How to add and remove Cloud Event organizers

Michael C. - 2025-10-16 - Events & Calendar

Event Organizers allow your organization to provide a point of contact for your events hosted through ClubRunner and allow non-administrators to manage individual events without providing them with a greater level of access than necessary. This allows events to be largely controlled by individual members who have been assigned as an event organizer.

Adding a new Event Organizer

Note

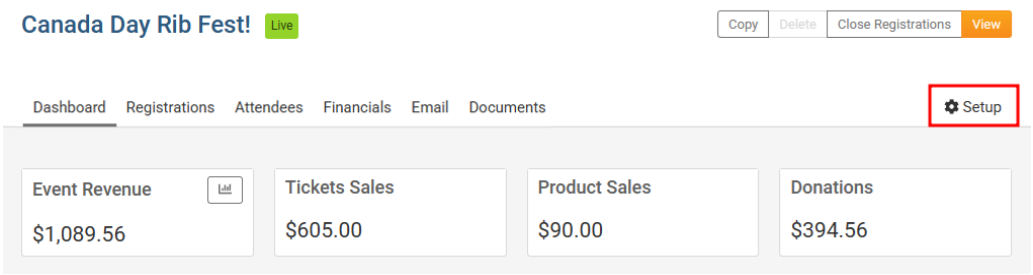
After adding a new event organizer to an event, a confirmation email will be sent to the organizer's provided email address. Future updates to the organizer's **Organizer Role** setting will prompt additional emails to confirm the changes.

1. To access **Cloud Events**, you must go to your website's homepage and log in. **For more information on how to log in, click here.**

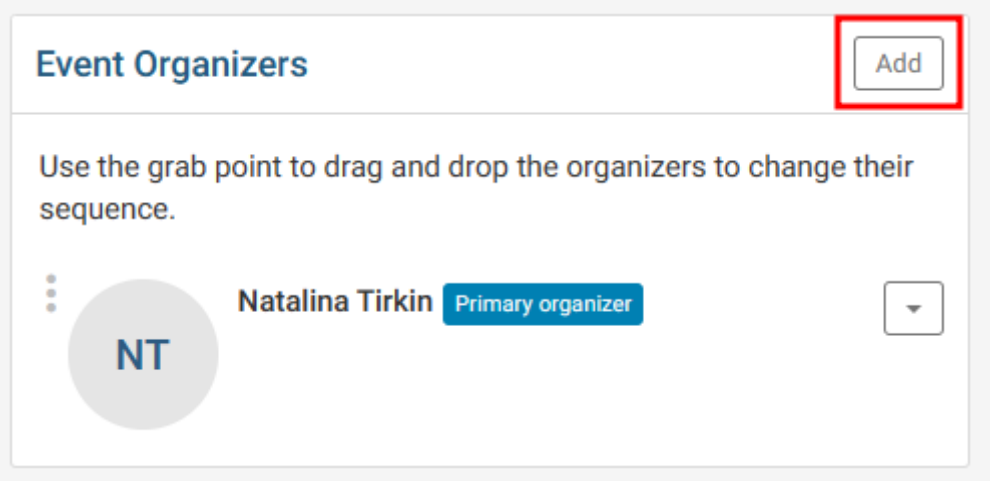
2. After logging in and navigation to the **Member Area**, you will see several tabs along the top of the screen. Click on the **Events** tab, and then click on **Cloud Events.**

