

If you do not have ClubRunner - Do the following tasks on the District Website.

If you have ClubRunner - Do the following tasks on the Club Website, steps may be slightly different.

Knowledgebase: Update Membership Information

Add or remove members

Posted by - NA - on 15 September 2009 11:36 AM



If you have a new member or find that one is missing from ClubRunner, you can add that member easily.

To add a member:

- **Login** and go to the **Admin** page.
- Click on **Membership Details**, located under the "For Club Executives" section.
- Click on **Add New Member**, located at the top right.
- Fill in that member's information, including their login name and password.
- Click on **Save**, or **Cancel** if you do not wish to add this member.

If you want to remove a member, there are 2 steps you can take. First you must change their status to an Ex-member. This is recommended in order to keep information on the member in case he or she returns, as well as keep in touch with them. If you want to indefinitely remove them from your website, you must delete them from the Other Users listing.

To mark a member as an Ex-member:

- **Login** and go to the **Admin** page.
- Click on **Membership Details**, located under the "For Club Executives" section.
- Click on **Mark EX** next to the member. You will be asked if you want to mark this member as an Ex Member, as a confirmation.
- Press **OK**. You should now see this member listed under the Other Users list.

Knowledgebase: Update Membership Information

Add or remove other users

Posted by - NA - on 15 September 2009 11:36 AM



Other Users is the term used for anyone who might login and participate in your club or district, but is not an official, active member. There are 5 types of Other Users:

- Ex Members
- Exchange Students
- Honorary Members
- Staff
- Others

To add a new user:

- **Login** and go to the **Admin** page.
- Click on **Other Users Details**, located under the "For Club Executives" section.
- Click on **Add New User**, located at the top right.
- Fill in that user's information, including their login name and password.
- Click on **Save**, or **Cancel** if you do not wish to add this user.

To remove a user:

- **Login** and go to the **Admin** page.
- Click on **Other Users Details**, located under the "For Club Executives" section.
- Click on **Delete** next to the user. That user's profile will open as a confirmation.
- Scroll down and click on **Delete** to remove this user, or **Cancel** if you don't want to delete the user.

Knowledgebase: Update Club Information

Change the meeting time and location

Posted by - NA - on 15 September 2009 11:44 AM



It is important to update your club's meeting time and place on the district website. This information is posted for all clubs in the Club Directory and "Where Clubs Meet" pages. To edit your club's information:

- Login and go to the **Admin** page.
- Click on **Club Information Page**, located under the "For Club Executives" section. This will bring you to the Update Club Information page.
- Verify your club name, meeting day and time, and address.

TIP: Make sure your meeting address is an actual street address, not just a location. This data will be used to display your meeting place on a map. We will check this in the next step.

- Click on **Save**.

To check the map:

- Click on the **Home** tab located at the top of the page.
- Click on **Where Clubs Meet**, on the left hand side of the page, under the section called "District Info".
- Locate your club from the list of all district clubs (they are ordered by meeting time), and click on "Map". A new window will appear that leads to Yahoo! Maps. Check that the location is correct.

If the map is incorrect: There may be a spelling mistake in the address, or a part of the address missing, such as the city or province. Also make sure you didn't input the actual address under "Meeting Place", which should really be the name of the venue. If you still encounter problems with your map, email Support with your club name and address for support.

Knowledgebase: Update Club Information

Specify my executives and directors

Posted by - NA - on 15 September 2009 11:47 AM



Your club's listing of executives and directors appears in several places:

- The District organization chart
- The District's auto-generated group mailing lists
- Your club's website (if you are on ClubRunner)

NOTE: Although your executives' names appear on a web page, their email addresses do not.

It is also important to state who your executives are so that any one of them will be granted access when they try to login to the District site. To specify your executives and directors:

- **Login**, and go to the **Admin** page.
- Click on **Define Club Executives**, in the "For Club Executives" section. This will take you to a page with many different positions listed. You do not need to fill each one in! Whatever you don't specify will simply not be listed on the site.
- To assign a person to a position, click on **Edit**.
- Choose the member's name from the drop down list.
- Press **Save**.

NOTE: If you do not see the member's name in the listing, you will need to add this member to your club directory. See **Add or remove members** from the previous screen.

Knowledgebase: My Personal Profile

Update my personal profile

Posted by - NA - on 15 September 2009 11:17 AM



- **Login** as usual.
- In the "For Members" section, click on the link **Edit My Profile**.
- This will take you to **Edit Member Profile** page
- Make any changes in the fields displayed.
- Click on the **Save** button at the bottom to save your changes.

Alternatively you can also watch our training video on how to update your profile.

Knowledgebase: Report Attendance

Report monthly attendance

Posted by - NA - on 15 September 2009 11:21 AM



To report your club's monthly attendance, follow these steps:

Note: You must be a club executive to be able to report attendance for your club.

- **Login** to your District site.
- Click on **Club Attendance Report** under the "For Club Executives" section.
- Enter the number of members as of the end of the month shown.
- Enter the attendance percentage for that month.
- Press **Save**.

Note: For clubs using ClubRunner, you can report attendance either through the District site or through your club site. For help reporting through your club site, please refer to the Help section on your site.