

ClubRunner

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[NOVA] How to set Event Types on club events

Ryan A. - 2025-08-26 - [Events](#)

Within club events you can set specific "Event Types" to help organize and visually differentiate events on the calendar, and can also be used to filter events by.

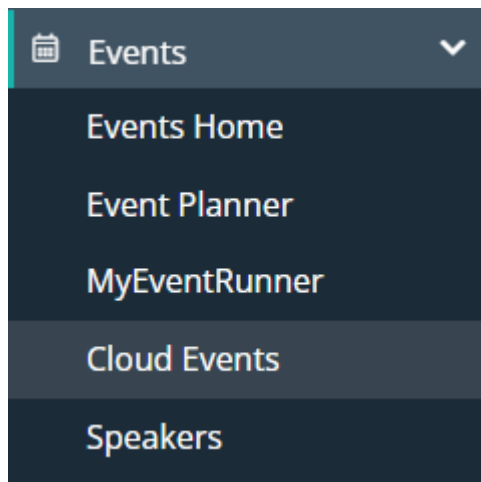
To learn more about adding and managing event types, please see the following article: [How to add and manage Event Types](#)

This article shows how to set the event type on the various types of supported events in ClubRunner:

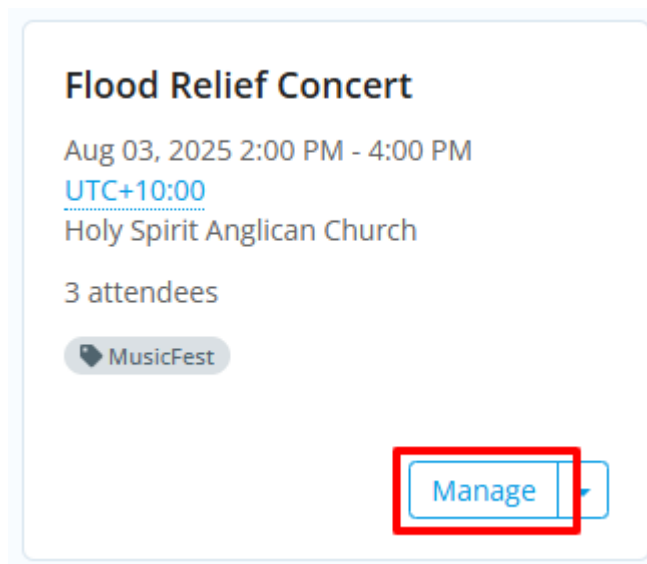
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Cloud Events

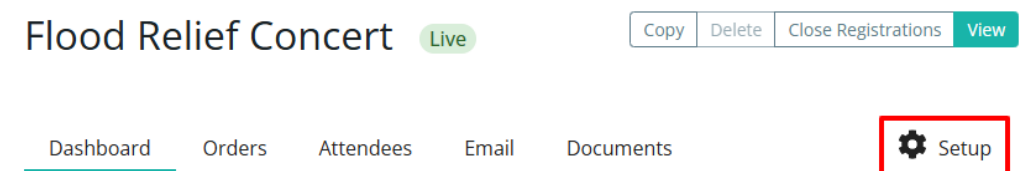
1. Log in to your account through your club homepage, then click on **Member Area** on the top right under your club banner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. Once logged in, click on **Events** in the left-hand side menu and select **Cloud Events**.



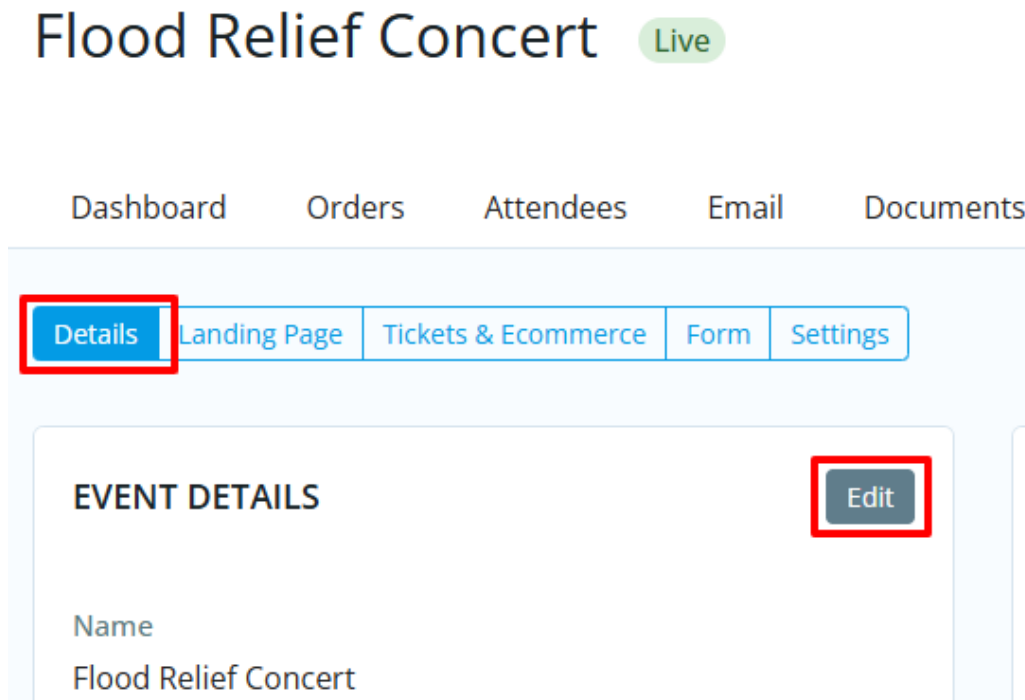
3. Under the specific event you'd like to set the event type on, click the **Manage** button.



