

ClubRunner

[Help Articles](#) > [Club Help](#) > [Club - Administration Guide](#) > [Club Management](#) > [How do I edit my club's information?](#)

How do I edit my club's information?

Michael C. - 2025-08-13 - [Club Management](#)


From the **Club Info & Settings** page you can edit or change your Club Information such as logo, name, Club ID, chartered date, motto, greeting, meetings, and mailing address. To learn more please follow the steps below:

1. To access the **Club Info & Settings** page, you must go to your Club's home page and login by clicking on **Member Login** near the top right. Enter and login information and login.
2. You are now on the administration screen. Click on **Club Info & Settings** on the blue menu bar.
3. This takes you to the **Club Info & Settings** page. Click **Edit** near the top right of each section to change the information.

Club Information

Rotary Club of Green Town

Print Page



Change

President:

Leigh Brackett

member(s):

21 active, 1 honorary

Meetings:

Tuesdays at 9:00 AM

Genworth Financial Inc.

[View map](#)

website

Club Details

Executives

Club Details

Edit

Club Name

Rotary Club of Green Town

Short Name

Green Town

Club Id

1234

Club Type

Rotary Club

Date Chartered

Nov 13, 2012

Club Motto

Service Above Self

Club Greeting

Contact Info

Edit

Mailing Address

2060 Winston Park Drive

Oakville, ON

Canada

[View map](#)

Permalink

rotary

Website

<https://clubrunner.ca>

Email

customercare@clubrunner.ca

Phone

(877) 469-2582 ext. 2

Fax:

Meetings

Edit

Schedule

Tuesdays at 9:00 AM

Location

Genworth Financial Inc.

Address

2060 Winston Park Dr.

Oakville, ON L6H 5R7

Canada

Meeting Comments

[View larger map](#)



Venue Map

Edit



GPS Coordinates

Latitude 43.50827

Longitude -79.670425

Settings

Edit

Hide member photos from public?

☒

How to change the Club logo

1. To change Club logo click on the **Club logo**.

Club Information



2. This will take you to the **Update Club Logo** page. Click on **Load from Image Library**.

Update Club Logo

Logo Settings

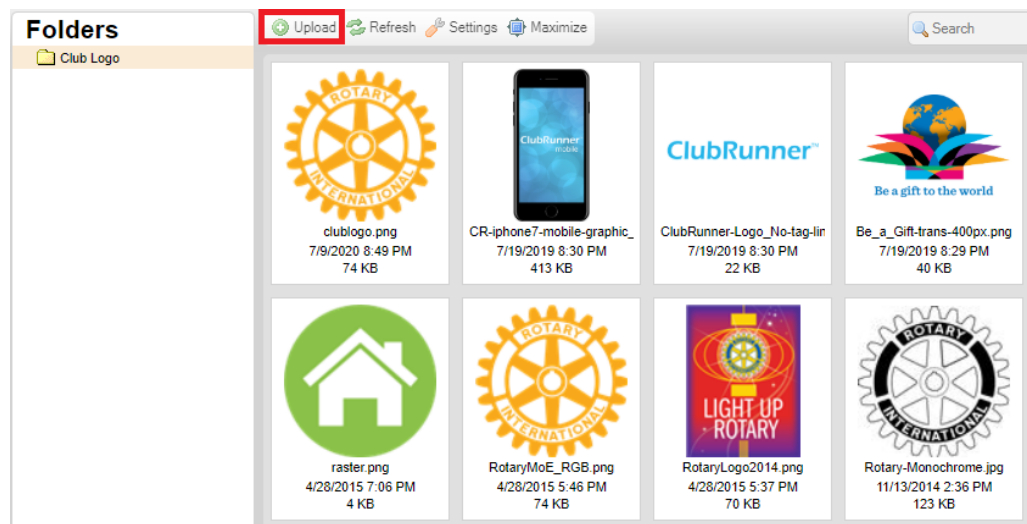
Existing Club Logo:



Change Logo: [Load from Image Library](#)

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

3. You could choose an existing image from your Library by double clicking on it or you can add a new image by clicking on the **Upload** button.



