

# ClubRunner

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## 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.
2. 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**.

### Settings

You can use these options to modify settings for your website and bulletins.



#### General

##### Add Mailing Address

The address information will be displayed at the bottom of your bulletin when it is sent out.

##### Upload Venue Map

Replace the Google map by uploading your own image or



#### Graphics

##### Upload Club Logo

This logo will display in various sections of your website and bulletin, such as the Meeting Information Widget.

##### Upload Menu Home Icon

Next Gen Themes Only: This logo will display as the first

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.

#### Mailing Address

Address 1:	<input type="text" value="2060 Winston Park Dr"/>
Address 2:	<input type="text" value="Suite 400"/>
Address 3:	<input type="text"/>
City:	<input type="text" value="Oakville"/>
Country:	<input type="text" value="Canada"/>
Province/Territory:	<input type="text" value="Ontario"/>
Postal Code:	<input type="text" value="L6H5R7"/>

## Related Content

- [How do I update our club's contact?](#)