

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**.

Settings

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



General

Add Mailing Address

The address information will be displayed at the bottom of your bulletin when it is sent out.

Upload Venue Map

Replace the Google map by uploading your own image or



Graphics

Upload Club Logo

This logo will display in various sections of your website and bulletin, such as the Meeting Information Widget.

Upload Menu Home Icon

Next Gen Themes Only: This icon will display as the first

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: The mailing address displays on bulletins. To remove the address from the bulletins, please click the Clear and Exit button.

Mailing Address

Address 1:	<input type="text" value="2060 Winston Park Dr"/>
Address 2:	<input type="text" value="Suite 400"/>
Address 3:	<input type="text"/>
City:	<input type="text" value="Oakville"/>
Country:	<input type="text" value="Canada"/>
Province/Territory:	<input type="text" value="Ontario"/>
Postal Code:	<input type="text" value="L6H5R7"/>

[Cancel](#) [Clear And Exit](#) [Save](#)

Related Content

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