

# ClubRunner

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## How do I update our club's contact?

Michael C. - 2023-01-25 - Club Management

In ClubRunner, it's easy to specify who appears on your club's Contact Us built-in page.

### Contact Us

Please fill in the form below with your message and contact details.

Send email to **Mickey Dewy**

First Name: \*


Last Name: \*

Email Address: \*

Subject: \*

Message: \*

I consent to the collection, storage, and use of my information by Rotary Club of Green Town as described in this [Privacy Policy](#). I understand that I may receive emails, and can opt out at any time. \*

I'm not a robot  reCAPTCHA  
Privacy - Terms

\* indicates a required field.

1. After logging into your club's Member Area, click the **Website** tab on the top of your screen.
2. Click **Website Settings** in the grey bar just below.
3. On the Website Settings page, in the Website section, click **Website Contact**.



## Website

### Website Contact

Define the website contact who will receive inquiries from the general contact us form.

### Edit Meta Tags

Add a description and other keywords that will be used and displayed in search engine results.

### Upload CSS

Advanced users only. Upload a modified stylesheet to override the current theme.

### Search

Show or hide Search field on your website.

- By default, the system automatically assigns the current year secretary as the website contact. If one is not specified the system will then look to the next year club secretary, then the current year President, then the club administrator, with the earliest Member ID available. To choose a specific contact for your club, click the **Please Select Contact** drop-down, or the name of the current website contact.

### Website Contact

Define recipient of general contact form

By default, the system automatically assigns the current year secretary as the website contact. If one is not specified the system will then look to the next year club secretary then the current year President then the club administrator with the earliest Member ID available. ?

Select Member:\*  Restore to default contact

Save

- A drop-down list of all your club's members and Other Users will be displayed. You can select an individual from this list to make them the new Website Contact.

### Website Contact

Define recipient of general contact form

By default, the system automatically assigns the current year secretary as the website contact. If one is not specified the system will then look to the next year club secretary then the current year President then the club administrator with the earliest Member ID available. ?

Select Member:\*  Restore to default contact

- Robert, Janice
- Please select contact
- Assistant, Staff (No valid email address)
- Baker, Sue**
- Robert, Janice

Save

### Note

If the contact does not have a valid email address entered in their profile, you will not be

able to select the new contact. [Learn how to edit the member or other user's profile and enter a valid email address.](#)

1. Click **Save** when you are finished making your selection.

## Website Contact

### Define recipient of general contact form

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## Related Content

- [How do I add or change the venue map?](#)
- [How do I add or change the club logo?](#)
- [How do I set our club's meeting information?](#)
- [How do I update our club's mailing address?](#)
- [How do I edit my club's information?](#)