# ClubRunner

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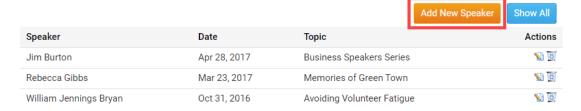
# How do I add a Speaker?

Omar S. - 2023-02-02 - Events & Calendar

You can add speakers to your website, which will appear on the club's events calendar and events list.

- 1. Go to the Club's website and click **Member Login**, near the top right. Enter your login information and login.
- 2. Then, click on Member Area on the top right.
- 3. This takes you to the **Administration** page.
- 4. In the top navigation bar, click on Events.
- 5. Click **Speakers**, in the gray bar immediately below.
- 6. Click the orange Add New Speaker button top right hand corner of the screen.

### **Speakers**



- 1. Enter in the following initial Speaker fields:
  - $\circ~$  Date - The date & time when the speaker will speak. This is a required field.
  - $\circ$  Speaker The name of the speaker. This is a required field.
  - o **Topic** The topic that the speaker will cover.
  - $\circ~$  Image Where you can upload an image of the speaker or a logo.

#### Note

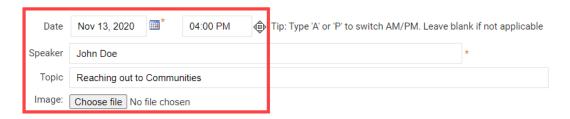
If the speaker is shared over social, the image would have to be a minimum of 200 pixels by 200 pixels in order for it to be displayed.

#### Warning

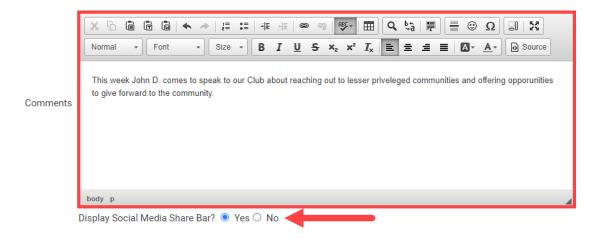
If a time is not set along with the date field, it can cause confusion for users and the event will appear to start at

midnight on website calendars.

# **Edit Speaker**



- Enter any additional comments about the Speaker, and choose to display the 'Social Media Share Bar' on the Speaker page.
  - o Comments Input some details about what the speaker is going to present.
  - Display Social Media Share Bar Will display the social media share bar below the speaker if yes is selected.



 Check the 'I have received consent from this individual for the collection...' checkbox, to confirm the speaker has given permission to give their details to the club, and the click the orange Save button to save the speaker. Or, click Cancel to cancel creating the speaker event.

✓ I have received consent from this individual for the collection, storage, and use of their information by Rotary Club of Green Town as described in this Privacy Policy. They understand that their name and other entered information above will appear on Rotary Club of Green Town's website and that they may receive emails which they can opt out of at any time.\*



# **Related Content**

- How do I edit a Speaker?
- How do I delete a Speaker?