ClubRunner

How do I update our club's mailing address?

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

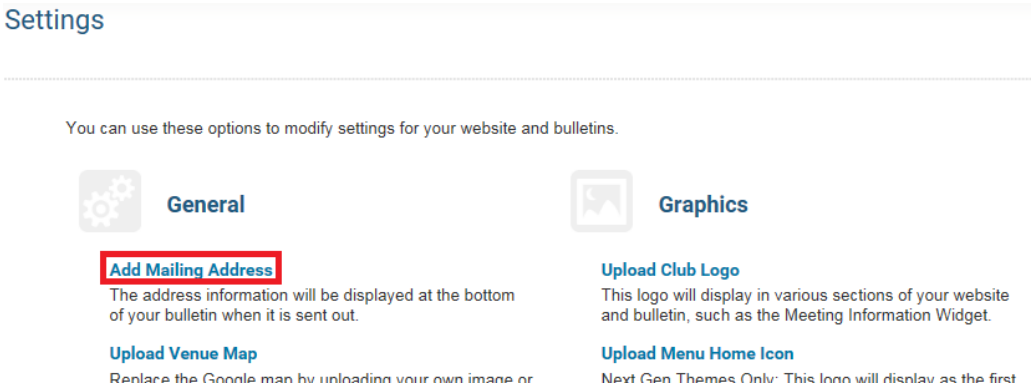
The **Mailing Address** is displayed near the bottom of your bulletins.

1. 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.

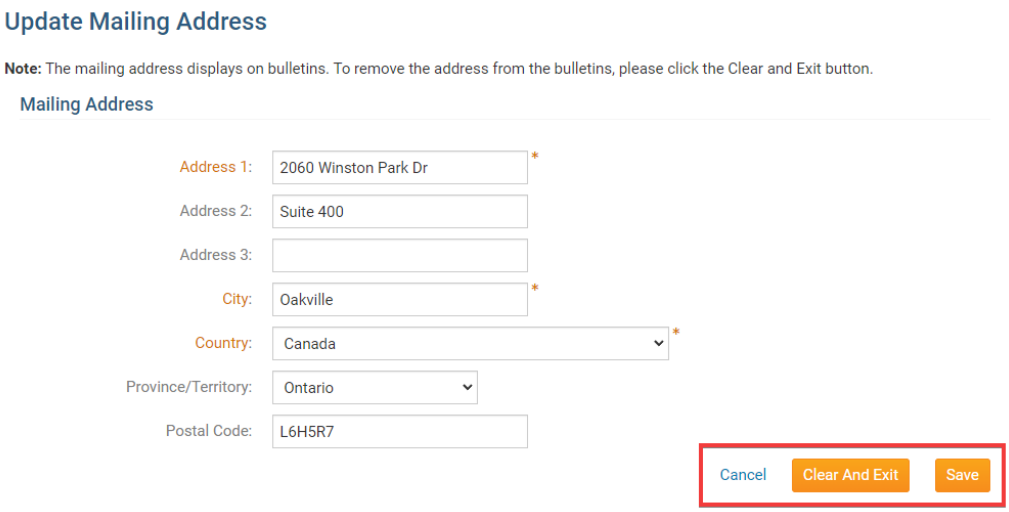
2. Click on **Website** on the grey menu bar near the top, and then click **Website Designer**.

3. Click on **Settings** on the ribbon on the left.

4. Click on **Add Mailing Address**.



5. 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**.



Related Content

- How do I update our club's contact?