Instructions for Club executives Updating information in Clubrunner using the Admin Menu

The process for editing Members Data includes the following steps:

- Login….. after logging in you arrive at the Launchpad menu screen. In the upper left corner of the page, click on the Administration menu option. This takes you to the Administration Menu
- In the lower right corner of the page is the **For Club Executives** group. Click on the **Active Members** link in the **For Club Executives** group. This takes you to a list of your club members. Click on a members name and you will be taken to that member's profile. Please update their email addresses, phone, cell (mobile) and partner fields. To do this just click on **Edit** and make the changes. Be sure to click **Save** at the bottom, when finished editing.
- Also in the **Active Members** list please click on **Designations**. This is where you tick boxes for each members PDG, PP or PHF designations.
- Click on **Go Back** on the bottom of the page to get back to the **Admin** page

The process for editing Club Data includes the following steps:

- Click on the **Club Information** Page link in the **For Club Executives** group. This takes you to a page listing details of the place, day and time of your club meetings. To edit the details click on **Edit Club Info**. Be sure to click Save at the bottom, when finished editing. (Please include street and number of meeting place)
- Click on Go Back on the bottom of the page to get back to the Admin page
- Click on the **Define Club Executives** link in the **For Club Executives** group. This takes you to a page listing details of the clubs executives and directors (the board). Be sure to select the correct Year and have your year listed in the title. Click **Add New Position** and select the position and the person. You also need to add a **Title** for the **Position**. Not all clubs use the same director's titles. If your clubs **Title** is different than the **Positions** listed, enter your clubs **Title**. If your T**itles** are the same as the **Positions**, then enter the same as listed in **Position**.   Be sure to include all board members and click **Save** after selecting each position.
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- If you have any problems please call on 6928 5562.