

# ClubRunner

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## How do I update our club's mailing address?

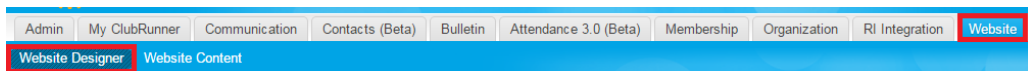
Michael C. - 2021-02-17 - [Club Management](#)

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**.

Settings

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You can use these options to modify settings for your website and bulletins.

 <b>General</b> <b>Add Mailing Address</b> The address information will be displayed at the bottom of your bulletin when it is sent out. <b>Upload Venue Map</b> Replace the Google map by uploading your own image or	 <b>Graphics</b> <b>Upload Club Logo</b> This logo will display in various sections of your website and bulletin, such as the Meeting Information Widget. <b>Upload Menu Home Icon</b> Next Gen Themes Only: This logo will display as the first
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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**.

## Update Mailing Address

Note: To save the address and show on your bulletins, Address 1 and City are required fields. If you would like to remove the address from your bulletin, please click the Clear and Exit button.

Mailing Address

Address 1:	<input type="text" value="2060 Winston Park Drive"/>
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
City:	<input type="text" value="Oakville"/>
Country:	<input type="text" value="Canada"/> <input type="button" value="v"/>
Province/Territory:	<input type="text" value="Ontario"/> <input type="button" value="v"/>
Postal Code:	<input type="text" value="L6H 5R7"/>

## Related Content

- [How do I update our club's contact?](#)