

## How do I change my password? (District)

Michael C. - 2021-11-26 - My ClubRunner

ClubRunner gives you the option to change your password at any time. It is a good idea to do this in order to create a custom password to replace the default password given to you by your administrator.

1. To access your profile for editing, you must go to your district homepage and log in. Then, click on **Member Area** on the top right, under your club banner.
2. Along the top of the screen you will see several tabs. Click on the **For Members** tab.
3. Next, click on the **Change My Password** link under the For Members tab.
4. You are now on your Member Profile screen, with the Settings tab selected. Click on **Change password** link in the column on the right.

The screenshot shows the 'Settings' tab selected in the navigation menu. Under the 'System Login' section, the 'Change Password' link is highlighted with a red box. Other visible elements include 'Personal', 'Rotary', 'Biography', 'Commitments', 'Privacy', 'Club Access Level 30 - Site Administration', and 'Login Name pvh123'.

5. Here, you can enter your new password. You must first enter your current password in the **Old Password** field, as a security test. Then, enter your new password in the **Enter New Password** field below it, and once again in the **Confirm New Password** field to confirm the password.

The screenshot shows the password change form with three input fields: 'Old Password', 'Enter New Password', and 'Confirm New Password'. A 'Begin Typing' indicator is present next to the 'Enter New Password' field. Below the fields, a note states: 'Password should contain at least 8 characters and 1 number'. At the bottom right, there are 'Cancel' and 'Save' buttons.

**Note:** If the Enter New Password and Confirm New Password fields do not match, you will receive an error message and have the opportunity to re-enter your password.

6. Once you have entered your new password, click **Save**.

#### Member Roles

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Old Password

Enter New Password  Begin Typing

Confirm New Password

Password should contain at least 8 characters and 1 number

**Note:** You should use a simple, distinctive password that is easy for you to remember. Passwords should contain at least eight letters and one number. Passwords are case sensitive. Avoid using a password you have used on other sites. If you don't know your current password, contact your site administrator.

**Note:** if you are using a password manager application such as Dashlane, LastPass, etc., sometimes our system cannot accept the application generated password. This could be due to how the application injects the password into our page. In such a case please **copy/paste the password** your application generates instead of allowing your program to automatically fill it in. If you continue to have issues generating a password please [contact our team](#).

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