3. Click the **Manage** button on the event you would like to add an organizer to.

4. At the top right of the event page, click **Setup** or the **Gear** icon to begin editing the event.



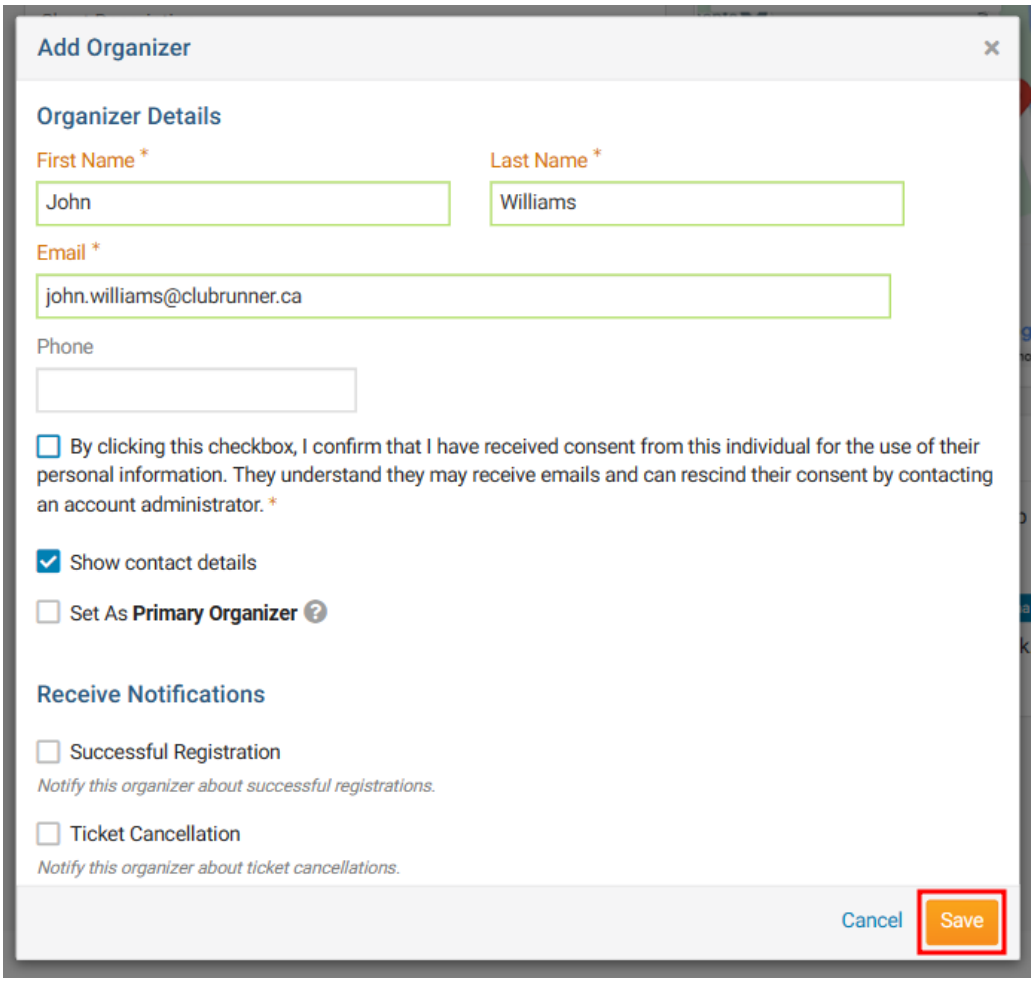
5. Under the Event Organizers section, click on the **Add** button to open the Add Organizer window, where you may enter the organizer's details.



6. The Add Organizer window will appear, providing several options to configure the new event organizer:
    - **Existing Contact -** Allows you to search and select a member of your organization as the event organizer.
    - **Custom -** Allows you to manually add a non-member as an event organizer by providing their contact details. Non-member organizers are unable to be provided an Organizer role, because they cannot login.
        - **First Name** (Required) - Custom event organizer's first name.
        - **Last Name** (Required) - Custom event organizer's last name.
        - **Email** (Required) - Custom event organizer's email address.
        - **Phone** - Custom event organizer's phone number.
    - **Checkbox to confirm consent** (Required) - Check this to confirm you have the person's consent to add them as an event organizer and to save their information into the system.
    - **Show contact details -** Determines whether an event organizer's contact details will be shared with the public on the event registration page.
    - **Set as Primary Organizer -** Sets the event organizer as the event's default point of contact.
    - **Receive Notifications -** Allows you to customize which event notifications the event organizer will receive.
        - **Successful Registration** - Notifies the organizer about successful registrations.
        - **Ticket Cancellation** - Notifies the organizer about ticket cancellations.
        - **Order Cancellation** - Notifies the organizer about order cancellations.

- **Refund Issued** - Notifies the organizer about issued refunds.
- **Payment Received** - Notifies the organizer about received payments.

