

# ClubRunner

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## [NOVA] How do I edit my club's information in Nova?

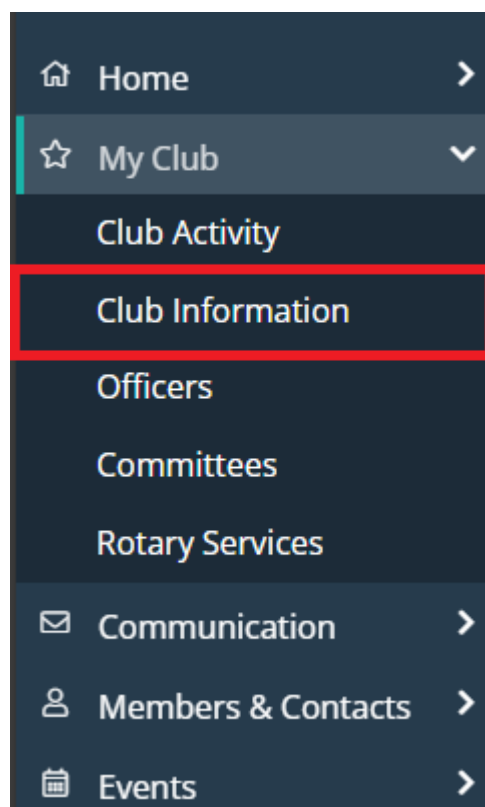
Michael M. - 2025-08-26 - [My Club](#)

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

Note

Only members with level 50-Executive access or better will be able to edit the club's information.

1. Log in to your account through your club homepage, then click on **Member Area** on the top right under your club banner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. Click **My Club** in the left-hand menu navigation, then **Club Information**.



3. This takes you to the **Club Information** page. Click **Edit** near the top right of each section to change the information.

# How to change the Club logo

1. Click on your club's logo, then click the **Edit** option that appears.

## Club Information



2. Click on **Load from Image Library**.

## Update Club Logo

### Logo Settings

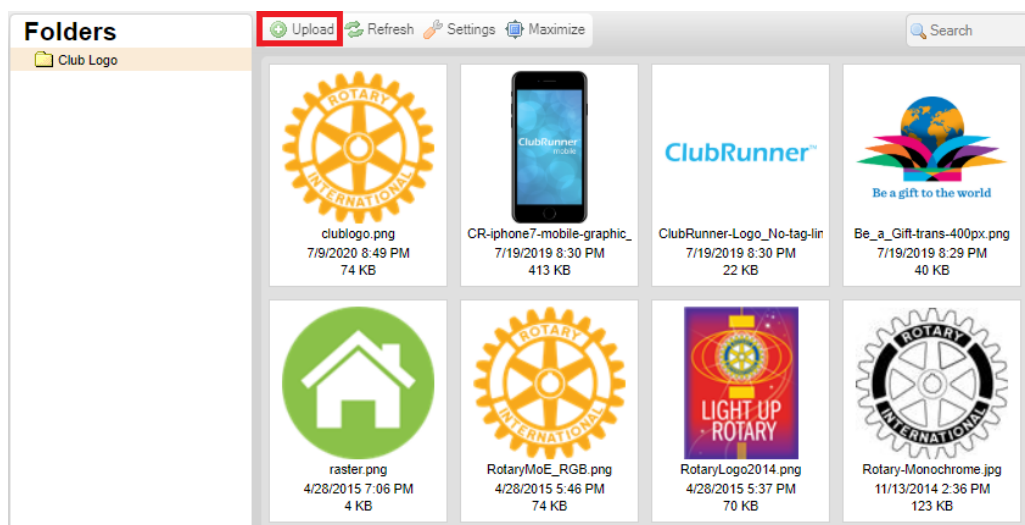
Existing Club Logo:



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 in the Club Details section.

CLUB DETAILS

Edit

Club Name	Rotary Club of Kipling
Short Name	RC of Kipling
Club Id	
Club Type	Rotary Club
Date Chartered	Apr. 04, 2023
Club Motto	Rotary saves lives!
Club Greeting	Welcome to our club!

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

Edit Club Details

Club Information

Club Name \*

Rotary Club of Kipling

Short Name \*

RC of Kipling

Club Id ?

Club Type \*

Rotary Club

Date Chartered

Apr 04, 2023

Club Motto ?

Rotary saves lives!

Format

Club Greeting ?

Welcome to our club!

Format

Cancel

Save

## How to change the Contact Info

1. Click on the **Edit** button in the Contact Info section.

CONTACT INFO

Edit

Mailing Address	2060 Winston Park Drive Oakville, ON L6H 5R7 Canada  📍 <a href="#">View map</a>
Permalink	rc-of-kipling
Website	<a href="https://portal.clubrunner.ca/17649">https://portal.clubrunner.ca/17649</a>
Email	
Phone	

- 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 Line 1 \*

2060 Winston Park Drive

Address Line 2

Address Line 3

City \*

Oakville

Country \*

Canada

▼

Province/Territory

Ontario

▼

Postal Code

L6H 5R7

Contact Details

Cancel

Save

## How to change the Meeting Information

- Click the **Edit** button in the Meetings section.

MEETINGS

Edit

Schedule	Saturdays at 6:30 p.m.
Location	ClubRunner Office
Address	2010 Winston Park Drive Oakville, ON L6H5R7 Canada
Meeting Comments	Join us at the ClubRunner Head Office on Saturday at 6 pm. All are welcome! Enter meeting through back door, knock three times. Meeting link: <a href="https://teams.microsoft.com/14A15C45SAHC89">https://teams.microsoft.com/14A15C45SAHC89</a>
Meeting URL	<a href="https://teams.microsoft.com/14A15C45SAHC89">https://teams.microsoft.com/14A15C45SAHC89</a>

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

Edit Meetings

Meeting Schedule

What day and time does the club meet?  
Saturday at 6:30 AM PM

Meeting Comments: ?  
Join us at the ClubRunner Head Office on Saturday at 6 pm. All are welcome!  
Enter meeting through back door, knock three times.  
Meeting link: <https://teams.microsoft.com/14A15C45SAHC89>

Share additional meeting details with the public.  
Total characters including HTML: 189/250

Online Meeting

☒ Our club meets online

This information is only visible to logged in members of your club or district, it is

Cancel Save

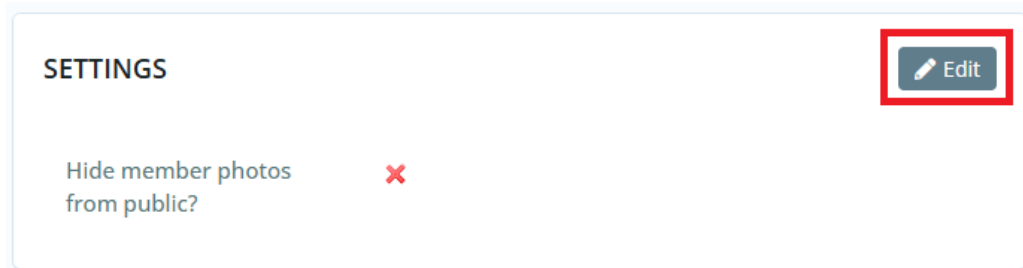
- Meeting Schedule - This section will allow you to set a day and time that the club meets, along with any additional meeting comments. The meeting comments can be used to add additional details such as instructions for guests. This information will be public.
- Online Meeting - If the club meets online, 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 - You can enter the meeting location, meeting address and meeting coordinates. You also have 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 in the Settings section.



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

