

# ClubRunner







[Help Articles](#) > [Club Help](#) > [Club - Administration Guide](#) > [Events & Calendar](#) > [How do I add a Speaker?](#)

## How do I add a Speaker?

Omar S. - 2021-08-16 - [Events & Calendar](#)

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



Speaker	Date	Topic	Actions
Jim Burton	Apr 28, 2017	Business Speakers Series	 
Rebecca Gibbs	Mar 23, 2017	Memories of Green Town	 
William Jennings Bryan	Oct 31, 2016	Avoiding Volunteer Fatigue	 

7. Enter in the following initial Speaker fields:

- **Date** - The date & time when the speaker will speak. This is a required field.
- **Speaker** - The name of the speaker. This is a required field.
- **Topic** - The topic that the speaker will cover.
- **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.

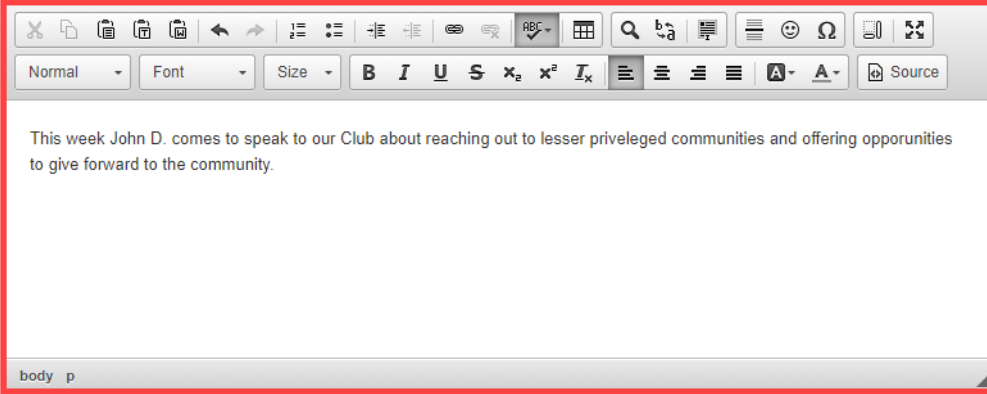
### Edit Speaker

Date	<input type="text" value="Nov 13, 2020"/> 	<input type="text" value="04:00 PM"/> 	Tip: Type 'A' or 'P' to switch AM/PM. Leave blank if not applicable
Speaker	<input type="text" value="John Doe"/>		
Topic	<input type="text" value="Reaching out to Communities"/>		
Image:	<input type="button" value="Choose file"/> No file chosen		

8. Enter any additional comments about the Speaker, and choose to display the 'Social Media Share Bar' on the Speaker page.

- **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.

Comments



This week John D. comes to speak to our Club about reaching out to lesser priveleged communities and offering opporunities to give forward to the community.

body p

Display Social Media Share Bar?  Yes  No

The screenshot shows a rich text editor interface. At the top is a toolbar with various icons for editing text and images. Below the toolbar is a text area containing a comment. At the bottom of the editor, there is a checkbox labeled 'Display Social Media Share Bar?' with 'Yes' selected. A red arrow points to the 'No' radio button.

9. **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.

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 delete a Speaker?](#)
- [How do I edit a Speaker?](#)