

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:

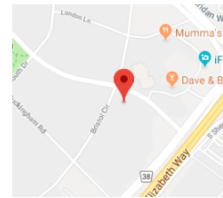
Meetings [Edit](#)

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

Meeting Comments



Venue Map [Edit](#)



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

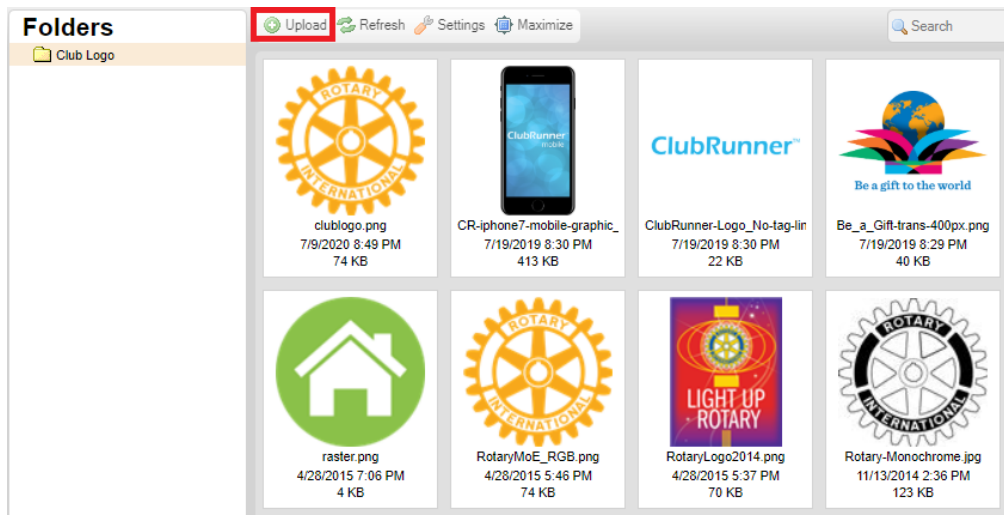
Existing Club Logo:



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

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

3. 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

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



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

Edit Club Details
✕

Club Information

Club Name: *

Short Name: *

Club Id: 1234 ?

Club Type: Rotary Club ▼ *

Date Chartered: Nov 13, 2012 📅 *

Club Motto: 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.

Mailing Address

Address 1

Address 2

Address3

City

Country

Province/Territory

Postal Code

Contact Details

Permalink

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

Club Email

Club Phone ext.

Club Fax

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:	<input type="text" value="Genworth Financial Inc."/>
Address 1	<input type="text" value="2060 Winston Park Dr."/> *
Address 2	<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="L6H 5R7"/>
Latitude:	<input type="text" value="43.50827"/>
Longitude:	<input type="text" value="-79.670425"/>
	<input checked="" type="checkbox"/> 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

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

Settings

Edit

Hide member photos 
from public?

2. 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](#)