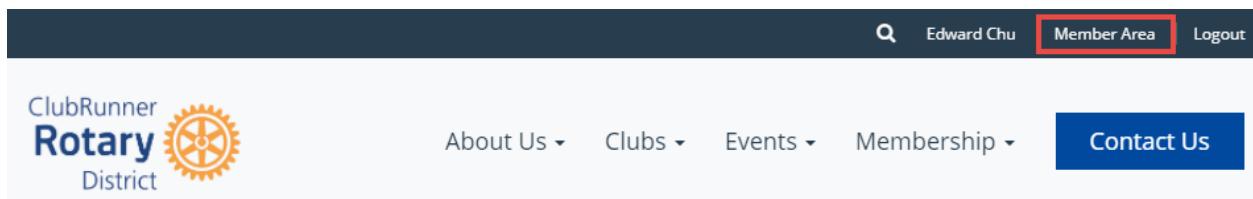
This is done in the Club version of ClubRunner.

From the **Club Info & Settings** page you can edit or change your Club Information such as logo, name, Club ID, chartered date, motto, greeting, meetings, and mailing address. To learn more please follow the steps below:

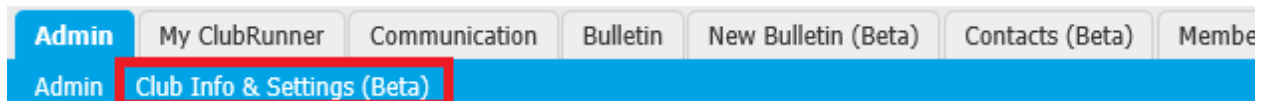
1. To access the **Club Info & Settings** page, you must go to your Club's home page and login by clicking on **Member Login** near the top right. Enter and login information and login.



2. Click on **Member Area** near the top right.



3. You are now on the administration screen. Click on **Club Info & Settings** on the blue menu bar.



4. This takes you to the **Club Info & Settings** page. Click **Edit** near the top right of each section to change the information.

Club Information Rotary Club of Green Town

 Print Page



President: [Clare Harris](#)
Members: 15 active, 0 honorary

Meetings: Tuesdays, 7 PM
Memorial Hall
[View Map](#)

[Website](#)

Club Details

Club Details

[Edit](#)

Club Name: Rotary Club of Green Town
Short Name: Green Town
Club Id: 1234
Club Type: Rotary
Date Chartered: Nov 13, 2012
Club Motto: Service Above Self
Club Greeting:

Contact Info

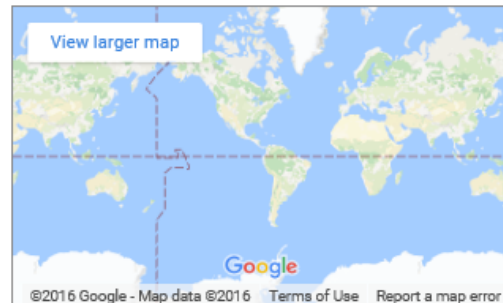
[Edit](#)

Mailing Address: 2060 Winston Park Drive
Oakville, ON
Canada
[View Map](#)
Permalink: testrotary
Website: <http://portal.clubrunner.ca/9723>
Email:
Phone:
Fax:

Meetings

[Edit](#)

Schedule: Tuesdays, 7 PM
Location: Memorial Hall
Address: 100 Merrill Street
Green Town, WI 54459
United States



Venue Map: No venue map provided. [Edit](#)
GPS Latitude 45.44436
Coordinates: Longitude -90.29436

Settings

[Edit](#)

Hide member photos?

How to change the Club logo

1. To change Club logo click on the **Club logo**.


Club Information |



2. This will take you to the **Update Club Logo** page. Click on **Load from Image Library**.

Update Club Logo

Logo Settings

Existing Club Logo: 





Change Logo: [Load from Image Library](#)

Logo will be resized to 100 pixels wide. File types accepted are .GIF, .JPG and .PNG.

3. You could choose an existing image from your Library by double clicking on it or you can add a new image by clicking on the **Upload** button.

