

ClubRunner

Help Articles > Club Help > Club - Administration Guide > Events & Calendar > How do I add a Speaker?

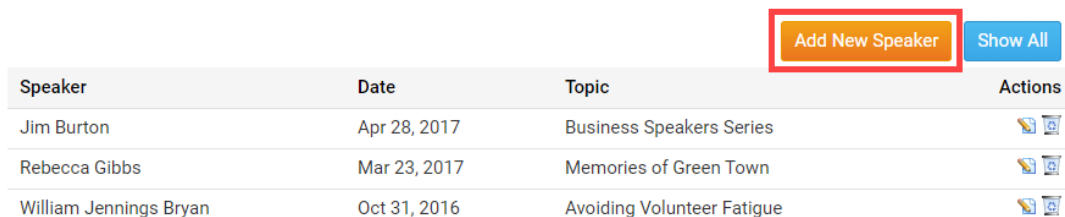
How do I add a Speaker?







Omar S. - 2023-02-02 - Events & Calendar

You can add speakers to your website, which will appear on the club's events calendar and events list.

1. Go to the Club's website and click **Member Login**, near the top right. Enter your login information and login.
2. Then, click on **Member Area** on the top right.
3. This takes you to the **Administration** page.
4. In the top navigation bar, click on **Events**.
5. Click **Speakers**, in the gray bar immediately below.
6. Click the orange **Add New Speaker** button – top right hand corner of the screen.

Speakers



Speaker	Date	Topic	Actions
Jim Burton	Apr 28, 2017	Business Speakers Series	 
Rebecca Gibbs	Mar 23, 2017	Memories of Green Town	 
William Jennings Bryan	Oct 31, 2016	Avoiding Volunteer Fatigue	 

1. Enter in the following initial Speaker fields:
 - **Date** - The date & time when the speaker will speak. This is a required field.
 - **Speaker** - The name of the speaker. This is a required field.
 - **Topic** - The topic that the speaker will cover.
 - **Image** - Where you can upload an image of the speaker or a logo.

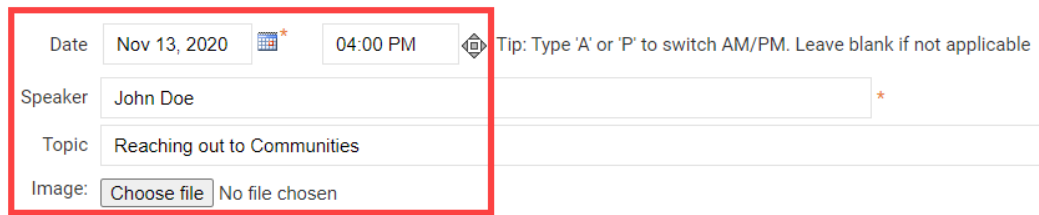
Note

If the speaker is shared over social, the image would have to be a minimum of 200 pixels by 200 pixels in order for it to be displayed.

Warning

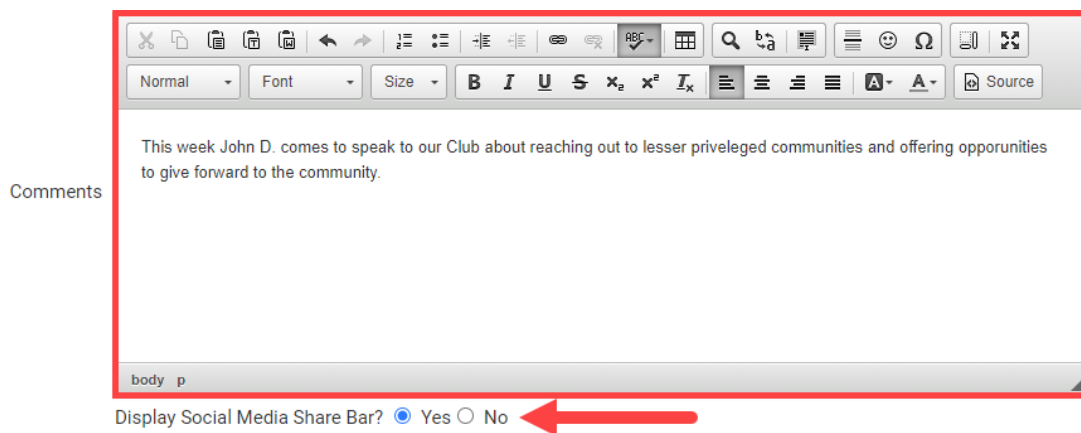
If a time is not set along with the date field, it can cause confusion for users and the event will appear to start at midnight on website calendars.

Edit Speaker



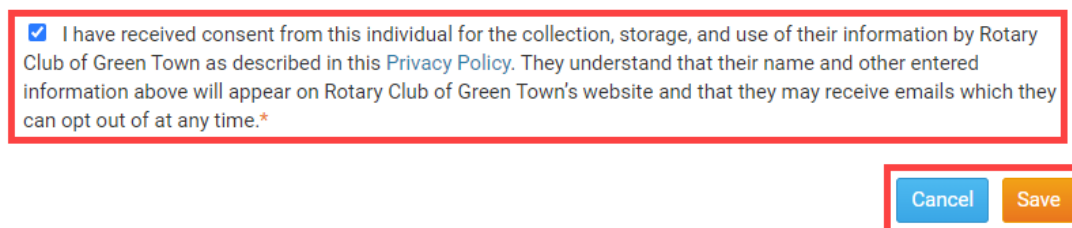
The screenshot shows a form with the following fields: Date (Nov 13, 2020, 04:00 PM), Speaker (John Doe), Topic (Reaching out to Communities), and Image (Choose file, No file chosen). A red box highlights these four fields. A tip on the right says: "Tip: Type 'A' or 'P' to switch AM/PM. Leave blank if not applicable".

1. Enter any additional comments about the Speaker, and choose to display the 'Social Media Share Bar' on the Speaker page.
 - o **Comments** - Input some details about what the speaker is going to present.
 - o **Display Social Media Share Bar** - Will display the social media share bar below the speaker if yes is selected.



The screenshot shows a rich text editor for comments. The text inside reads: "This week John D. comes to speak to our Club about reaching out to lesser priveleged communities and offering opportunities to give forward to the community." Below the editor is a checkbox labeled "Display Social Media Share Bar?" with "Yes" selected. A red arrow points to the "Yes" radio button.

1. **Check** the 'I have received consent from this individual for the collection...' checkbox, to confirm the speaker has given permission to give their details to the club, and the click the orange **Save** button to save the speaker. Or, click **Cancel** to cancel creating the speaker event.



The screenshot shows a checkbox with a blue checkmark and the text: "I have received consent from this individual for the collection, storage, and use of their information by Rotary Club of Green Town as described in this [Privacy Policy](#). They understand that their name and other entered information above will appear on Rotary Club of Green Town's website and that they may receive emails which they can opt out of at any time.*" Below this is a blue "Cancel" button and an orange "Save" button, both highlighted with a red box.

Related Content

- [How do I edit a Speaker?](#)

- [How do I delete a Speaker?](#)