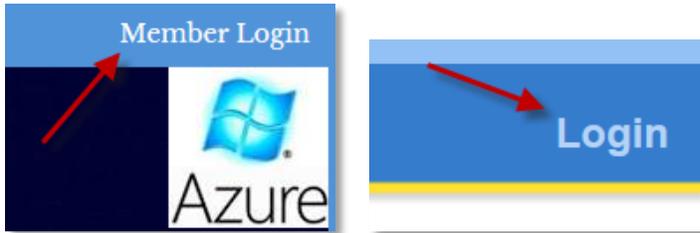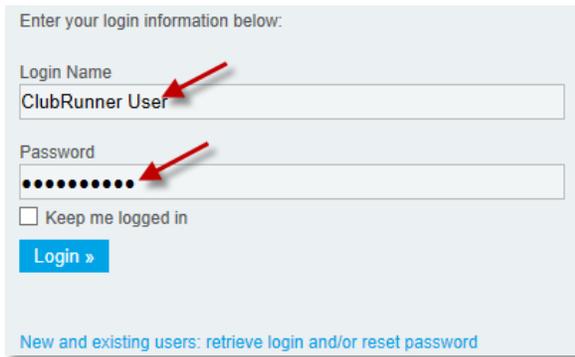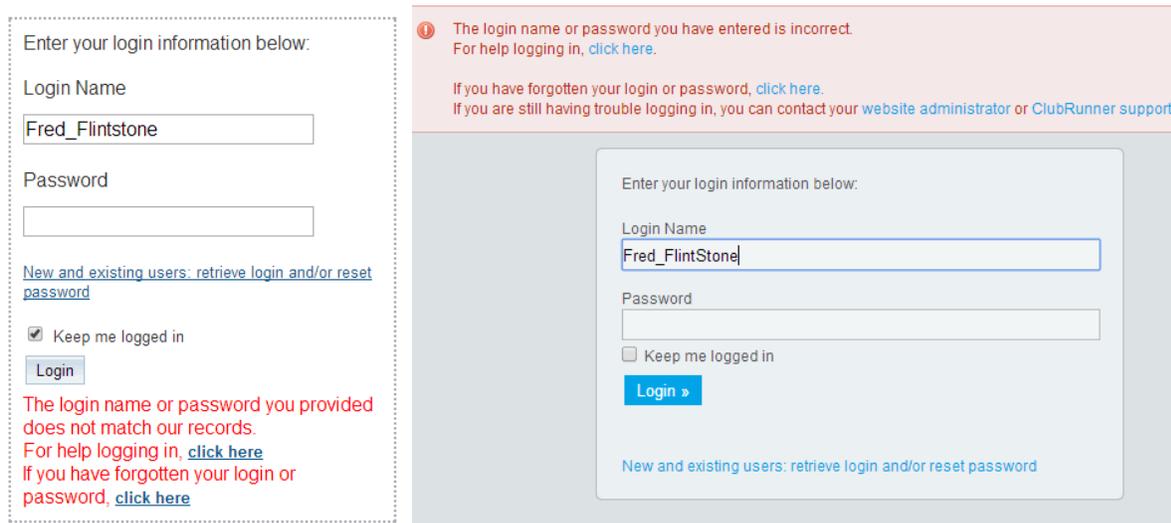## Login to ClubRunner:

Step 1: Click on the **Member Login** (ClubRunner V3) OR **Login** (ClubRunner V2) link found in the top right corner of the website.

Step 2: Enter your **Login Name** and **Password**. You may have previously received your login information via email from your administrator\secretary.

Step 3: If you entered the incorrect login/password information, an error message appears. You can click on **For help logging in,** [click here](#) for assistance or you can click on **If you have forgotten your login or password, click here** to retrieve your login information.

Step 4: If you cannot find or remember your login information then you can click on the link called: **New and existing users: retrieve login and/or reset password**.

Step 5: **For Club Sites:** You will be asked to enter your last name and email address that is associated with your ClubRunner account.

For District Sites: You will be asked to select your Club name, enter your last name and email address that is associated with your ClubRunner account.

Populate the information and click on the **Submit** button.

For Club Sites:

For District Sites:

Step 6: If the Information is found you will see a message indicating that the profile was successfully located and an email will be sent to that address.

Step 7: Open the email that was sent and click on the **Reset Password** link or copy and paste the URL into the address bar of your internet browser. Please note this link will only remain valid for **8 hours**!

Step 8: You should now be taken to the Reset Password Page. Section 1 contains your **Login Name** information; please make note of the login name. Section 2 contains the reset password fields.
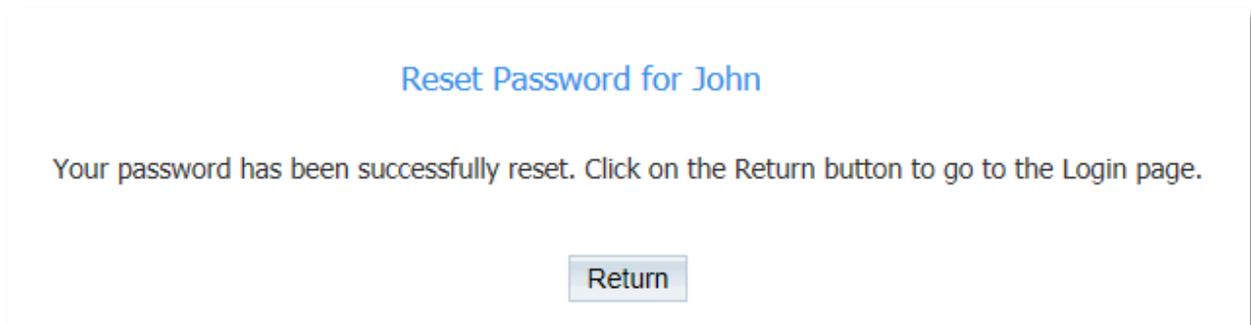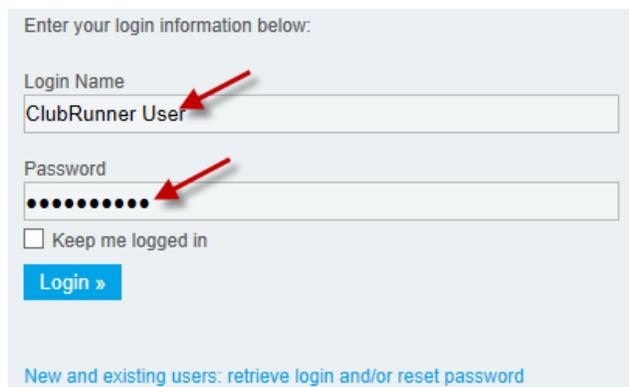

Step 9: Enter and confirm your new password and click the **Submit** button. Note, the bar is to help you get an idea of how secure your password is, using a combination of letters and numbers is recommended.

Step 10: If your password reset is successful, you will receive a confirmation message. Click the **Return** to go back to the login page.

Reset Password for John

Your password has been successfully reset. Click on the Return button to go to the Login page.

Return

Step 11: Enter you **Login Name** (the name provided in Step 7) and your new **Password**.

Enter your login information below:

Login Name
ClubRunner User

Password
●●●●●●●●●

☐ Keep me logged in

Login »

New and existing users: retrieve login and/or reset password