How to change the Club Details

1. Click on the **Edit** button near the top right on Club Details.

Club Details

[Edit](#)

Club Name	Rotary Club of Green Town
Short Name	Green Town
Club Id	1234
Club Type	Rotary Club
Date Chartered	Nov 13, 2012
Club Motto	Service Above Self
Club Greeting	

2. Edit the fields. Once done, click **Save**.

Edit Club Details

[×](#)

Club Information

Club Name:	<input type="text" value="Rotary Club of Green Town"/>	*
Short Name:	<input type="text" value="Green Town"/>	*
Club Id:	<input type="text" value="1234"/>	?
Club Type:	<input type="text" value="Rotary Club"/>	*
Date Chartered:	<input type="text" value="Nov 13, 2012"/>	*
Club Motto:	<input type="text" value="Service Above Self"/>	Format ?
Club Greeting:	<input type="text"/>	Format ?

[Cancel](#)[Save](#)


How to change the Contact Info

1. Click on the **Edit** button near the top right on Contact Info.

Contact Info

[Edit](#)

Mailing Address 2060 Winston Park Drive
Oakville, ON
Canada

 [View map](#)

Permalink rotary

Website <https://clubrunner.ca>

Email

Phone

Fax:

2. Edit the fields. Once done, click **Save**. The symbol  shows which fields integrate with RI, if you have RI Integration turned on.

Edit Contact Info

Mailing Address

Address 1

2060 Winston Park Drive

Address 2

Address3

City

Oakville

Country

Canada

Province/Territory

Ontario

Postal Code

Contact Details

Permalink

rotary

Website

https://clubrunner.ca

URL should start with http:// or https://

Club Email

customercare@clubrunner.ca

Club Phone

+1

(877) 469-2582

ext.

2

Club Fax

+1

Integrated with RI

Cancel

Save

How to change the Meeting Information

1. Click the **Edit** link near the top right of the Meetings section

Meetings

Edit

Schedule

Tuesdays at 9:00 AM

Location

Genworth Financial Inc.

Address


2060 Winston Park Dr.
Oakville, ON L6H 5R7
Canada




Meeting Comments



2. From here you can edit the meeting information within the following sections:

Meeting Schedule

Meeting Schedule

What day and time does the club meet? 

Tuesday  at 9:00  AM  PM

Meeting Comments:  

Come join our weekly Online and In-person meetings.

In-person: 2 pm Sunday

Online: 4 pm Sunday

Share additional meeting details with the public.

Total characters including HTML: [98/250](#)

The Meeting Schedule section will allow the Club to set a day and time that the Club meets at along with any additional meeting comments. This meeting comments can be used to add additional details about the meeting, additional instructions for guests or any other additional information about the meeting the Club wants to include. This information will be public.


Online Meeting

Online Meeting

☒ Our club meets online



This information is only visible to logged in members of your club or district, it is shown in with your meeting comments.

Meeting URL: 

<https://zoom.com/MeetingURL1234>

Private Details:

For our evening Club we also meet online at:
<https://zoom.com/MeetingURL4321>


Total characters including HTML: [80/250](#)

If the Club meets online, the **Our club meets online** option can be checked. This will reveal the **Meeting URL** and the **Private Details** fields. The direct link/URL to the online meeting can be entered into the **Meeting URL** field and any additional information about accessing the meeting or other private details can be entered into the **Private Details** field. This information will be restricted to members only.

Meeting Location

Meeting Location

Location:	<input type="text" value="Genworth Financial Inc."/>
Address 1	<input type="text" value="2060 Winston Park Dr."/> *
Address 2	<input type="text"/>
City	<input type="text" value="Oakville"/> *
Country	<input type="text" value="Canada"/> *
Province/Territory	<input type="text" value="Ontario"/> ▼
Postal Code	<input type="text" value="L6H 5R7"/>
Latitude:	<input type="text" value="43.50827"/>
Longitude:	<input type="text" value="-79.670425"/>
<input checked="" type="checkbox"/> Update latitude/longitude based on meeting address ?	

 Integrated with RI

Cancel

Save

The Club can enter the meeting location, meeting address and meeting coordinates. The Club also has the option to automatically update the latitude and longitude fields based on the entered address by checking the "Update latitude/longitude based on meeting address" option.


3. Once complete, select the **Save** button to save the changes

How to change Settings

1. Click on the **Edit** button near the top right on Setting.

Settings

Edit

Hide member photos 
from public?

2. Click the check box to change this setting. This options lets you hide member's photos from users who are not logged into ClubRunner, on the Club Executives page and on the District's website. Once done, click **Save**.

Edit Settings

×

Settings

☐ Hide member photos from public

Cancel

Save

Related Content

- [How do I use the Compare & Synchronize tool?](#)
- [What is the RI member update archive?](#)
- [What is the club updates archive?](#)
- [How do I add or change the club logo?](#)
- [How do I set our club's meeting information?](#)
- [How do I update our club's contact?](#)