

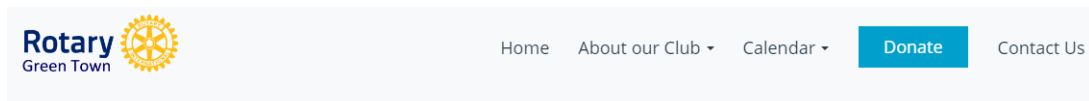
# ClubRunner

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. - 2021-12-24 - Club Management

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



## Contact Us



Please fill in the form below with your message and contact details.

Send email to: **Sue Baker**

First Name:  \*

Last Name:  \*

Email Address:  \*

Subject:  \*

Message:  \*

\* indicates a required field.

### Sponsors



Joe's Car Repair

Interested in being a sponsor?  
[Download the website sponsorship guide](#)

1. After logging into your Member's Area, select the **Website** tab on the top of your screen.
2. Then select **Website Designer** in the menu below.
3. On this page, click on the **Settings** icon that appears below **Website**.
4. In the section labeled **Website** click the **Website Contact** link.



## Website

### 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.

5. This will take you to a page where you can update your Website Contact directly. 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 section next to **Select Member/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:  \*

Save

6. A drop-down list of all your Club's members and Other Users with a valid email address 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: \*

- Please Select Contact
- Aaron, Johnathon
- Aaronson, Abe
- Aaronson, Erin (No valid email address)
- Adams, Shawn (No valid email address)
- Arnold, Kathy

Save

7. Press **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: \*

Save

## Related Content

- [How do I edit my club's information?](#)
- [How do I update our club's mailing address?](#)
- [How do I set our club's meeting information?](#)
- [How do I add or change the club logo?](#)
- [How do I add or change the venue map?](#)