

ClubRunner

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[NOVA] How can I update my profile?

Michael M. - 2025-08-26 - [My Club](#)

Your profile contains details such as your address and contact information, as well as personal information you choose to share with your fellow club members. You can change your email address, phone number, password, login name, and more, by following the steps below.

Quick Links:

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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. Click the profile icon in the top right-hand corner of the page, then click **Profile**.



3. You are now on the Member Profile screen. This screen contains your personal information, which may be shared with fellow members of your club. To add or update the information that appears click on the **Edit** button in the corner of each block of information.

CONTACT INFORMATION

Edit

Primary Email	jareb@sink.sendgrid.net
Alternate Email	
Preferred Phone	Mobile
Mobile Phone Country Code	Canada +1
Mobile Phone	4164761501
Preferred Address	Work

4. You can now enter your personal data into the fields listed or edit existing information. Fields marked with a blue asterisk are mandatory. If you try to click Save when a mandatory field is blank, you will receive an error message.

Edit

Invoices will be sent to the **primary email address** only as the alternate email is not provided.

Primary Email	<input type="text" value="jareb@sink.sendgrid.net"/>	All emails will only be sent to the primary email address
Alternate Email	<input type="text"/>	
Preferred Phone *	<div><input type="radio"/> Home <input type="radio"/> Work <input checked="" type="radio"/> Mobile</div>	
Mobile Phone Country Code	<div>Canada +1</div>	
Mobile Phone	<input type="text" value="4164761501"/>	
Preferred Address *	<div><input type="radio"/> Home <input checked="" type="radio"/> Work</div>	

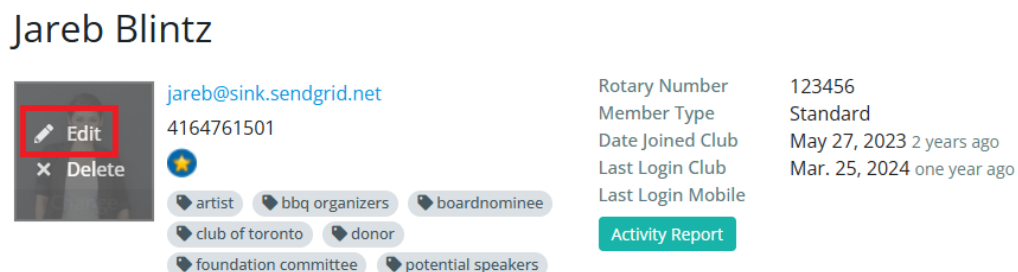
Cancel

Save

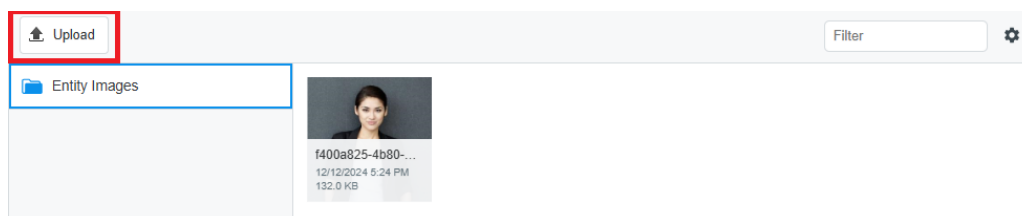
- When you are finished editing your profile, click **Save**. There are Save buttons at the top and bottom of the Member Profile screen. Click **Cancel** if you do not wish to save your changes.

Updating your Profile Picture

- Click on your profile picture at the top of the page, then click the **Edit** option that appears.



- Click the **Upload** button to choose a new image from your device



- Double-click the image to set it as your new profile.

Tab Information

There are seven tabs on the member profile. Each one contains different information.

Personal

This page displays your personal information and will be the first tab you see when you load your member profile. This area will contain details such as your Contact Information, Social Media links, Home and Work address, and Custom Fields of data that were created by your club. The Personal tab is useful for members to see if their profile is up to date.

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DETAILS

Edit

Title

First Name

Middle Name

Last Name

Nickname

Suffix

Gender

Birthday

Tags

artist

bbq organizers

boardnominee

club of toronto

donor

foundation committee

potential speakers

CONTACT INFORMATION

Edit

Primary Email

jareb@sink.sendgrid.net

Alternate Email

Preferred Phone

Mobile

Mobile Phone Country Code

Canada +1

Mobile Phone

4164761501

Preferred Address

Work

SOCIAL MEDIA

Edit

LinkedIn

https://www.linkedin.com/linkedin

X

Facebook

https://www.facebook.com/facebook

HOME

Edit

Home Phone Country Code

Home Phone

Home Phone Extension

Home Address

101 Placeholder Address

Placeholder City, ON 1A2B3C

Canada

Communication

This page displays information regarding your email preferences and communication history. You can edit the Email Preferences and Custom Email Signature, or view a breakdown of your Email History.

