

ClubRunner

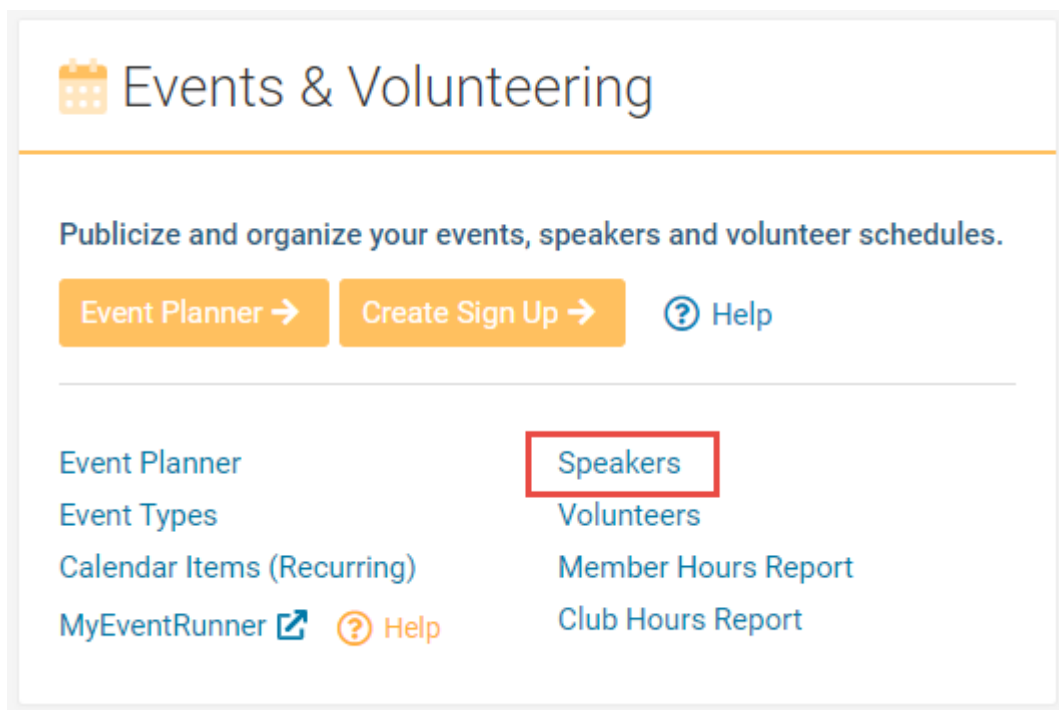
Help Articles > Club Help > Club - Administration Guide > Events & Calendar > How do I edit a Speaker?

How do I edit a Speaker?

Omar S. - 2021-03-22 - Events & Calendar

To edit an existing speaker, follow these steps:

1. Login to ClubRunner and go to the **Member Area**
2. This takes you to the **Administration** page. Click on **Speakers** - under the **Events & Volunteering** section.



 Events & Volunteering

Publicize and organize your events, speakers and volunteer schedules.

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[Event Planner](#) [Speakers](#)

[Event Types](#) [Volunteers](#)

[Calendar Items \(Recurring\)](#) [Member Hours Report](#)













[MyEventRunner](#) [? Help](#) [Club Hours Report](#)

3. Click on the pencil and paper icon near the right of the screen on the same line as the speaker you would like to edit.

Speakers

Add New Speaker

Show All

Speaker	Date	Topic	Actions
Michael C.	Jan 31, 2021	Website Content	 
Michael C.	Jul 30, 2020	How to use Website Content	 
ClubRunner Support Team	Oct 31, 2019	How to use ClubRunner	 
Bill Gates	Jul 31, 2019	Microsoft	 
Jeff L.	Apr 26, 2019	Making the most out of ClubRunner	 
Zach W	Oct 30, 2018	Internet Security, Why you should care!	 

First Previous Next Last

4. Edit the speaker's details. Once done click **Save**.

Related Content

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