

## 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, log in, and manage your profile.

### 1) Logging In

In order to receive your password for your website, navigate to [clubrunner.ca](http://clubrunner.ca) and click the **Log In** link in the top right-hand corner. You may then click **Forgot Username** or **Forgot Password** to retrieve your login information.

You will be asked to enter your *email address*. Once done, click the **Submit** button. You will receive an email which will ask you to click on a link to retrieve your credentials.

**Note:** the 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. To learn more please [click here](#) for a step by step article with details.

After you retrieve your login credentials, you can now access your club's website and the Members section, where you will be able to edit your profile, email other members, and contribute content to your site.

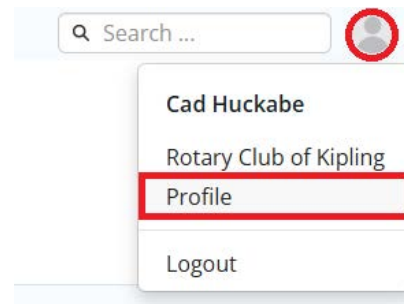
For future reference, record your login information below.

Login name	
Password	

### 2) Editing Your Profile

Once you have logged into 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 the profile icon in the top right-hand corner, then click the **Profile** option in the menu.



You can click on the **Edit** button in the corner of each data field to edit its content. Once done, click the **Save** button near the bottom. [Click here](#) for more information about editing your member profile.

### 3) Updating Content on Site

If you have the appropriate access level, you can add some personalized content to your site, through the Stories, Links, Downloads, Speakers, Photo Albums, and Site Pages. To access these content areas, either click on the links within the **Website Content** section of the Admin page, or simply click on **Website** in the left-hand menu navigation, then select the **Website Content** menu option.

This guide is an excerpt of the extensive online help available for your club. To access the online help, visit: [www.ClubRunnerSupport.com](http://www.ClubRunnerSupport.com)