ClubRunner

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How do I add or delete a club on the district?

Mickey D. - 2021-03-05 - Club Management

If you have administrative access at the district level, you may add a new club to your district, or delete an existing club. To do so, you'll need to log in to your district homepage.

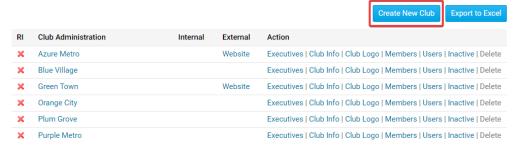
Deleting a Club

1. To delete a club, please contact ClubRunner at: districtsupport@clubrunner.ca and ask us to remove the club. Once we receive your email, we will remove the Club from the District, please allow at least 24-48 hours for our team to comply. Once this is done all of the data will be removed from the District site.

Adding a New Club

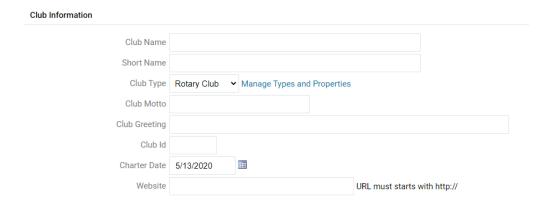
- 1. To add a new club go to your district webpage and click on the **Login** link at the top right of the page. Then, enter your login details on the page that appears.
- 2. You are now logged in. To access the District Administration page, click on **Member Area** on the top right.
- 3. You will see a number of tabs below the top banner. Click on the **Membership** tab.
- 4. Next, click on the Clubs & Membership link.
- 5. You are taken to the **Clubs & Membership Detail** page, where you can view existing clubs or add a new one. To create a new club, click the **Create New Club** button.

Clubs & Membership

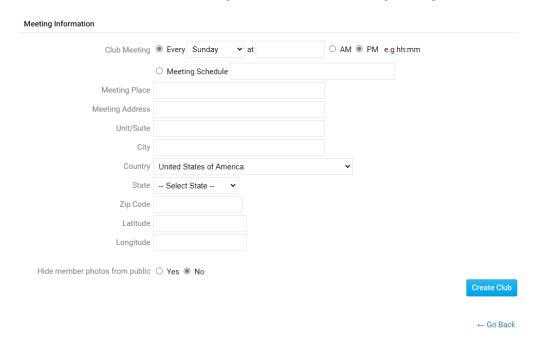


6. On the **Create New Club** page, you may enter all the details about the new club. Enter the address and other club details in the fields under the **Club Information** heading.

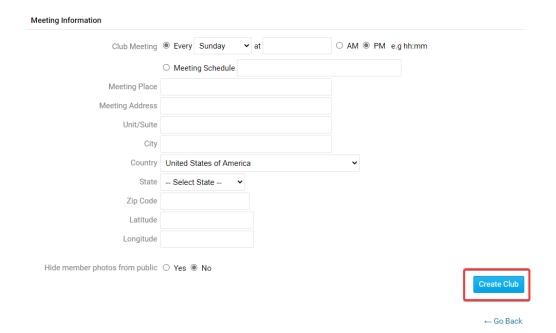
Create New Club



7. Next, enter in details about the club meetings in the fields under the heading **Meeting Information.**



8. Finally, click the ${\bf Create\ Club}$ button at the bottom of the page.



9. You are now taken to the Clubs & Membership Detail page where you can see your new club listed along with the others.

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- How do I add committee documents? (District)
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- How do I terminate a member on the district's website?
- How do I add a new member on the district's website?