ClubRunner

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How do I edit a Speaker?

Omar S. - 2021-03-22 - Events & Calendar

To edit an existing speaker, follow these steps:

1. Login to ClubRunner and go to the Member Area

2. This takes you to the Administration page. Click on Speakers - under the Events & Volunteering section.

🛗 Events & Volunteering						
Publicize and organize your events, speakers and volunteer schedules.						
Event Planner ->	Create Sign Up → ⑦ Help					
Event Planner		Speak	are			
Event Types	L	Volun	teers			
Calendar Items (Recurring)		Member Hours Report				
MyEventRunner 🗹	Help	Club I	Hours Report			

3. Click on the pencil and paper icon near the right of the screen on the same line as the speaker you would like to edit.

Speakers			
		Add New Speaker	Show All
Speaker	Date	Торіс	Actions
Michael C.	Jan 31, 2021	Website Content	N N
Michael C.	Jul 30, 2020	How to use Website Content	S
ClubRunner Support Team	Oct 31, 2019	How to use ClubRunner	S
Bill Gates	Jul 31, 2019	Microsoft	S
Jeff L.	Apr 26, 2019	Making the most out of ClubRunner	S
Zach W	Oct 30, 2018	Internet Security, Why you should care!	S 🖸
irst Previous Next Last			

4. Edit the speaker's details. Once done click Save.

Related Content

- How do I delete a Speaker?
 How do I add a Speaker?