7. After configuring the new event organizer, click the **Save** button to finalize your changes. Alternatively, click cancel to go back.



Editing an existing Event Organizer

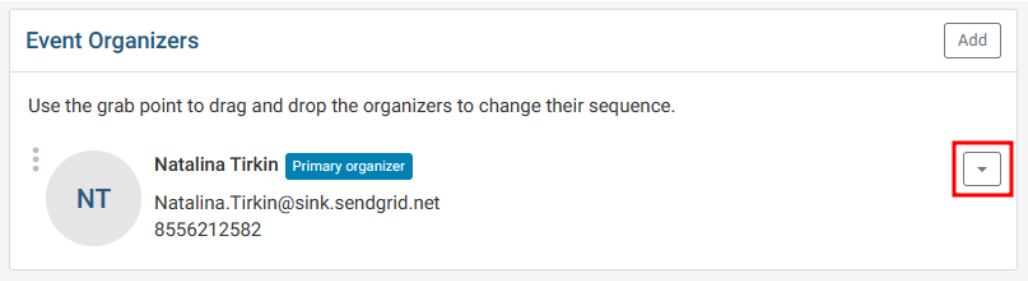
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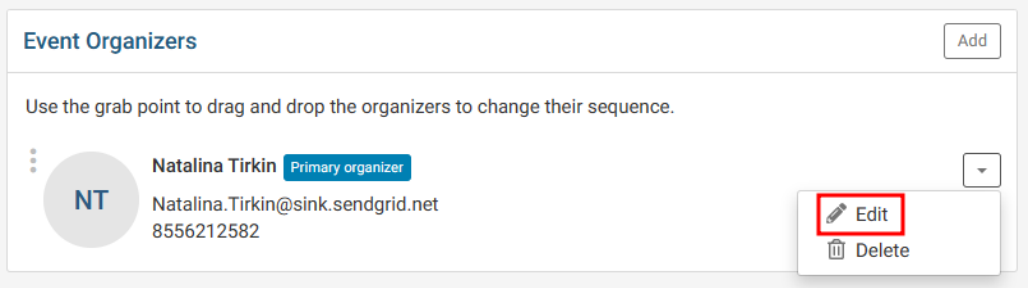
3. Click the **Manage** button on the event you would like to edit the organizers for.

4. At the top right of the event page, click **Setup** or the **Gear** icon to begin editing the event.

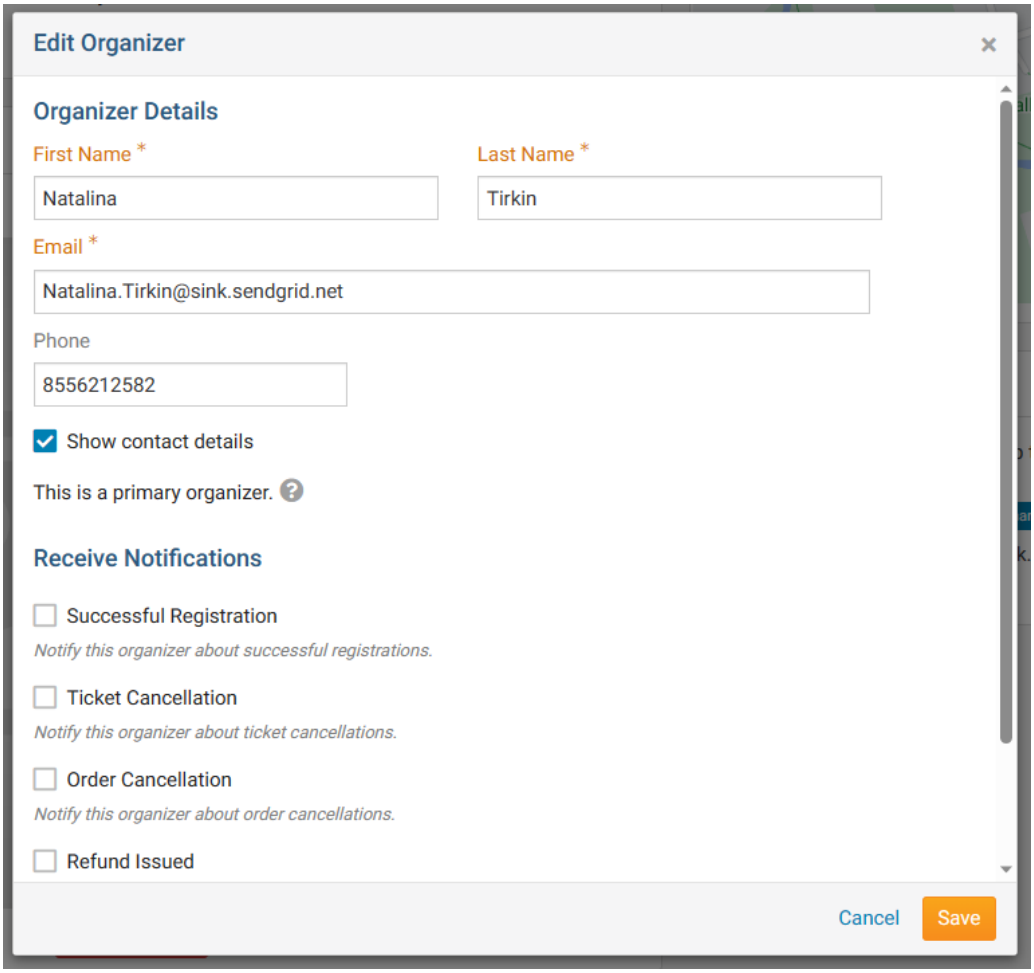
5. Under the Event Organizers section, click on the **dropdown arrow** on the same line as the event organizer.



