

ClubRunner

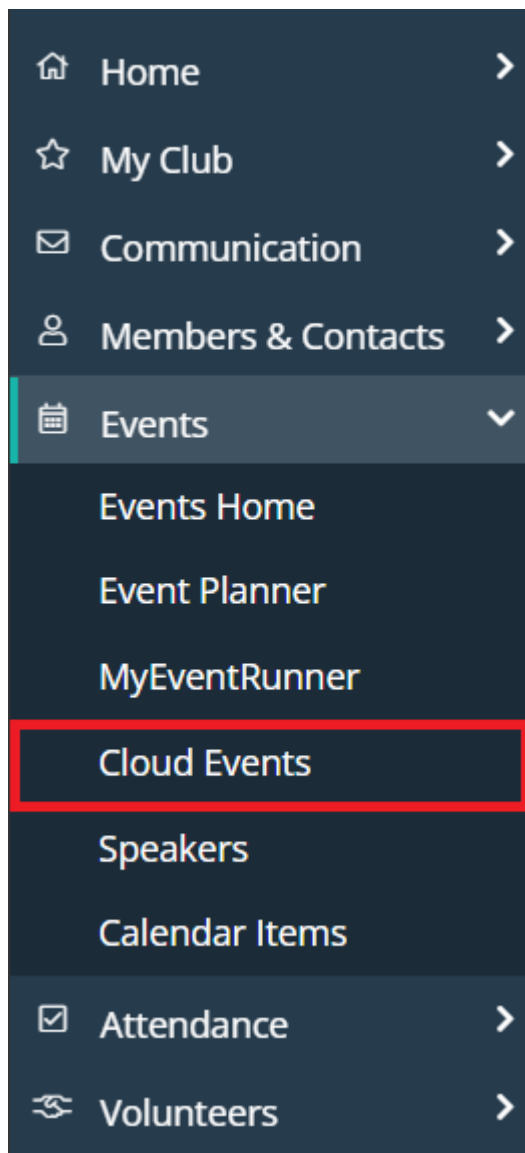
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[NOVA] How can I create a Cloud Event?

Ryan A. - 2026-05-01 - [Events](#)

Cloud Events created within ClubRunner can be displayed on the website, sent by email, and shared on social media. Both members and non-members can register for events depending on the settings applied.

1. To begin, 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 **Cloud Events**.



3. Here you will see a list of all your current Cloud Events. To create a new event, click the **Create Event** button on the right-hand side of the page.

Event List

Card List

Search All Upcoming Past **Create Event**

4. Enter the basic information for the event.

Event Details

Name * 12th Annual Rotary Musicfest
A clear and descriptive title for the event.

Permalink * 12th-annual-rotary-musicfest
This will form the unique URL for your event page on your website. It helps visitors find the event directly.

Tags musicfest

Event Type Fundraiser
The category that best fits the event. This is used to help organize and visually differentiate events on the calendar and can also be used to filter events by.

Starts On * Nov 14, 2025 at
Date and time when the event begins.

Ends On Nov 14, 2025 at
Date and time when the event ends.

Time Zone * (UTC-05:00) Eastern Time (US & Canad)
The time zone in which the event takes place. The UTC time offset is not automatically adjusted for daylight saving time in the dropdown, but it will be adjusted when viewing the live event.

Display Event's Time Zone
Time zones are only displayed when the event time zone is different from the account time zone. Click this option to always display the time zone for this event.

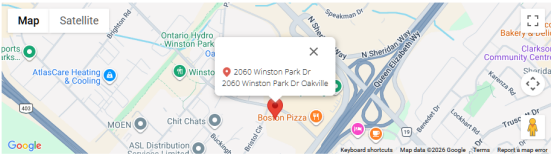
- Name - The name of the event (what will be seen on the club website).
- Permalink - This is used for the event's URL web address.
- Tags - For use in the members area to help members search for a certain type of event.
- Event Type - The category that best fits the event and helps organize and visually differentiate events.
- Starts On - The date and time the event starts.
- Ends On - The date and time the event ends. The event duration may not exceed 365 days.
- Time Zone - The time zone the event is in. Please note that when a user views the event's page and hovers over the event's time zone, help text displays and shows the event's start and end times in their own time zone. This makes it easier for the user to know what time the event starts and ends.
- Display Event's Time Zone - Always show the event time zone when the event is viewed.
- Event Venue - The name of the event venue. This is displayed on the event and is used on the location line in the ICS file which the attendee can download and save into their personal calendar.
- Event Address - The address of the event. You'll be able to select an address from the Google Maps autofill as you type, which will load up the map display.

- Display on Events pages - When enabled, allows this event to be displayed on events: listing, grid, and calendar views. It is also displayed in the ClubRunner mobile app.
 - Display on Upcoming Events widgets - When enabled, allows this event to show on upcoming events widgets on the website and in bulletins.
 - Display on District Calendar and Event List - When enabled, allows this event to appear on the district's calendar and event list. District administrators can manage visibility at the district level.
5. When you've entered all information on this page, click **Save and Continue Setup** in the bottom right-hand corner.

Venue and Location

Event Venue
Name of the physical or virtual location where the event is held (e.g., City Hall, Zoom, etc).

Event Address
Full address of the venue. A map will be displayed on the event details page based on this address.



Display Settings

Display on Events pages
When enabled, allows this event to be displayed on events: listing, grid, and calendar views. It is also displayed in the ClubRunner mobile app.

Display on Upcoming Events widgets
When enabled, allows this event to show on upcoming events widgets on the website and in bulletins.

Display on District Calendar and Event List
When enabled, allows this event to appear on the district's calendar and event list. District administrators can manage visibility at the district level.

Cancel

6. Your Cloud Event has been created in draft mode and can be further customized by editing the landing page, and setting up tickets and registration questions. For more information on these steps, please read the support articles in the Related Content section in the top right-hand corner of this page.

Related Content

- [\[NOVA\] How can I publish a Cloud Event?](#)
- [\[NOVA\] How can I update my finance and registration settings for a Cloud Event?](#)
- [\[NOVA\] How can I set up the registration form for a Cloud Event?](#)
- [\[NOVA\] How can I set up tickets and products for a Cloud Event?](#)
- [\[NOVA\] How can I update the details and landing page for a Cloud Event?](#)