

# ClubRunner

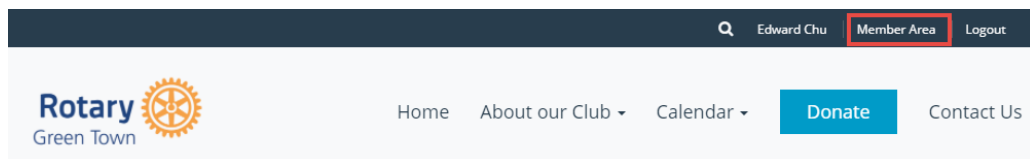
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## How do I change my password?

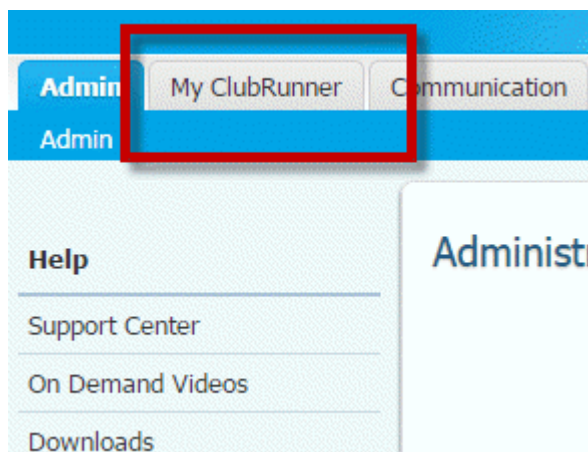
Omar S. - 2021-03-04 - [My ClubRunner](#)

ClubRunner gives you the option to change your password at any time. It is a good idea to do this in order to create a custom password to replace the default password given to you by your administrator.

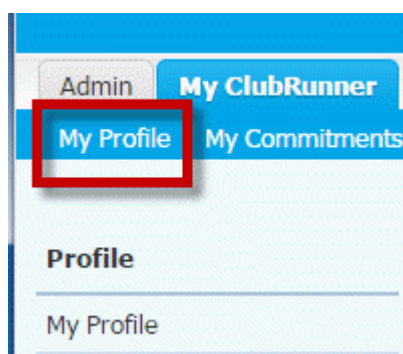
1. To access your profile for editing, you must go to your club homepage and log in. Then, click on **Member Area** on the top right, under your club banner.



2. Along the top of the screen you will see several tabs. Click on the **My ClubRunner** tab.



3. Next, click on the **My Profile** tab under MyClubRunner.



4. You are now on your Member Profile screen, where you may edit your personal data. Now, click on the **Settings** tab.

Personal Rotary Biography Commitments **Settings** Privacy

Edit

**Member Details**

<b>Title</b>		<b>Gender</b>	Male
<b>First Name</b>	Carlos	<b>Date of Birth</b>	
<b>Middle Name</b>		<b>Anniversary</b>	
<b>Last Name</b>	Salvador	<b>Spouse/Partner First Name</b>	
<b>Nickname</b>		<b>Spouse/Partner Last Name</b>	
<b>Suffix</b>		<b>Spouse/Partner Nick Name</b>	
<b>Preferred Address</b>	Home	<b>Spouse/Partner Date of Birth</b>	
<b>Preferred Phone</b>	Home		
<b>E-mail</b>	clubrunner@dcoxess.com	<b>Alternate E-mail</b>	

*\*All emails will only be sent to the primary email address*      *Birthday and anniversary years can only be viewed by Club Executive level or higher.*

**Home**

<b>Address Line 1</b>	12345	<b>Home Phone</b>	
<b>Address Line 2</b>		<b>Cell</b>	
<b>City</b>	Detroit	<b>Home Fax</b>	
<b>Country</b>	United States		
<b>State/Province</b>	MI		

- When the Settings screen appears, click on **Change Password** in the column on the right.

Personal Rotary Biography Commitments **Settings** Privacy

Edit

**System Login**

<b>Club Access Level</b>	30 - Site Administration	<b>Login Name</b>	pvh123
		<b>Password</b>	<a href="#">Change Password</a>

**Member Roles**

**Custom Email Signature**

Edit

Last updated on Nov 13 2012 by Sarah Sunset

- Here, you can enter your new password. You must first enter your current password in the **Old Password** field, as a security test. Then, enter your new password in the **Enter New Password** field below it, and once again in the **Confirm New Password** field to confirm the password.

**Member Roles**

<b>Old Password</b>	<input type="text"/>	
<b>Enter New Password</b>	<input type="text"/>	<b>Begin Typing</b>
<b>Confirm New Password</b>	<input type="text"/>	

**Password should contain at least 8 characters and 1 number**

Save Cancel

**Note:** If the Enter New Password and Confirm New Password fields do not match, you will receive an error message and have the opportunity to re-enter your password.

- Once you have entered your new password, click **Save**.

Member Roles

Old Password

Enter New Password  **Begin Typing**

Confirm New Password

Password should contain at least 8 characters and 1 number

**Note:** You should use a simple, distinctive password that is easy for you to remember. Passwords should contain at least eight letters and one number. Passwords are case sensitive. Avoid using a password you have used on other sites. If you don't know your current password, contact your site administrator.

## Related Content

- [How do I access and change my profile information?](#)