ClubRunner

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How do I hide a Club event from the District Calendar?

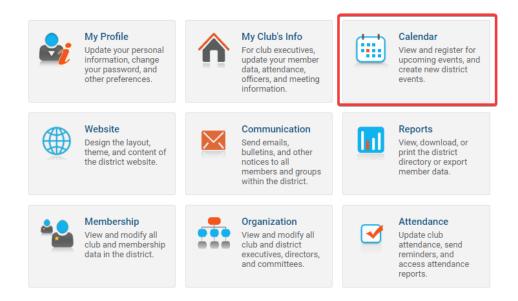
Zach W. - 2021-03-02 - Events & Calendar

Club's which have their own website with ClubRunner is able to create events and display and advertise them within the District's own event calendar. However, District's can choose to hide any of these events from their calendar.

D	today	< >					
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19 Toys for Tots (Purple Metro)	20
	21	22	23	24	25	26	27

Hiding a Club event from the District Calendar

- To begin in removing a club event from the District calendar, you will need to log into your District's member area. This can be done by visiting your District's website and clicking on the **Member Login** link in the top right corner.
- 2. Once logged in, clicking on the **Member Area** link will bring you to the District Member Area.
- After accessing the District Member Area, you should be presented with the Launchpad. If not, you can access it by clicking on **Admin** in the primary navigation menu at the top of the page, and then **Launchpad**, in the secondary navigation menu just below
- 4. On the Launchpad menu, click on the Calendar option



5. You will then be brought to a calendar which displays all Club and District events on the District's calendar. Click on the **List of All Upcoming Events** link.

Calendar

List of All Upcoming Events

October			December			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02	03	04	05	06	07
08	09	10	11	12	13	14

6. From here, you will see a list of upcoming District events and upcoming Club events. Within the **Upcoming Club Events**, clicking on the check box for an event will either show or hide the event on the District calendar. Checked events will be visible, while unchecked events will not appear. To hide an event, uncheck it from this list.



7. After unchecking any events that should be hidden from the District calendar, click on the Update button.

Upcoming Events

Calendar Format

Upcoming District Events

New Year 2020 Celebration Dec 31, 2020

Upcoming Club Events

☐ Toys for Tots (Purple Metro) Dec 19, 2020

To hide event from calendar uncheck it and click Update button.



After performing the update, the unchecked events will no longer appear on the District's event calendar. At any point, the District can navigate back to this page to show the events once again as well.