Folders Upload Refresh Settings Maximize Search

Club Logo

 raster.png 4/28/2015 7:08 PM 4 KB	 Rotary-Monochrome.jpg 11/13/2014 2:38 PM 123 KB	 RotaryLogo2014.png 4/28/2015 5:37 PM 70 KB	 RotaryMoE_RGB.png 4/28/2015 5:46 PM 74 KB
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How to change the Club Details

1. Click on the **Edit** button near the top right on Club Details.

Club Details



Club Details Edit


Club Name:	Rotary Club of Green Town
Short Name:	Green Town
Club Id:	1234
Club Type:	Rotary
Date Chartered:	Nov 13, 2012
Club Motto:	Service Above Self
Club Greeting:	

2. Edit the fields. Once done, click **Save**. The symbol  show which fields integrate with RI, if you have RI Integration turned on.


Edit Club Details


Club Information


Club Name:  Rotary Club of Green Town 


Short Name:  Green Town


Club Id: 1234

Club Type: Rotary 

Date Chartered: Nov 13, 2012 

Club Motto: Service Above Self [Format](#) 

Club Greeting: [Format](#) 

 Integrated with RI

[Cancel](#) [Save](#)

How to change the Contact Info

1. Click on the **Edit** button near the top right on Contact Info.

Contact Info [Edit](#)

Mailing Address: 2060 Winston Park Drive
Oakville, ON
Canada
[View Map](#)


Permalink: testrotary

Website: <http://portal.clubrunner.ca/9723>


Email:

Phone:

Fax:

2. Edit the fields. Once done, click **Save**. The symbol  show which fields integrate with RI, if you have RI Integration turned on.

Edit Contact Info


Mailing Address 


Address 1

Address 2


Address3

City

Country 

Province/Territory 

Postal Code

Contact Details 

Permalink

Website
URL should start with http:// or https://

Club Email

[Cancel](#)

How to change the Meeting Information


1. Click the **Edit** link near the top right of the Meetings section
2. From here you can edit the meeting information within the following sections:

Meeting Schedule

Meeting Schedule

What day and time does the club meet?

Sunday at 12:15 AM PM

Meeting Comments: 

Share additional meeting details with the public.


Total characters including HTML: [0/250](#)

The Meeting Schedule section will allow the Club to set a day and time that the Club meets at along with any additional meeting comments. This meeting comments can be used to add additional details about the meeting, additional instructions for guests or any other additional information about the meeting the Club wants to include. This information will be public.

Online Meeting

Online Meeting

Our club meets online

 This information is only visible to logged in members of your club or district, it is shown in with your meeting comments.

Meeting URL: 

Private Details:


Total characters including HTML: [0/250](#)

If the Club meets online, the **Our club meets online** option can be checked. This will reveal the **Meeting URL** and the **Private Details** fields. The direct link/URL to the online meeting can be

entered into the **Meeting URL** field and any additional information about accessing the meeting or other private details can be entered into the **Private Details** field. This information will be restricted to members only.

Meeting Location

Meeting Location

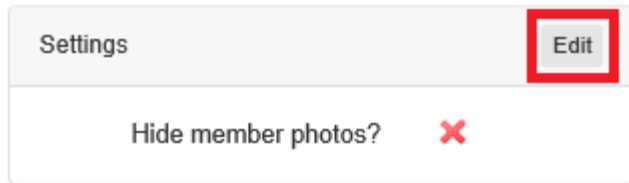
Location:	<input type="text" value="Memorial Hall"/>
Address 1	<input type="text" value="100 Merrill Street"/> *
Address 2	<input type="text"/>
City	<input type="text" value="Green Town"/> *
Country	<input type="text" value="United States of America"/> *
State	<input type="text" value="Wisconsin"/>
Zip Code	<input type="text" value="12345"/>
Latitude:	<input type="text"/>
Longitude:	<input type="text"/>
<input type="checkbox"/> Update latitude/longitude based on meeting address 	

The Club can enter the meeting location, meeting address and meeting coordinates. The Club also has the option to automatically update the latitude and longitude fields based on the entered address by checking the "Update latitude/longitude based on meeting address" option.

3. Once complete, select the **Save** button to save the changes

How to change Settings

1. Click on the **Edit** button near the top right on Setting.



2. Click the check box to change this setting. This options lets you hide member's photos from users who are not logged into ClubRunner, on the Club Executives page and on the District's website. Once done, click **Save**.

