# ClubRunner

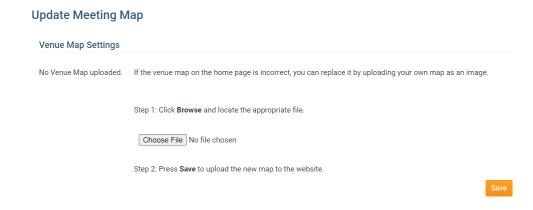
Help Articles > Club Help > Club - Administration Guide > Club Management > How do I add or change the venue map?

## How do I add or change the venue map?

Michael C. - 2022-02-08 - Club Management

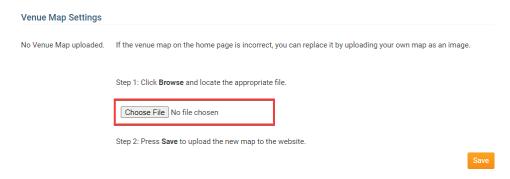
Your club's venue map makes it easier for visiting members and non-members alike to pinpoint the location of your meetings and special events. ClubRunner automatically generates a map based on the street address information provided for club information. However, you have the option to upload your own map as an image file.

- 1. To change or edit your venue map, you must go to your club homepage and log in. Click **Member Login** near the top right of the page.
- 2. Then, click on **Member Area** near the top right of the page.
- 3. Along the top of the screen you will see several tabs. Click on the **Admin** tab.
- 4. Then, click on the **Admin (Classic)** function, below the tab title of the same name.
- 5. You are now on the **Administration** screen. A number of ClubRunner functions are grouped here, under relevant headings. At the bottom right of the screen, you will see a section labelled **Administrator**.
- 6. Under the Administrator heading click on **Upload/Remove Meeting Venue Map**.
- 7. You are now on the **Upload Meeting Map** screen. The file name of your current map (if any) is displayed here.



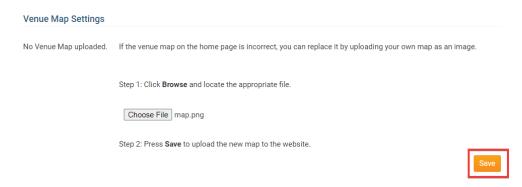
8. To change your venue map, click **Choose File**. You are then prompted to select an appropriate image file from your computer.

### **Update Meeting Map**



Once you have selected your new map, you are returned to the **Update Meeting** Map screen. Click **Save** to accept your new map, or **Cancel** to discard the file.

### **Update Meeting Map**



#### **Related Content**

• How do I update our club's contact?