

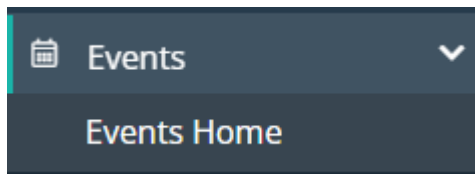
How to add and manage Event Types

Ryan A. - 2025-07-10 - Events

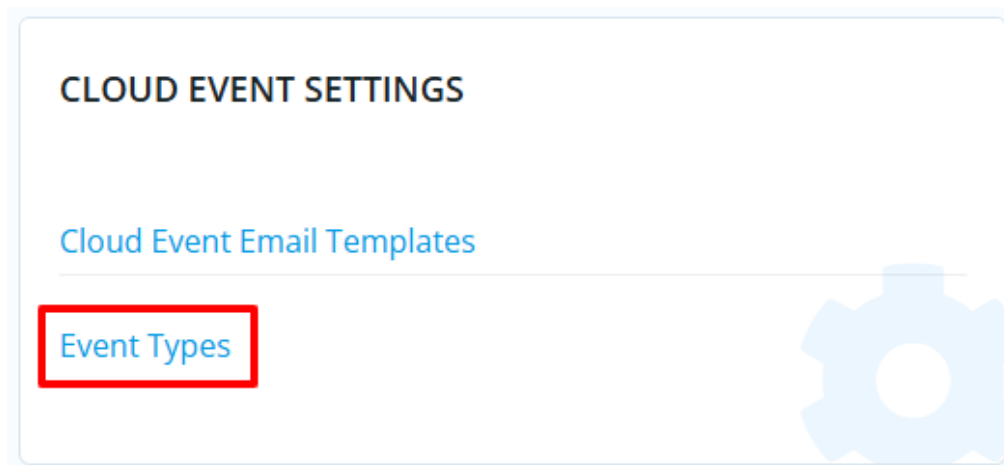
Events created within ClubRunner can be assigned a specific "Event Type". These are used to help organize and visually differentiate events on the calendar, and can also be used to filter events by.

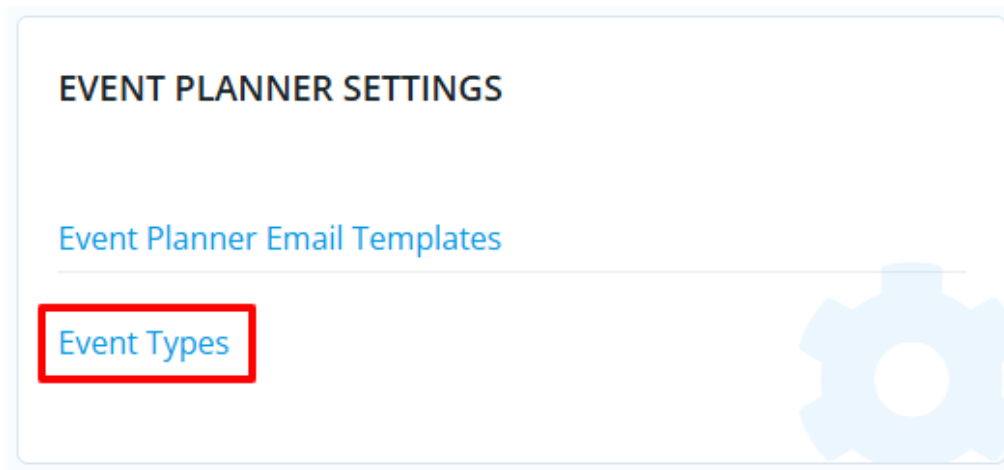
Managing Event Types

1. Log in to your account through your club homepage, then click on **Member Area** on the top right under your club banner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. Once logged in, click on **Events** in the left-hand side menu and select **Events Home**.



3. From the Events Home page, scroll down and you will find two different links to access the Event Type settings – either will work as they link to the same page.





Adding Event Types

1. From the Event Types page, you'll see a list of the current event types, click the **Add** button to add a new one.

Event Types

Event types help you organize your calendar by categorizing events and assigning colors for easy identification. Click on Add to create your own custom type or edit to update existing options.

<input type="text" value="Search"/>				+ Add
NAME ^	DESCRIPTION v	TYPE v	ACTIONS	
Board Meeting Event	Meeting of the club's board to discuss governance and decisions.	Board Meeting Event	System	v
Club Event	Any non-meeting event hosted or organized by the club.	Club Event	System	v
Club Meeting	Regular meeting for all club members.	Club Meeting	System	v

2. In the dialog that follows you'll input the new event type details and settings, then click **Save** to add the event type.

Add Event Type

Name *

Enter a clear, descriptive name for the event type. This name will appear as a filter option on the events calendar and can be used to search events by type.

Description

Enter a short description to clarify the purpose of this event type.

Type *

Please select

Select the appropriate category to help organize and group similar event types.

Color

Choose a color that will represent this event type on the events calendar. This will help visually differentiate events tagged with this event type.

Cancel
Save




Editing Event Types

- From the Event Types page you'll see a list of all event types currently set in your account.

The list below shows all of the default "System" level event types (they are labelled accordingly). The only change that can be made to system-level event types is a change of color.

NAME ^	DESCRIPTION v	TYPE v	ACTIONS
Board Meeting Event	Meeting of the club's board to discuss governance and decisions.	Board Meeting Event	System v
Club Event	Any non-meeting event hosted or organized by the club.	Club Event	System v
Club Meeting	Regular meeting for all club members.	Club Meeting	System v
Committee Meeting	Meeting for a specific committee within the club.	Committee Meeting	System v
Deadline	Due date for a task, submission, or requirement.	Deadline	System v
Fundraiser	Event organized to raise funds for a cause.	Fundraiser	System v
General	Miscellaneous event not fitting other categories.	General	System v
Official DG Visit	Scheduled visit from the District Governor.	Official DG Visit	System v

- To edit an event type, click the **drop-down arrow** under the "ACTIONS" column, then select **Edit** from the menu.

NAME ^	DESCRIPTION v	TYPE v	ACTIONS
Board Meeting Event	Meeting of the club's board to discuss governance and decisions.	Board Meeting Event	System 
			 Edit  Delete

You'll notice this is how you delete event types as well, but you cannot delete "System" ones.