ClubRunner

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How do I add a friend to my friends list?

Omar S. - 2021-11-29 - My ClubRunner

To add a Friend to your My Friend list, please follow the steps below:

- 1. Go to the Club's website and login.
- 2. Click the **Member Area** link near the top right.
- 3. Click **My ClubRunner** on the menu bar near the top.
- 4. Click the **My Friends** link on the menu bar directly below.
- This takes you to the My Friends page. To add a new friend click on the Add Friend button.

My Friends	⊕Photo EList ☐ Add Friend
John Johnson Friends	View -
Le Check All Remove Selected	

6. Fill in the information fields accordingly. The First and Last name is required as well as the checkbox to confirm that you have consent from the contact to store their information.

Add Friend		×
Title		
First Name	*	
Nickname		
Middle Name		
Last Name	*	
Suffix		
Email		
	☐ I have received consent from this individual for the collection, storage, and use of their information by Rotary Club of Purple Metro as described in this Privacy Policy. They understand that they may receive emails, and can opt out at any time. A notification email will be sent to the individual the first time their contact information is stored. *	
	Cancel	ave

7. Click on the **Save** button, when finished.

Add Friend		×
Title	Mr.	
First Name	Jamie	*
Nickname		
Middle Name		
Last Name	Jameson	*
Suffix		
Email	jjameson@example.com	
✓ I have received consent from this individual for the collection, storage, and use of their information by Rotary Club of Purple Metro as described in this Privacy Policy. They understand that they may receive emails, and can opt out at any time. A notification email will be sent to the individual the first time their contact information is stored. *		
	Cance	Save

8. The new contact has now been added. If you edit this contact after it's created, you will see that you can add much more information into the contact details such as address, birthday, Company name and much more.

Ontact Jamie Jameson added successfully. Group(s) assign to Contact successfully.		×
My Friends		
	⊖ Photo ∷ List	Add Friend
John Johnson Friends		View -
Mr. Jamie Jameson jjameson@example.com Friends		View 💌
Check All Remove Selected		