ClubRunner

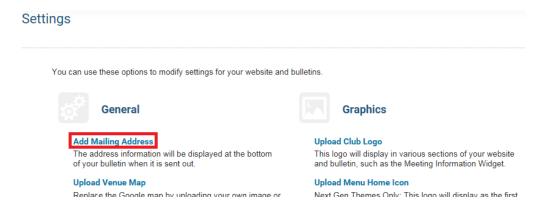
Help Articles > Club Help > Club - Administration Guide > Club Management > How do I update our club's mailing address?

How do I update our club's mailing address?

Michael C. - 2021-12-24 - Club Management

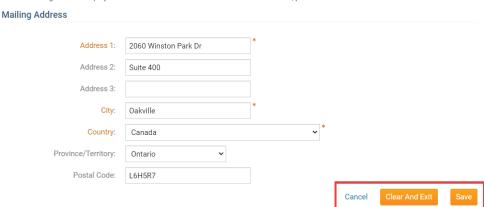
The Mailing Address is displayed near the bottom of your bulletins.

- 1. To change the Club Mailing Address, you must go to your Club's homepage and login. Then, click on **Member Area** on the top right.
- Click on Website on the grey menu bar near the top, and then click Website Designer.
- 3. Click on **Settings** on the ribbon on the left.
- 4. Click on Add Mailing Address.



5. This will take you to the **Update Mailing Address** page. From here you can enter your Club's mailing address. You could also click **Clear And Exit** to erase all of the data in the fields. Once done entering your Club's address click **Save**.

Update Mailing Address Note: The mailing address displays on bulletins. To remove the address from the bulletins, please click the Clear and Exit button.



Related Content

• How do I update our club's contact?