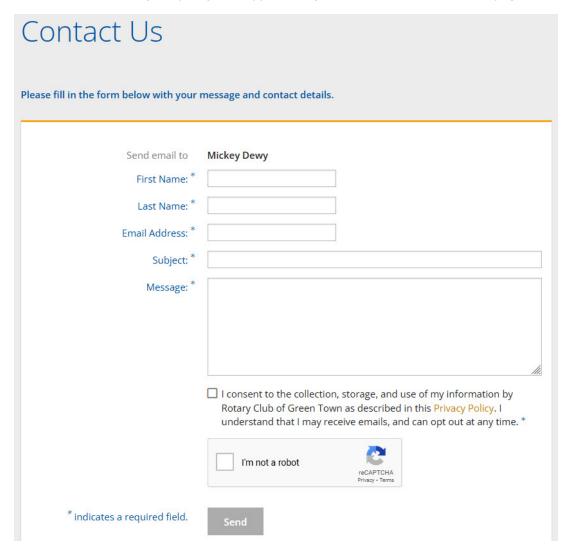
## ClubRunner

Help Articles > Club Help > Club - Administration Guide > Club Management > How do I update our club's contact?

### How do I update our club's contact?

Michael C. - 2023-01-25 - Club Management

In ClubRunner, it's easy to specify who appears on your club's Contact Us built-in page.



- 1. After logging into your club's Member Area, click the **Website** tab on the top of your screen.
- 2. Click **Website Settings** in the grey bar just below.
- 3. On the Website Settings page, in the Website section, click **Website Contact**.



#### **Website Contact**

Define the website contact who will receive inquiries from the general contact us form.

#### **Edit Meta Tags**

Add a description and other keywords that will be used and displayed in search engine results.

#### Upload CSS

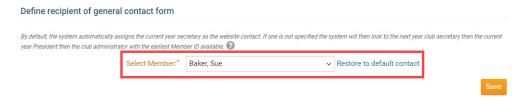
Advanced users only. Upload a modified stylesheet to override the current theme.

#### Search

Show or hide Search field on your website.

4. By default, the system automatically assigns the current year secretary as the website contact. If one is not specified the system will then look to the next year club secretary, then the current year President, then the club administrator, with the earliest Member ID available. To choose a specific contact for your club, click the Please Select Contact drop-down, or the name of the current website contact.

#### **Website Contact**



5. A drop-down list of all your club's members and Other Users will be displayed. You can select an individual from this list to make them the new Website Contact.

## Website Contact Define recipient of general contact form By default, the system automatically assigns the current year secretary as the website contact. If one is not specified the system will then look to the next year club secretary then the current year President then the club administrator with the earliest Member ID available. Select Member Bobert, Janice Please select contact Assistant. Staff (No valid email address) Baker, Sue

#### Note

If the contact does not have a valid email address entered in their profile, you will not be

able to select the new contact. <u>Learn how to edit the member or other user's profile and enter a valid email address.</u>

1. Click **Save** when you are finished making your selection.

# Website Contact Define recipient of general contact form By default, the system automatically assigns the current year secretary as the website contact. If one is not specified the system will then look to the next year club secretary then the current year President then the club administrator with the earliest Member ID available. Select Member:\* Baker, Sue Restore to default contact Save

#### Related Content

- How do I add or change the venue map?
- 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 mailing address?
- How do I edit my club's information?