ClubRunner

Help Articles > Club Help > Club - Administration Guide > Club Management > How do I set our club's meeting information?

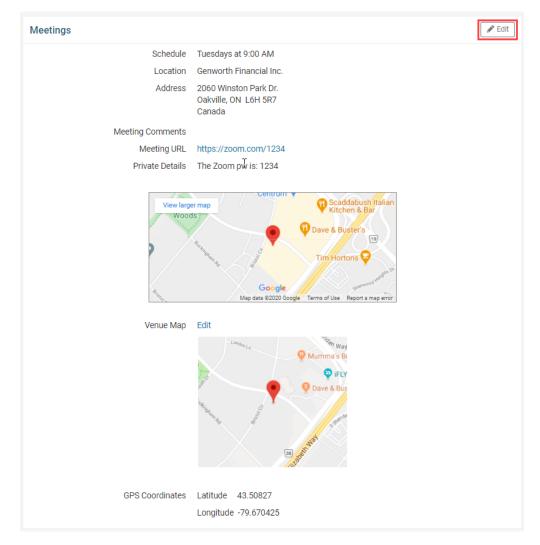
How do I set our club's meeting information?

Michael C. - 2021-02-17 - Club Management

You can edit the meeting information about your club. This is displayed to members and the public. To change this information you have to have access level 50 - Executive or better.

To edit your club details, you must go to your club's homepage and login. Click **Member Login** near the top right of the page.

- 1. Click on **Member Area** near the top right of the page.
- 2. Along the top of the screen you will see several tabs. Click on the **Admin** tab.
- 3. Then, click on the Club Info & Settings link, below the admin tab.
- 4. You are now on the **Update Club Information** screen. Here, general club information settings are divided under four categories:
 - **Club Details**: Allows you to edit basic information about your club.
 - **Contact Info**: Allows you to edit the contact information for the club. This will appear on your District's club directory.
 - Meetings: Allows you to enter details about the address and time of club meetings.
 - **Settings**: This field contains option to hide or display member photos.
- To edit your meeting information, click the **Edit** button on the right of the Meetings heading. A box will appear which will allow you to enter information in the fields.



6. You can set the day and time of regular club meetings by selecting a regular day and time. You can also enter in any meeting comments into the 'Meeting Comments' text box to display further details about the meeting. For example, you could enter: "The last Friday of every month."

Edit Meetings

Meeting Schedule	
What day and time does the club meet? $ \mathcal{C} $	
Tuesday 🗸 at 9:00 💿 AM 🔾 PM	
Meeting Comments: 🔞 🞜	
Share additional meeting details with the public.	
Total characters including HTML: 0/250	
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: 😢	-
Cancel Sav	e

7. Next, select the 'Our club meets online' checkbox to enter more information about any 'Online Meetings' at the Club. In the 'Online Meeting' section, enter the online meeting website address (Or URL), into the 'Meeting URL' field. You can also enter any 'Private Details' that will appear as text to logged-in members.

Note: This 'Online Meeting' information is only available to members who are logged in and view the Club's 'Meeting Information' widget, on a custom page, or the Club's home page.

Edit Meetings	×
	^
Share additional meeting details with the public. Total characters including HTML: 0/250	
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/1234	
Private Details:	
The Zoom pw is: 1234	
Total characters including HTML: 20/250	
Cancel Save	е

 Scrolling further down the 'Edit Meetings' dialog, enter in the address for your club meetings in the 'Location' section. This information can be used to automatically generate a map of the venue. The Address 1, City, Country and State fields are required.

Edit Meetings			×
Meeting Location $ {\cal G} $			•
Location:	Genworth Financial Inc.		
Address 1	2060 Winston Park Dr.	*	
Address 2			
City	Oakville	*	
Country	Canada	✓ *	4
Province/Territory	Ontario 🗸		
Postal Code	L6H 5R7		
Latitude:	43.50827		
Longitude:	-79.670425		1
	Update latitude/longitude based	d on meeting address 🛛 🔞	-
		Cancel Sa	ve

9. You may enter the Latitude and Longitude of the meeting location in the decimal degrees format. This helps generate a very precise map and can also be used to accurately pin point a venue in a rural area. You can acquire these coordinates using a GPS, or by entering your address in an online map, such as Google Maps.

Note: You can check the option to automatically the update latitude/longitude based on your meeting address.

Edit Meetings			×
Location.	Genworth Enhancianne.		*
Address 1	2060 Winston Park Dr.	*	
Address 2]	
City	Oakville	*	
Country	Canada	✓ *	
Province/Territory	Ontario 🗸		
Postal Code	L6H 5R7		
Latitude:	43.50827		
Longitude:	-79.670425		
	Update latitude/longitude based of the section o	on meeting address 🛛 🔞	
${\cal C}$ Integrated with RI			
			-
		Cancel Sa	ve

10. When you have finished, click the orange **Save** button to save your changes.

Edit Meetings			×
Location.	Genworth Enfancial Inc.		-
Address 1	2060 Winston Park Dr.	*	
Address 2			
City	Oakville	*	
Country	Canada	~	*
Province/Territory	Ontario 🗸		
Postal Code	L6H 5R7]	
Latitude:	43.50827		- 1
Longitude:	-79.670425		- 1
	Update latitude/longitude based of	on meeting address	8
${oldsymbol {\cal C}}$ Integrated with RI			
		Cancel	Save

Related Content

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