

ClubRunner

Help Articles > District Help > District - Administration Guide > Reports > How do I change the website logo for reports and name tags?

How do I change the website logo for reports and name tags?

Michael C. - 2021-04-16 - Reports

The **Website Logos** are used on the name tags in MyEventRunner and on the eDirectory Reports. To learn how to change them please follow the steps below:

1. On the District website click **Member Login** near the top right. Enter your login information and login.
2. Click **Member Area** near the top right.
3. On the grey menu bar click on the **Website** tab.
4. Click **Website Designer** on the blue menu bar.
5. Click on the **Settings** icon within the menu on the left hand side of the page.
6. Click on **Upload Logos**



Graphics

Upload Logos

This logo will display in various sections of your website and bulletin, such as the Meeting Information Widget.

Upload Menu Home Icon

Next Gen Themes Only: This logo will display as the first item in your navigation menu and links to your home page.

Upload Favicon

Display icon used in the browser address bar and bookmarks.

Upload Apple Touch Icon

Display icon used by Apple devices for bookmarks or when your website is added to a home screen.

7. This takes you to the **Update District Logo** page. Click **Load from Image Library** to select a new image.

Update District Logos

Logo Settings

Left
Logo



SERVE TO CHANGE LIVES

[Load from Image Library](#)

Right
Logo

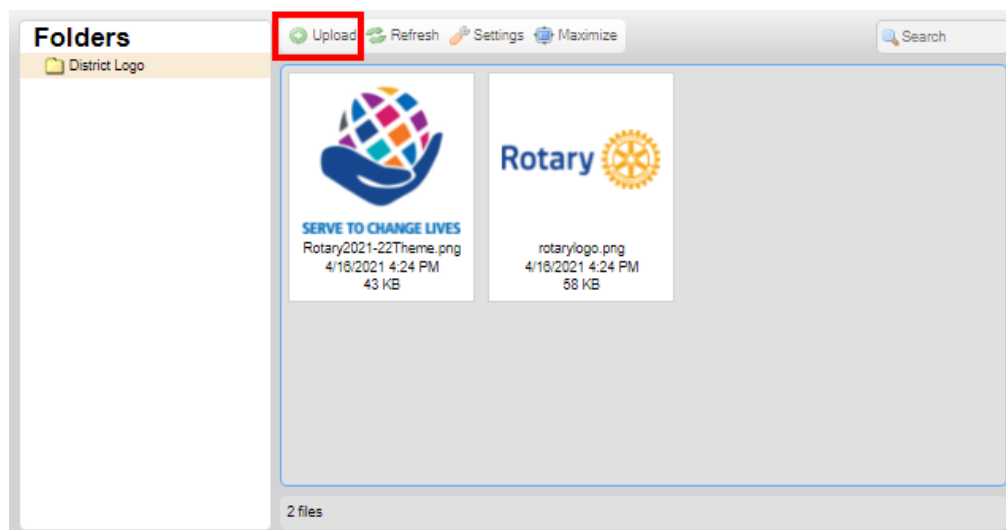
Rotary



[Load from Image Library](#)

Logo will be resized to 100 pixels wide. File types accepted are .GIF, .JPG and .PNG.

8. Double click on a logo to select it. To upload a new logo from your computer click on the **Upload** button and select the logo from your computer. Once it is done uploading, double click on the logo to select it.



9. After the logo gets selected, it will take you back to **Update District Logo** page which will display the new logo.