

## How do I add or change the venue map?

Michael C. - 2022-02-08 - Club Management

Your club's venue map makes it easier for visiting members and non-members alike to pinpoint the location of your meetings and special events. ClubRunner automatically generates a map based on the street address information provided for club information. However, you have the option to upload your own map as an image file.

1. To change or edit your venue map, you must go to your club homepage and log in. Click **Member Login** near the top right of the page.
2. Then, click on **Member Area** near the top right of the page.
3. Along the top of the screen you will see several tabs. Click on the **Admin** tab.
4. Then, click on the **Admin (Classic)** function, below the tab title of the same name.
5. You are now on the **Administration** screen. A number of ClubRunner functions are grouped here, under relevant headings. At the bottom right of the screen, you will see a section labelled **Administrator**.
6. Under the Administrator heading click on **Upload/Remove Meeting Venue Map**.
7. You are now on the **Upload Meeting Map** screen. The file name of your current map (if any) is displayed here.

### Update Meeting Map

#### Venue Map Settings

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No Venue Map uploaded. If the venue map on the home page is incorrect, you can replace it by uploading your own map as an image.

Step 1: Click **Browse** and locate the appropriate file.

No file chosen

Step 2: Press **Save** to upload the new map to the website.

8. To change your venue map, click **Choose File**. You are then prompted to select an appropriate image file from your computer.

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### Venue Map Settings

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No Venue Map uploaded. If the venue map on the home page is incorrect, you can replace it by uploading your own map as an image.

Step 1: Click **Browse** and locate the appropriate file.

Choose File | No file chosen

Step 2: Press **Save** to upload the new map to the website.

Save

9. Once you have selected your new map, you are returned to the **Update Meeting Map** screen. Click **Save** to accept your new map, or **Cancel** to discard the file.

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No Venue Map uploaded. If the venue map on the home page is incorrect, you can replace it by uploading your own map as an image.

Step 1: Click **Browse** and locate the appropriate file.

Choose File | map.png

Step 2: Press **Save** to upload the new map to the website.

Save

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