6. Within the dropdown menu options, click **Edit** button to open the Edit Organizer window.



7. The **Edit Organizer** window will appear where you can make the necessary adjustments. Click the **Save** button to finalize your changes.



Removing an Event Organizer

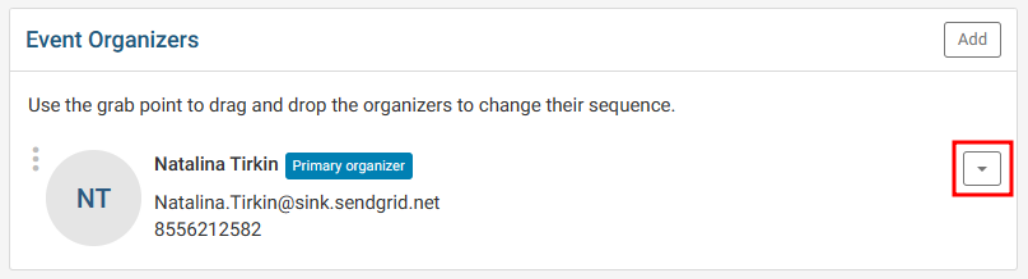
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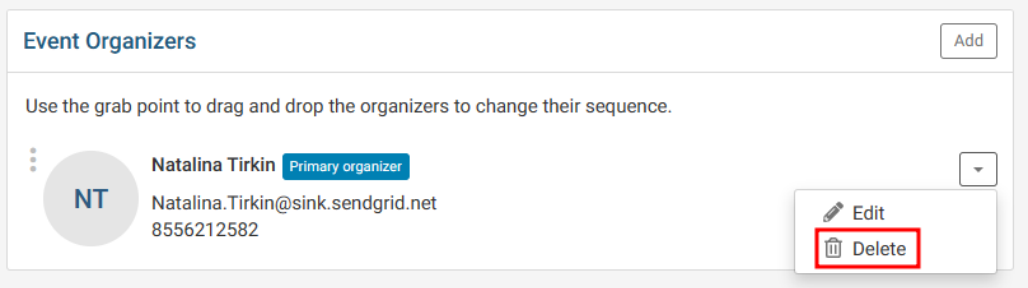
3. Click the **Manage** button on the event you would like to add an organizer to.

4. At the top right of the event page, click **Setup** or the **Gear** icon.

5. Under the Event Organizers section, click on the **dropdown arrow** on the same line as the event organizer.



6. Within the dropdown menu options, click **Delete** to delete the selected organizer from the event.



7. A confirmation window will appear. Click **OK** to confirm and remove the organizer.

Related Content

- How to register a member for a Cloud Event
- How to create a Cloud Event