ClubRunner

How do I access and change my profile information?

Omar S. - 2023-06-30 - My ClubRunner

This feature allows you to edit and update the information within your profile. You can change your email address, phone number, password, login name, and more. Your profile contains details such as your address and contact information, as well as personal information you choose to share with your fellow club members.
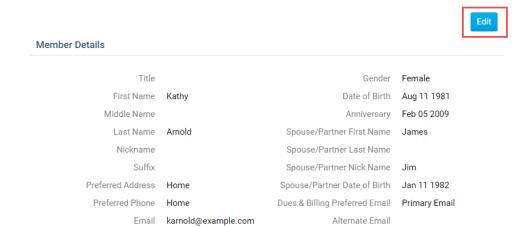
Quick Links:

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1. To access your profile for editing, you must go to your club homepage and login. Then, click on **Member Area** on the top right.

2. Along the top of the screen, you will see several blue tabs. Click on the **My ClubRunner** tab.

3. Next, click on the **My Profile** link on the grey menu bar below **My ClubRunner**.

4. You are now on the **Member Profile** screen. This screen contains your personal information, which may be shared with fellow members of your club. To add or update the information that appears click on the **Edit** button just above your personal information.

Member Details

Title		Gender	Female
First Name	Kathy	Date of Birth	Aug 11 1981
Middle Name		Anniversary	Feb 05 2009
Last Name	Arnold	Spouse/Partner First Name	James
Nickname		Spouse/Partner Last Name	
Suffix		Spouse/Partner Nick Name	Jim
Preferred Address	Home	Spouse/Partner Date of Birth	Jan 11 1982
Preferred Phone	Home	Dues & Billing Preferred Email	Primary Email
Email	karnold@example.com	Alternate Email	

5. You can now enter your personal data into the fields listed or edit existing information. **Note**: *Fields marked in red are mandatory. If you try to click Save when a mandatory field is blank, you will receive an error message.*

6. When you are finished editing your profile, click **Save**. There are Save buttons at the top and bottom of the Member Profile screen. Click **Cancel** if you do not wish to save your changes.

Cancel **Save**

Member Details

Title		Gender	Prefer not to identify	
First Name	Kathy	Date of Birth	Aug 11 1981	
Middle Name		Anniversary	Feb 05 2009	
Last Name	Arnold	Spouse/Partner First Name	James	
Nickname		Spouse/Partner Last Name		
Suffix		Spouse/Partner Nick Name	Jim	
Preferred Address	● Home ○ Work	Spouse/Partner Date of Birth	Jan 11 1982	
Preferred Phone	○ Business ● Home ○ Cell	Dues & Billing Preferred Email	● Primary Email ○ Alternate Email	
Email	karnold@example.com	Alternate Email		

*All emails will only be sent to the primary email address

Birthday and anniversary years can only be viewed by Club Executive level or higher.

Tab Information

There are 6 tabs on the member profile. Each one contains different information.

Personal Tab

On this page it displays personal information about the member. This is useful to see if the profile is up to date. If you want to edit any of this information click on the **Edit** button and once done click **Save**.

- **Profile Picture:** This displays a picture of you. To learn how to add/update your picture, please click read the article titled How do I Change my Profile Photo?.

- **Member Details**: This area displays the member's Title (Eg. Mr, Mrs, Dr, Rev), First Name, Middle Name, Last Name, Nickname (Eg. Dave, Mike, Bill), Suffix (Eg, Jr, Sr), Preferred Address, Preferred Phone, E-mail, Alternate E-mail, Gender, Date of Birth, Anniversary, Spouse/Partner First Name, Last Name, Nick Name, and Date of Birth.

- **Home**: This area displays the member's Home address and Phone numbers.

- **Work**: This area displays the member's Work Address, Position/Title, Phone number, Fax, and Website URL.

- **Custom Fields**: This displays the fields that were created by the Club. These fields are used to gather additional information about the member. The data could be a date, flag, or field/text. For more information read the Custom Fields article.

Member Profile

Kathy Arnold
Printable Version

Update

Personal Rotary Biography Commitments Settings Privacy

Edit

Member Details

Title		Gender	Female
First Name	Kathy	Date of Birth	Aug 11 1981
Middle Name		Anniversary	Feb 05 2009
Last Name	Arnold	Spouse/Partner First Name	James
Nickname		Spouse/Partner Last Name	
Suffix		Spouse/Partner Nick Name	Jim
Preferred Address	Home	Spouse/Partner Date of Birth	Jan 11 1982
Preferred Phone	Home	Dues & Billing Preferred Email	Primary Email
Email	karnold@example.com	Alternate Email	

Home

Address Line 1	123 LaPlace Road	Home Phone	1 212-555-1234
Address Line 2		Cell	1 323-555-1234
City	Purple City	Home Fax	
Country	Canada		
State/Province	ON		
Zip/Postal Code	H0H 0H0		

