

## Welcome to ClubRunner!

### Introduction

Thank you for choosing ClubRunner! ClubRunner is a powerful **online communication** and **administration** tool that will facilitate your club's activities and correspondence. This guide will show you how to retrieve your password, login, and manage your profile.

### 1) Logging In

In order to receive your password for your website, go to the "Login" tab on the website and click on "New and existing users - Retrieve your password". This will direct you to the "Get Password" screen.

You will be asked to enter your *last name* and your *email address*. Once you click on "Get Login Info", you will receive an email with your login email, shortly. Please note, that the last name and email address you provide must match what is on the record for security purposes. If you are unable to get your password, please email [support@clubrunner.ca](mailto:support@clubrunner.ca) with your name and club and it will be emailed to you. To watch an On-Demand Demo on how to login, [click here](#).

With your login credentials, you can now access your website and will be directed to the Admin page. This is a member's only page where you will be able to edit your profile, email other members and contribute content to

your site. You should see your name at the top right hand corner of the webpage. If you have trouble logging in, please email [support@clubrunner.ca](mailto:support@clubrunner.ca).

For future reference, record your login information below.

Login name:	
Password:	

### 2) Editing Your Profile

Once you are logged in to your website, you have the opportunity to edit and manage your profile. This is important as you will need to edit your profile in order to receive all email correspondence.

To do so, click on Admin > Edit My Profile. Fill in the data fields and save your data when you are done.



### 3) Updating Content on Site

If you have the appropriate access level, you can add some personalized content to your site, through the Stories, News, Links, Downloads, Speakers and Site Pages modules. To access these content areas, either click on the links within the "Website Manager" section of the Admin page, or simply click on the WEBSITE tab, then select the "Website Content" menu option. For more detailed instruction on adding content to your site, see this [help page](#).

This guide is an excerpt of the extensive online help available on your website. To access the online help, visit <http://clubrunner.helpserve.com>.

