ClubRunner

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How to update my profile in the ClubRunner Mobile App

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Using the ClubRunner mobile app, members are able to update their own profiles on the go.

- 1. Open the ClubRunner mobile app through your device's list of applications.
- 2. If you are not already logged in, you may do so by following the steps in the <u>How do I login to the ClubRunner Mobile App</u> article.
- 3. In the top left corner of the screen, tap on the menu icon to open the app menu.
- 4. Tap the the My Profile option to select it
- 5. On your personal profile, you can tap on the **Edit Profile** icon at the top right of the screen, or the **Edit Profile** button at the bottom.
- You can now update the fields displayed on the screen. Note: Fields marked in red are required.
- 7. Now that you've made your updates, scroll to the bottom of the profile, and click save. Alternatively, you can also discard your updates by tapping the **X** icon at the top right of the screen.

Note

The following profile updates are currently supported by the Mobile App:

- Name
 - First Name
 - Last Name
- · Email & Phone details
 - Primary Email
 - Alternative Email
 - Preferred Phone Type
 - Home Phone
 - Work Phone
 - o Cell Phone

- Address Details
 - o Preferred Address Type
 - $\circ \ \ \text{Home address}$
 - Work Address

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