ClubRunner

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How do I change my password? (District)

Michael C. - 2021-11-26 - 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 district 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 **For Members** tab.

3. Next, click on the Change My Password link under the For Members tab.

4. You are now on your Member Profile screen, with the Settings tab selected. Click on **Change password** link in the column on the right.

Personal	Rotary	Biography	Commitments	Settings	Privacy						
											Edit
System L	₋ogin										
		Club Access Level 30 - Site Administration							Login Name	pvh123	
									Password	Change Password	
Member	Roles										

5. 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	
Old Password	
Enter New Password	Begin Typing
Confirm New Password	
	Password should contain at least 8 characters and 1 number
	Cancel Save

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.

6. 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
	Cancel Save

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.

Note: if you are using a password manager application such as Dashlane, LastPass, etc., sometimes our system cannot accept the application generated password. This could be due to how the application injects the password into our page. In such a case please **copy/paste the password** your application generates instead of allowing your program to automatically fill it in. If you continue to have issues generating a password please <u>contact</u> <u>our team</u>.

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