## ClubRunner

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How do I update our club's mailing address?

Michael C. - 2021-12-24 - Club Management

The Mailing Address is displayed near the bottom of your bulletins.

- To change the Club Mailing Address, you must go to your Club's homepage and login. Then, click on **Member Area** on the top right.
- Click on Website on the grey menu bar near the top, and then click Website Designer.
- 3. Click on Settings on the ribbon on the left.
- 4. Click on Add Mailing Address.

Settings	
You can use these options to modify settings for your website an	id bulletins.
General	Graphics
Add Mailing Address The address information will be displayed at the bottom of your bulletin when it is sent out.	Upload Club Logo This logo will display in various sections of your website and bulletin, such as the Meeting Information Widget.
Upload Venue Map Replace the Google map by unloading your own image or	<b>Upload Menu Home Icon</b> Next Gen Themes Only <sup>,</sup> This Iono will display as the first

 This will take you to the Update Mailing Address page. From here you can enter your Club's mailing address. You could also click Clear And Exit to erase all of the data in the fields. Once done entering your Club's address click Save.

## **Update Mailing Address**

lote: The mailing address displays on	bulletins. To remove the address f	rom the bulletins, please clic	k the Clear an	d Exit button.	
Mailing Address					
Address 1:	2060 Winston Park Dr	*			
Address 2:	Suite 400				
Address 3:					
City:	Oakville	*			
Country:	Canada	<b>~</b> *			
Province/Territory:	Ontario 🗸				
Postal Code:	L6H5R7				
			Cancel	Clear And Exit	Save

Related Content

• How do I update our club's contact?