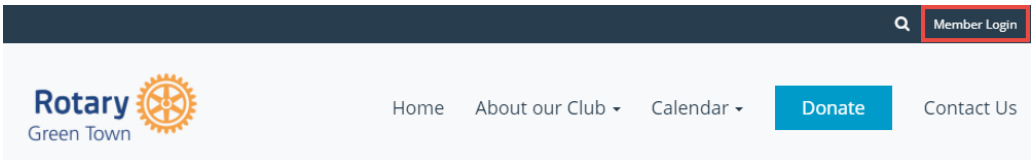
ClubRunner

How do I change the club billing address?

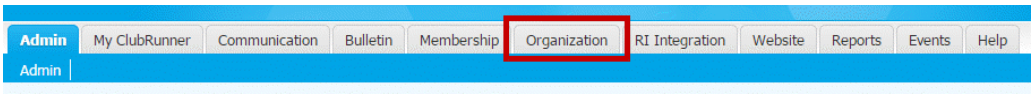
Michael C. - 2021-02-23 - Dues & Billing

When you set the club's billing address, the information is used to populate invoices and similar forms. The billing address is not necessarily the same as the club's mailing address. It is the address to which invoices should be sent, such as the home of a club treasurer or executive member.

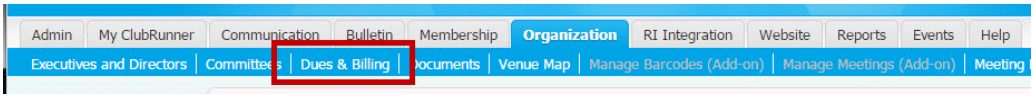
1. To change your Club's billing address, you must go to your Club's homepage and login. Then, click on **Member Area** on the top right.



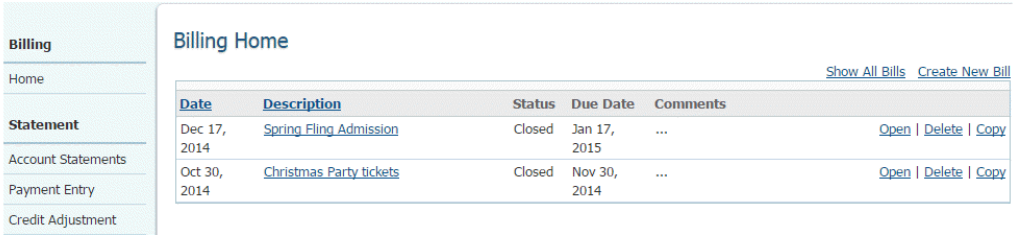
2. Along the top of the screen you will see several tabs. Click on **Organization.**



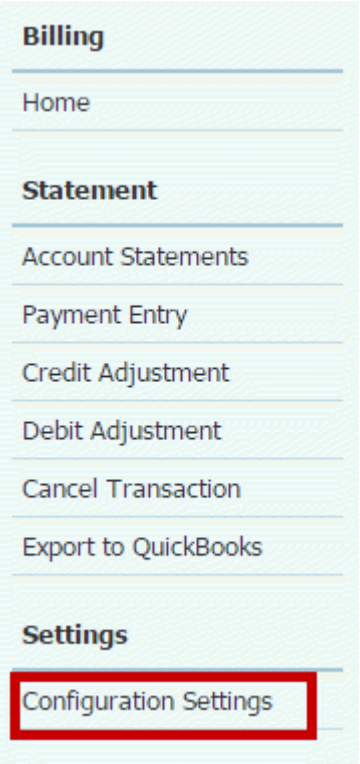
3. Next, click **Dues and Billing**.



