## ClubRunner

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## How do I hide a Club event from the District Calendar?

Zach W. - 2021-03-02 - Events & Calendar

Club's which have their own website with ClubRunner is able to create events and display and advertise them within the District's own event calendar. However, District's can choose to hide any of these events from their calendar.

December	today	< >				
Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19 Toys for Tots (Purple Metro)	20
21	22	23	24	25	26	27

## Hiding a Club event from the District Calendar

- 1. To begin in removing a club event from the District calendar, you will need to log into your District's member area. This can be done by visiting your District's website and clicking on the **Member Login** link in the top right corner.
- 2. Once logged in, clicking on the **Member Area** link will bring you to the District Member Area.
- 3. After accessing the District Member Area, you should be presented with the Launchpad. If not, you can access it by clicking on **Admin** in the primary navigation menu at the top of the page, and then **Launchpad**, in the secondary navigation menu just below
- 4. On the Launchpad menu, click on the Calendar option

Welcome, Edward!



5. You will then be brought to a calendar which displays all Club and District events on the District's calendar. Click on the **List of All Upcoming Events** link.

## Calendar

List of All Upcoming Events

October		November 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
01	02	03	04	05	06	07		
08	09	10	11	12	13	14		

6. From here, you will see a list of upcoming District events and upcoming Club events. Within the **Upcoming Club Events**, clicking on the check box for an event will either show or hide the event on the District calendar. Checked events will be visible, while unchecked events will not appear. To hide an event, uncheck it from this list.

Upcoming Events						
Calendar Format						
Upcoming District Events						
New Year 2020 Celebration Dec 31, 2020						
Upcoming Club Events						
Toys for Tots (Purple Metro) Dec 19, 2020						

To hide event from calendar uncheck it and click Update button.



7. After unchecking any events that should be hidden from the District calendar, click on the Update button.

Upcoming Events Calendar Format Upcoming District Events New Year 2020 Celebration Dec 31, 2020

Upcoming Club Events Toys for Tots (Purple Metro) Dec 19, 2020 To hide event from calendar uncheck it and click Update button.



After performing the update, the unchecked events will no longer appear on the District's event calendar. At any point, the District can navigate back to this page to show the events once again as well.