Work

Company Name	ClubRunner	Position/Title	Product Specialist
Address Line 1	2060 Winston Park Drive	Business Phone	1 877-469-2582 2
Address Line 2		Business Fax	
City	Oakville	Website URL	https://site.clubrunner.ca
Country	Canada		
State/Province	ON		
Zip/Postal Code	L6H 5R7		

Custom Fields

Edit

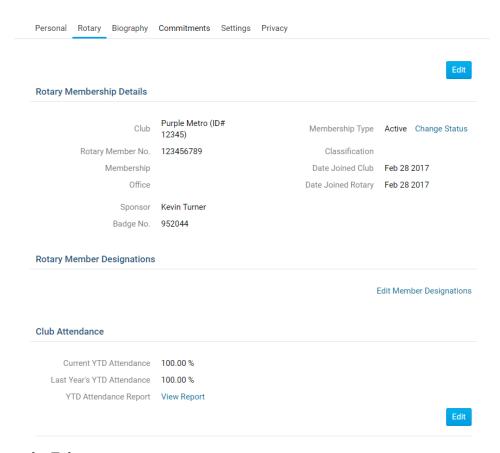Last updated on Nov 22 2018 by Turner, Kevin

Rotary/Organization Tab

On this page it displays information about the Rotary and attendance.

Note: Some details on this tab are not able to be modified without additional access. Contact your Club/Organization for assistance with updating these profile details

- **Membership Details**: This area shows the Club name, Rotary Member Number, Membership, Office, Sponsor, Membership Type, Classification, Date Joined Club, and Date Joined Rotary/Admission.

- **Member Designations**: This displays the member's designations. For more information read the Member Designations article.

- **Club Attendance**: Shows their current year to date attendance percentage, last year's year to date attendance percentage, and year to date attendance report.

| Personal | Rotary | Biography | Commitments | Settings | Privacy |

Edit

Rotary Membership Details

Club	Purple Metro (ID# 12345)	Membership Type	Active	Change Status
Rotary Member No.	123456789	Classification		
Membership		Date Joined Club	Feb 28 2017	
Office		Date Joined Rotary	Feb 28 2017	
Sponsor	Kevin Turner			
Badge No.	952044			

Rotary Member Designations

Edit Member Designations

Club Attendance

Current YTD Attendance	100.00 %
Last Year's YTD Attendance	100.00 %
YTD Attendance Report	View Report

Edit

Biography Tab

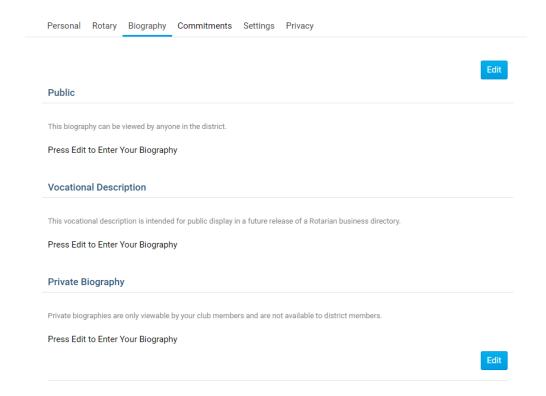This page displays the biography of the member. If you want to edit any of this information click on the **Edit** button and once done click **Save**.

- **Public**: This area can be view by anyone in the Club and District.

- **Vocational Description**: This is for anyone to see in the future release of a Rotarian business directory.

- **Private Biography**: This can only be viewed by your Club members, it cannot be
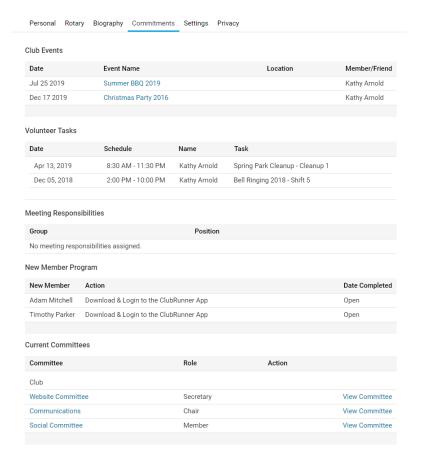
view by the District or the public.

Personal   Rotary   **Biography**   Commitments   Settings   Privacy

Edit

Public

This biography can be viewed by anyone in the district.

Press Edit to Enter Your Biography

Vocational Description

This vocational description is intended for public display in a future release of a Rotarian business directory.

Press Edit to Enter Your Biography

Private Biography

Private biographies are only viewable by your club members and are not available to district members.

Press Edit to Enter Your Biography

Edit

Commitments Tab

This page displays the **Club Events**, **Volunteer Tasks**, **Meeting Responsibilities**, **New Member Program**, and **Current Committees** you are in.

- **Club Events**: This displays the events you registered for. For more information read the EventPlanner and MyEventRunner articles.

- **Volunteer Tasks**: This displays the volunteer list the member signed up for. For more information read the Volunteer article.