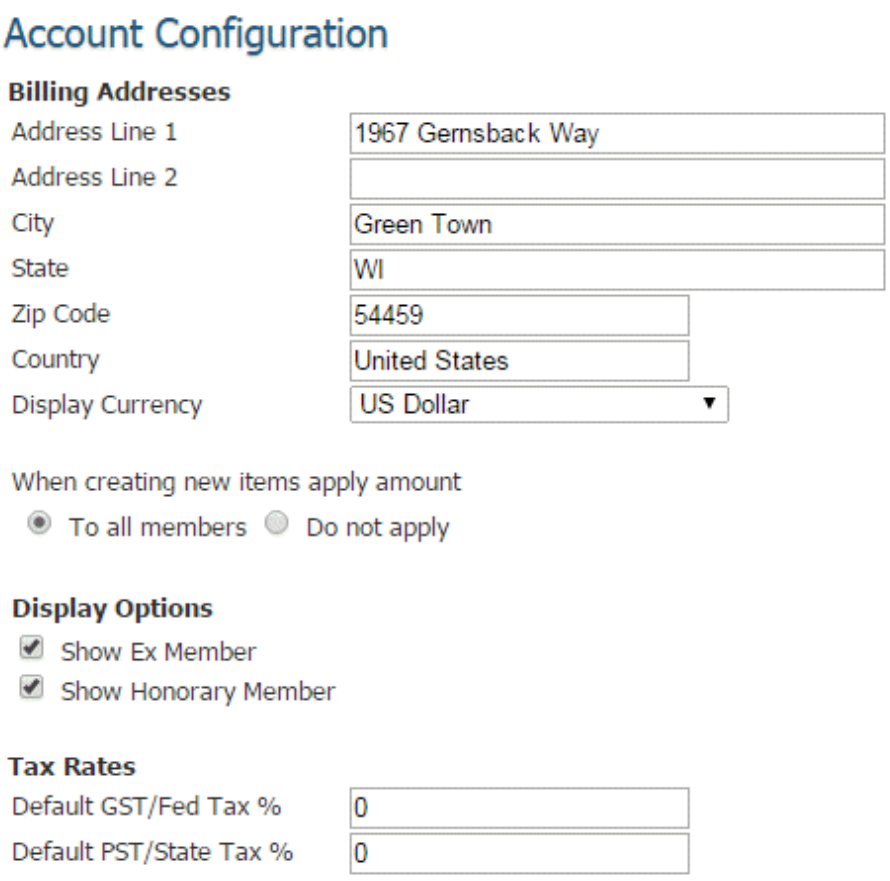
4. You are now on the **Billing Home** page. Here, you can view and edit the details of current billings and member invoices.



5. You can also access a range of options on the left side of the screen. Under the heading **Settings**, click on the **Configuration Settings** link if you wish to change your billing address.

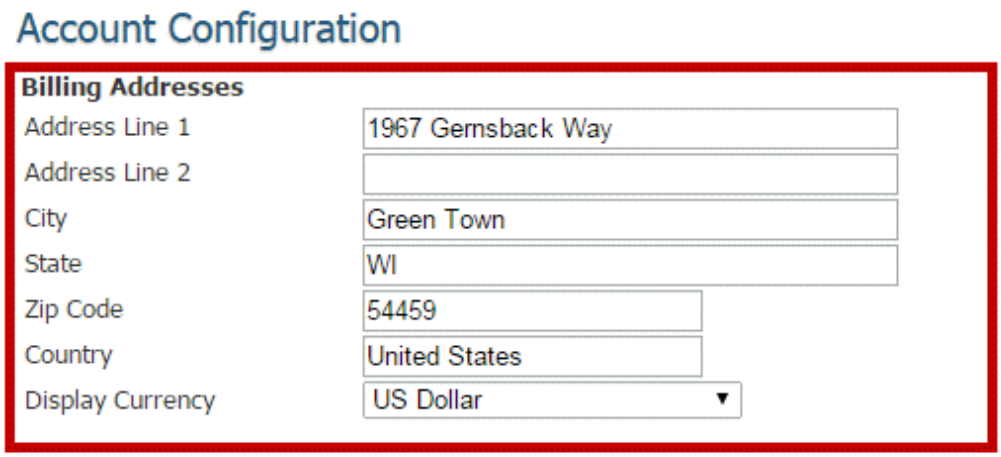


6. This brings you to the **Account Configuration** page. Here, you can set details about your club, including setting the mailing address.

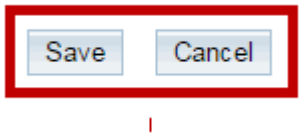


7. Use the fields under the heading **Billing Addresses** to set the information for your club's billing

address.



8. When you're finished, scroll down and click **Save** to keep your changes. Click **Cancel** to discard them.



Related Content

- Dues & Billing configuration settings