

ClubRunner

Help Articles > District Help > District - Club Executives' Guide > Club Management > How do I view and edit club information?


How do I view and edit club information?

Michael C. - 2021-04-21 - Club Management


You have the ability to enter and edit details about your club on the District page. It is important to maintain up to date club information so other clubs can contact you

1. Go to your district webpage and click on the **Login** link at the top right of the page. Then, enter your login details on the page that appears
2. You are now logged in. To access the District Administration page, click on **Member Area** on the top right.
3. You are now on the **District Administration** page. Click the **For Clubs** tab just under the header
4. Next, click on **Edit Club Information**.
5. You are now on the **Club Information** page. Here, you can view the details of your club meetings, executives, and upcoming events. To change this information, click **Edit Club Info (Online)**.


Green Town





Meeting Information:
Tuesday at 9:00 AM
Genworth Financial Inc.
2060 Winston Park Dr.
Oakville ON L6H 5R7
Canada

 [View map](#)

[Edit Club Info \(Online\)](#)


[View Club Bulletin](#)


[Club Website](#)


[Business Cards View](#)

6. This takes you to the **Club Info & Setting** page. Click **Edit** near the top right of each section to change the information.

Club Information Rotary Club of Green Town

Print Page



President: Leigh Brackett
member(s): 21 active, 1 honorary

Meetings: Tuesdays at 9:00 AM
Genworth Financial Inc.
[View map](#)

[website](#)

[Club Details](#) [Executives](#)

Club Details

[Edit](#)

Club Name Rotary Club of Green Town
Short Name Green Town
Club Id 1234
Club Type Rotary Club
Date Chartered Nov 13, 2012
Club Motto Service Above Self
Club Greeting

Contact Info

[Edit](#)

Mailing Address 2060 Winston Park Drive
Oakville, ON
Canada
[View map](#)
Permalink rotary
Website <https://clubrunner.ca>
Email customercare@clubrunner.ca
Phone (877) 469-2582 ext. 2
Fax:

Meetings

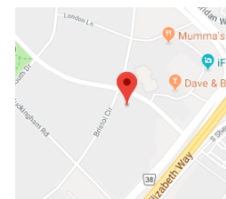
[Edit](#)

Schedule Tuesdays at 9:00 AM
Location Genworth Financial Inc.
Address 2060 Winston Park Dr.
Oakville, ON L6H 5R7
Canada

Meeting Comments



Venue Map



GPS Coordinates Latitude 43.50827
Longitude -79.670425

Settings

[Edit](#)

Hide member photos
from public? ☒

How to change the Club logo

1. To change Club logo click on the **Club logo**.

Club Information



2. This will take you to the **Update Club Logo** page. Click on **Load from Image Library**.

Update Club Logo

Logo Settings

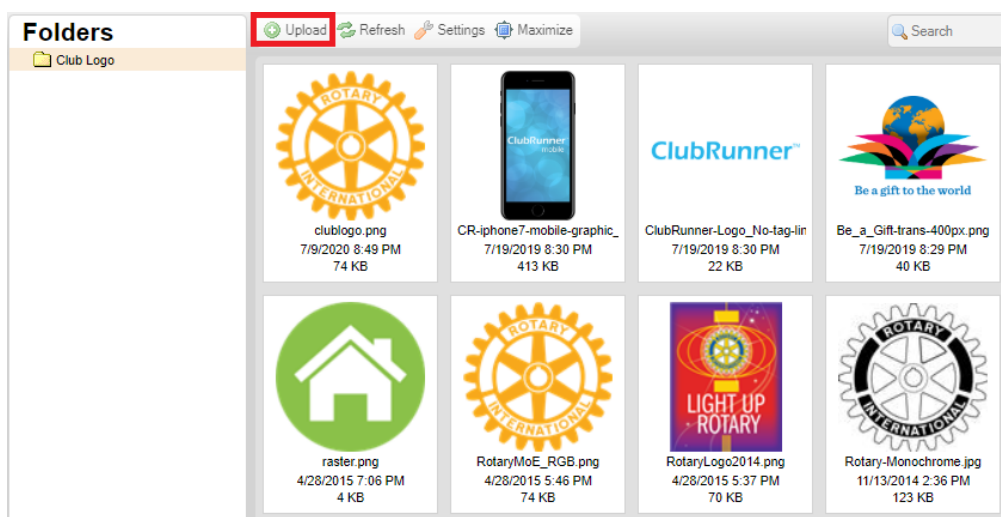
Existing Club Logo:



Change Logo: [Load from Image Library](#)

Logo will be resized to 100 pixels wide. File types accepted are .GIF, .JPG and .PNG.

