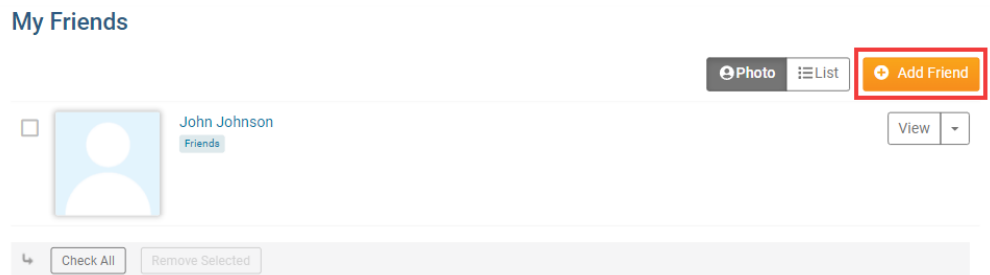# ClubRunner

How do I add a friend to my friends list?

Omar S. - 2021-11-29 - My ClubRunner

To add a Friend to your **My Friend** list, please follow the steps below:

1. Go to the Club's website and login.
2. Click the **Member Area** link near the top right.
3. Click **My ClubRunner** on the menu bar near the top.
4. Click the **My Friends** link on the menu bar directly below.
5. This takes you to the **My Friends** page. To add a new friend click on the **Add Friend** button.

6. Fill in the information fields accordingly. The First and Last name is required as well as the checkbox to confirm that you have consent from the contact to store their information.

Add Friend ✕

Title	[ ]
First Name	[ ] *
Nickname	[ ]
Middle Name	[ ]
Last Name	[ ] *
Suffix	[ ]
Email	[ ]

☐ I have received consent from this individual for the collection, storage, and use of their information by Rotary Club of Purple Metro as described in this Privacy Policy. They understand that they may receive emails, and can opt out at any time. A notification email will be sent to the individual the first time their contact information is stored. *

Cancel   **Save**

7. Click on the **Save** button, when finished.

Add Friend

Title	Mr.
First Name *	Jamie
Nickname	
Middle Name	
Last Name *	Jameson
Suffix	
Email	jjameson@example.com

☑ I have received consent from this individual for the collection, storage, and use of their information by Rotary Club of Purple Metro as described in this Privacy Policy. They understand that they may receive emails, and can opt out at any time. A notification email will be sent to the individual the first time their contact information is stored. *

Cancel   **Save**

8. The new contact has now been added. If you edit this contact after it's created, you will see that you can add much more information into the contact details such as address, birthday, Company name and much more.

✅ Contact Jamie Jameson added successfully. Group(s) assign to Contact successfully.   ✕

My Friends

Photo   List   ➕ Add Friend

☐   John Johnson
     Friends   View ▾

☐   Mr. Jamie Jameson   View ▾
     jjameson@example.com
     Friends

↳   Check All   Remove Selected