- **Note**: *This will display "Loading Volunteer Data..." for a few seconds as it loads.*

- **Meeting Responsibilities**: This displays the meeting responsibilities you have. For more information read the Meeting Responsibilities article.

- **New Member Program**: This displays the activity you have in the New Member Program. For more information read the New Member Program article.

- **Current Committees**: This displays the committees the member is in. For more information read the Committees article.

Personal   Rotary   Biography   **Commitments**   Settings   Privacy

Club Events

Date	Event Name	Location	Member/Friend
Jul 25 2019	Summer BBQ 2019		Kathy Arnold
Dec 17 2019	Christmas Party 2016		Kathy Arnold

Volunteer Tasks

Date	Schedule	Name	Task
Apr 13, 2019	8:30 AM - 11:30 PM	Kathy Arnold	Spring Park Cleanup - Cleanup 1
Dec 05, 2018	2:00 PM - 10:00 PM	Kathy Arnold	Bell Ringing 2018 - Shift 5

Meeting Responsibilities

Group	Position
No meeting responsibilities assigned.	

New Member Program

New Member	Action	Date Completed
Adam Mitchell	Download & Login to the ClubRunner App	Open
Timothy Parker	Download & Login to the ClubRunner App	Open

Current Committees

Committee	Role	Action
Club		
Website Committee	Secretary	View Committee
Communications	Chair	View Committee
Social Committee	Member	View Committee

Settings Tab

On this page it displays the **Access Level**, **Login Information**, **Member Roles**, and **Custom Email Signature**. If you want to edit any of this information, click on the **Edit** button, and once done click **Save**.

- **Club Access Level**: This is the level of access the member has to the Club. For more information read the Access Levels article.

- **Login Name**: This is your login name, and you can modify it as you see fit. It must be unique value across all of ClubRunner.

- **Password**: This allows you to update your own password. Note that you do need to know your current password. If you no longer know your password, this article should help: I cannot login to ClubRunner.

- **Member Roles**: This displays if the member has read only access to MyEventRunner.

- **Custom Email Signature**: This displays the member's email signature.

System Login

Club Access Level   70 - Member   Login Name   Kathy.Arnold.13684
                                          Password   Reset Password

Member Roles

Custom Email Signature

K. Arnold
Purple Metro Public Relations Chair

Privacy Tab

This page shows the member's **Communication Preferences**, **Search Privacy** and Club's **RI Integration Privacy** (If you are a Rotary Club). If you want to edit any of this information click on the **Edit** button and once done click **Save**.

- **Communication Preferences**: The member can choose not to receive certain emails. For more information, read the Email Privacy article.

- **Search Privacy**: These options allow you to control what information is available to members who are not in your club when they use features such as the District's Member Search and view your Club in the ClubRunner Mobile app.

Note

Note: The ClubRunner mobile app stores cached data for offline use and when internet connectivity is limited. This means, changes made to your privacy settings may take time to update and display in the mobile app. The mobile application caches member data for 14 days.

Note

Note: Any individuals who are listed in their Club's Executives & Directors list will have their Name and Position listed in the Mobile app. All other privacy options will be respected.

- **RI Integration Privacy**: *Only Rotary Clubs have this option.* This displays the Rotary International Integrations settings for the members. For more information, read the RI Integration Guide.

Communication Preferences

Club Emails ✅	ClubRunner Connect ✅
Club Bulletin ✅	ClubRunner Service Updates ❌
District Emails ✅	ClubRunner Product Announcements/News ✅
District Bulletin ✅	
Zone Emails ✅	
Zone Bulletin ✅	
Inter Club Email ✅	
Register Guest Confirmation Email ✅	

Search Privacy

Search Privacy options allows you to control how people can find you, and the information they see. If you choose to opt out of any of the options, that information will not be searchable or displayed in the search results.

Allow Search ✅	
Allow Home Address ✅	Allow Work Address ✅
Allow Home Phone ✅	Allow Work Phone ✅
Allow Cell Phone ✅	Allow Email ✅
Allow Photo ✅	Allow Date Joined Club ✅
Allow Spouse/Partner ✅	Allow Date Joined Rotary ✅

RI Integration Privacy

This section allows you to specify which fields you would like to update at Rotary International's database. If your club has opted out of certain fields, those will not be updated, even if you opt in. For a field that your club has opted into, you can choose to opt out by unchecking it from the list below.

Allow Name	(Club Opted Out)	Allow Home Phone	(Club Opted Out)
Allow Home Address	(Club Opted Out)	Allow Cell Phone	(Club Opted Out)
Allow Business Address	(Club Opted Out)	Allow Business Phone	(Club Opted Out)
Allow Birthday	(Club Opted Out)	Allow Home Fax	(Club Opted Out)
		Allow Business Fax	(Club Opted Out)
		Allow Primary Email	(Club Opted Out)

Related Content

- [How do I request member profile updates?](#)
- [How do I change my password?](#)
- [How do I change my profile photo?](#)
- [How do I change my username?](#)
- [How do I stop communications/emails from my club?](#)