ClubRunner



# 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.

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### 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

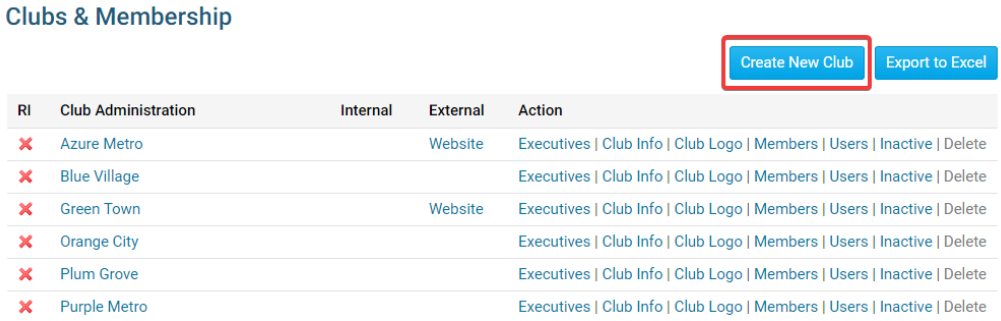
1. To add a new club go to your district webpage and click on the **Login** link at the top right of the page. Then, enter your login details on the page that appears.

2. You are now logged in. To access the District Administration page, click on **Member Area** on the top right.

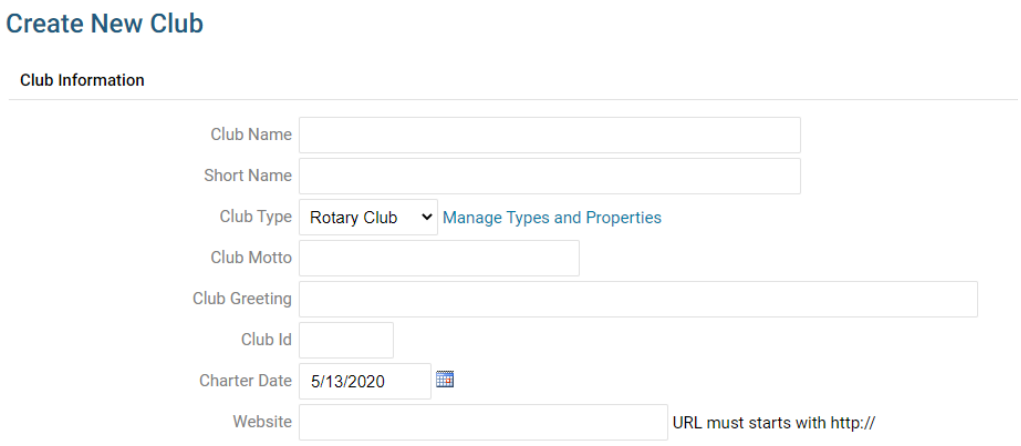
3. You will see a number of tabs below the top banner. Click on the **Membership** tab.

4. Next, click on the **Clubs & Membership** link.

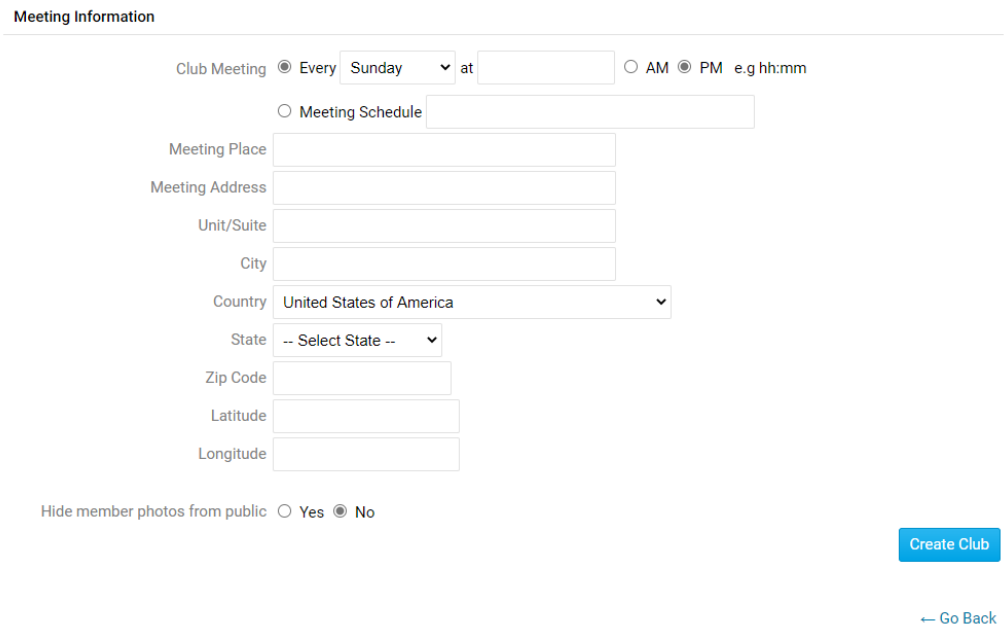
5. You are taken to the **Clubs & Membership Detail** page, where you can view existing clubs or add a new one. To create a new club, click the **Create New Club** button.



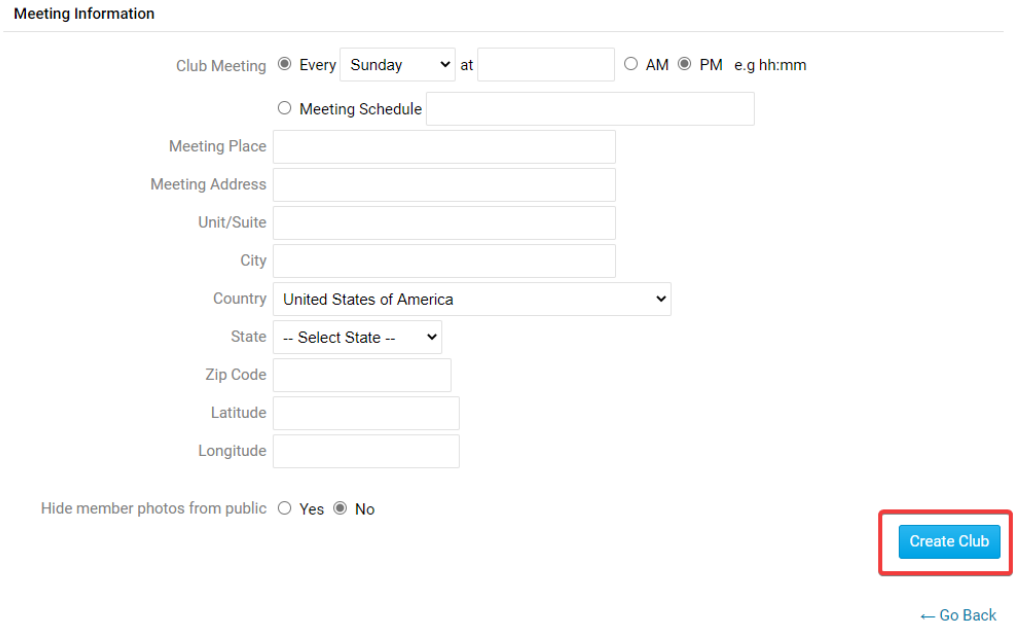

6. On the **Create New Club** page, you may enter all the details about the new club. Enter the address and other club details in the fields under the **Club Information** heading.




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




8. Finally, click the **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.

## Related Content

- How do I look up member data changes?
- How do I specify my club's website on the District?
- How do I reactivate an inactive member on the district's website?
- How do I terminate a member on the district's website?
- How do I add a new member on the district's website?