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EMAIL PREFERENCES

To edit your settings, [go to Email Preferences](#).

CUSTOM EMAIL SIGNATURE

Edit

Custom Email Signature

EMAIL HISTORY

View Detailed Stats

Total Emails	Opened	Delivered	Queued	Bounced	Dropped
83	1	83	0	0	0

Search

Display 25 records

STATUS

DATE

FROM

SUBJECT

ACTIONS

Sent

Jul. 09, 2025 3:19 p.m.

Rotary Club of Kipling Default Sender Profile

Rotary Club of Kipling Invoice: 1001617

Sent

Jul. 01, 2025 7:01 a.m.

Rotary Club of Kipling

Join Us at the Rotary Convention in Calgary!

Rotary

This page displays information about your Rotary International details, such as your Rotary Membership Details, Member Designations, and Club Attendance.

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ROTARY MEMBERSHIP

Membership Type

Standard

Change Status

Rotary Number

123456

Sponsor

Badge Number

1252504

Classification


Date Joined Club

May 27, 2023

Date Joined Rotary

May 27, 2023

ROTARY FOUNDATION



No Rotary donor recognitions

Rotary donor recognitions will appear here once a donation is made to the Rotary Foundation. For details, log in to [My Rotary](#) or make a donation.

Make a Donation

CLUB ATTENDANCE

0.00%

Current YTD Attendance

View Report

50.00%

Last Year's YTD Attendance

View Report

MEMBER DESIGNATIONS

Edit Member Designations

District-Defined Designations



Polio Plus Society

Note

Some details on this tab are not able to be modified without additional access. Contact your club staff for assistance with updating these profile details.

Biography

This page displays your biography. Members or club staff can edit the biography for how it will appear in the context of the district or club.

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BIOGRAPHY ON DISTRICT

Edit

This biography can be viewed by anyone in the district.

BIOGRAPHY ON CLUB

Edit

Club biographies are only viewable by your club members and are not available to district members.

Commitments

This page displays information regarding your various member commitments and responsibilities, and serves as a summary of your interactions with club activities. This tab may contain information on Club Events, Volunteer Tasks, Current Committees, Meeting Responsibilities, and New Member Tasks.

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MY EVENTS

No event registrations

Event registrations will appear here once submitted.

[View Events](#)

NEW MEMBER PROGRAM

No orientation tasks

Orientation tasks will appear here once assigned.

CURRENT COMMITTEES

COMMITTEE	ROLE
Club	
Fundraising Committee	Chair

MEETING RESPONSIBILITIES

No meeting responsibilities

Meeting responsibilities will appear here once assigned.

Privacy and Settings

This page displays your account information and privacy settings in various contexts. You can use this page to update your username, as well as what personal information is displayed in your district or club profile. You may also reset your password or specify which fields you would like to update at Rotary International's database.

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LOGIN & ACCESS SETTINGS

[Edit](#)

Username
jareb.blitz.17649

Password
[Change Password](#)

Assigned Roles
Club Member 70

DISTRICT PRIVACY SETTINGS

[Edit](#)

Include In Search

✓

Show Photo

✓

Show Email

✓

Show Home Phone

✗

Show Work Phone

✓

Show Mobile Phone

✗

Show Home Address

✗

Show Work Address

✓

Show Birth Month & Day

✓

DISTRICT DIRECTORY PREVIEW

Jareb Blintz

Standard

jareb@sink.sendgrid.net

Work Address

3698 Dundas Street East
Vaugh ON L6h
Canada

Note

You must know your current password to update it from within your member profile. If you no longer know your

password, please read the article: [How do I recover my login information?](#)

Note

The ClubRunner mobile app stores cached data for offline use and when internet connectivity is limited. This means, changes made to your privacy settings may take time to update and display in the mobile app. The mobile application caches member data for 14 days.

Any individuals who are listed in their Club's Executives & Directors list will have their Name and Position listed in the Mobile app. All other privacy options will be respected.

Financials

This page displays information regarding your financial interactions with the club. Here you may find your Saved Credit Cards, Financial History of invoices and payments, and your Order History which may include membership dues, products, or donations. You may click on an Order Number to view more details regarding the order.

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FINANCIALS

Balance (USD) \$3,277.00

Q Search

Display25records

TRANSACTION DATE	TRANSACTION TYPE	DESCRIPTION	AMOUNT (USD)	STATUS	
Jul. 09, 2025	Invoice	Order 1739	100.00	Not Paid	
Jul. 09, 2025	Invoice	Order 1716	130.00	Not Paid	
Jul. 08, 2025	Online Payment	Jareb Blintz	260.00		
Jun. 25, 2025	Invoice	Order 1642	60.00	Not Paid	
Jun. 25, 2025	Invoice	Order 1596	260.00	Paid	