- You could choose an existing image from your Library by double clicking on it or you can add a new image by clicking on the **Upload** button.



How to change the Club Details

- Click on the **Edit** button near the top right on Club Details.

Club Details

Edit

Club Name	Rotary Club of Green Town
Short Name	Green Town
Club Id	1234
Club Type	Rotary Club
Date Chartered	Nov 13, 2012
Club Motto	Service Above Self
Club Greeting	

- Edit the fields. Once done, click **Save**

Edit Club Details

Club Information

Club Name:

Rotary Club of Green Town*

Short Name:

Green Town*

Club Id:

1234 ?

Club Type:

Rotary Club*

Date Chartered:

Nov 13, 2012 *

Club Motto:

Service Above Self

Format ?

Club Greeting:

Format ?

Cancel

Save

How to change the Contact Info

1. Click on the **Edit** button near the top right on Contact Info.

Contact Info

Edit

Mailing Address

2060 Winston Park Drive
Oakville, ON
Canada

View map

Permalink

rotary


Website

https://clubrunner.ca

Email

Phone

Fax:

2. Edit the fields. Once done, click **Save**. The symbol  show which fields integrate with RI, if you have RI Integration turned on.

Edit Contact Info

Mailing Address

Address 1

2060 Winston Park Drive

Address 2

Address3

City

Oakville

Country

Canada

Province/Territory

Ontario

Postal Code

Contact Details

Permalink

rotary

Website

https://clubrunner.ca

URL should start with http:// or https://

Club Email

customercare@clubrunner.ca

Club Phone

+1

(877) 469-2582

ext.

2

Club Fax

+1

Integrated with RI

Cancel

Save

How to change the Meeting Information

1. Click the **Edit** link near the top right of the Meetings section

Meetings

Edit

Schedule

Tuesdays at 9:00 AM

Location

Genworth Financial Inc.

Address


2060 Winston Park Dr.
Oakville, ON L6H 5R7
Canada



Meeting Comments

2. From here you can edit the meeting information within the following sections:

Meeting Schedule

Meeting Schedule

What day and time does the club meet? 

Tuesday  at 9:00  AM  PM

Meeting Comments:  

Come join our weekly Online and In-person meetings.

In-person: 2 pm Sunday

Online: 4 pm Sunday

Share additional meeting details with the public.

Total characters including HTML: [98/250](#)

The Meeting Schedule section will allow the Club to set a day and time that the Club meets at along with any additional meeting comments. This meeting comments can be used to add additional details about the meeting, additional instructions for guests or any other additional information about the meeting the Club wants to include. This information will be public.


Online Meeting

Online Meeting

☒ Our club meets online



This information is only visible to logged in members of your club or district, it is shown in with your meeting comments.

Meeting URL: 

<https://zoom.com/MeetingURL1234>

Private Details:

For our evening Club we also meet online at:
<https://zoom.com/MeetingURL4321>

Total characters including HTML: [80/250](#)

If the Club meets online, the **Our club meets online** option can be checked. This will reveal the **Meeting URL** and the **Private Details** fields. The direct link/URL to the online meeting can be entered into the **Meeting URL** field and any additional information about accessing the meeting or other private details can be entered into the **Private Details** field. This information will be restricted to members only.

Meeting Location

Meeting Location

Location:

Genworth Financial Inc.

Address 1

2060 Winston Park Dr.

Address 2

City

Oakville

Country

Canada

Province/Territory

Ontario

Postal Code

L6H 5R7

Latitude:

43.50827

Longitude:

-79.670425

☒ Update latitude/longitude based on meeting address

Integrated with RI

Cancel
Save

The Club can enter the meeting location, meeting address and meeting coordinates. The Club also has the option to automatically update the latitude and longitude fields based on the entered address by checking the "Update latitude/longitude based on meeting address" option.

Once complete, select the **Save** button to save the changes

How to change Settings

- Click on the **Edit** button near the top right on Setting.

Settings
Edit

Hide member photos

from public?

- Click the check box to change this setting. This options lets you hide member's photos from users who are not logged into ClubRunner, on the Club Executives page and on the District's website. Once done, click **Save**.

Edit Settings

Settings

☐ Hide member photos from public

Cancel

Save

Related Content

- [VIDEO: Website Live Designer Widget Overview](#)
- [How to use the Compare & Synchronize tool \(District Executive\)](#)
- [How to use the RI Integration Member Updates Archive \(District Executive\)](#)
- [What is the Club Updates Archive? \(District Executive\)](#)
- [Activating RI Synchronization on the District by a District Administrator](#)
- [How to use the RI Integration Member Updates Archive on the District](#)