4. Now that you're managing a specific event, you'll want to edit its settings by clicking the **Setup** link.



5. Under the "Details" tab, click the **Edit** button to edit the "EVENT DETAILS".



6. In the dialog that appears you will see the "Event Type" setting, where there is a drop-down menu with all of your event types listed so you can select which applies to the event you are editing.

Update Event Details [X]

Name *

 A clear and descriptive title for the event.

Code

 This code is used to track financial transactions for the event.

Event Type

- Board Meeting Event
- Club Event
- Club Meeting
- Committee Meeting
- Deadline
- Fundraiser**
- General
- Official DG Visit

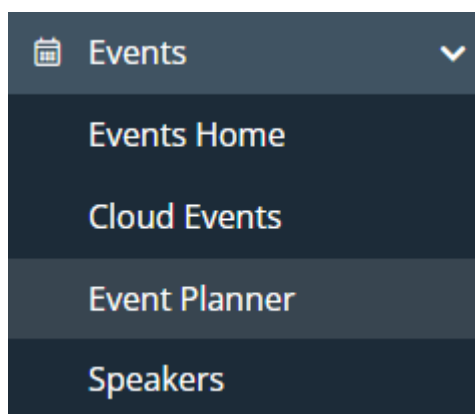
Time Zone

Cancel **Save**

7. Be sure to click the **Save** button shown above to save your changes.

Event Planner

1. Log in to your account through your club homepage, then click on **Member Area** on the top right under your club banner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. Once logged in, click on **Events** in the left-hand side menu and select **Event Planner**.



3. Under the specific event you'd like to set the event type on, click the **Open** button or the **name of the event**.

Dec 13, 2025 **Holiday Party**  Eugene V. Debs Memorial Hall ClubRunner Support Team **Open** [Delete](#) | [Copy](#)

4. Now that you're managing a specific event, you'll want to enter the event details by clicking the **Edit Details** button.

Holiday Party

[Back to Events List](#)

Dec 13, 2025 at 12:12 PM

Event Type

Club Event

Event Code


holiday25

Event Chair

[ClubRunner Support Team](#)

Location

Eugene V. Debs Memorial Hall
135 Herbert St.
Green Town, WI 1234
United States of America

 [View Map](#)

Edit Details

Edit Links

Edit Download Files

5. In the event details you'll see the "Event Type" setting, where there is a drop-down menu with all of your event types listed so you can select which applies to the event you are editing.

Holiday Party

[Back to Event Services](#)

Edit Event Details

Event Name: *

Event Code:

Status:

Event Type:

Board Meeting

Board Meeting Event

Club Event

Club Meeting

Club Meeting

Committee Meeting

Deadline

Fundraiser

Fundraiser

General

membership

Official DG Visit

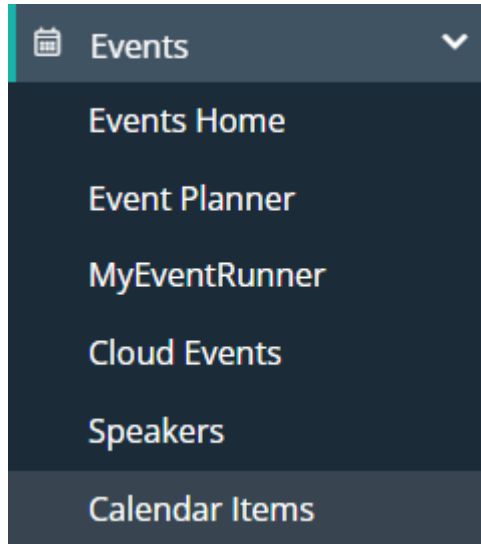
Outdoors event

Club Event ▼

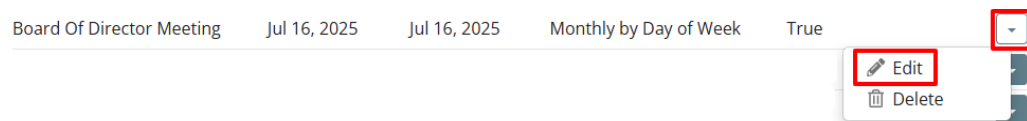
6. Be sure to click the **Save** button at the bottom of the event details page to save your changes.

Calendar Items

1. Log in to your account through your club homepage, then click on **Member Area** on the top right under your club banner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. Once logged in, click on **Events** in the left-hand side menu and select **Calendar Items**.

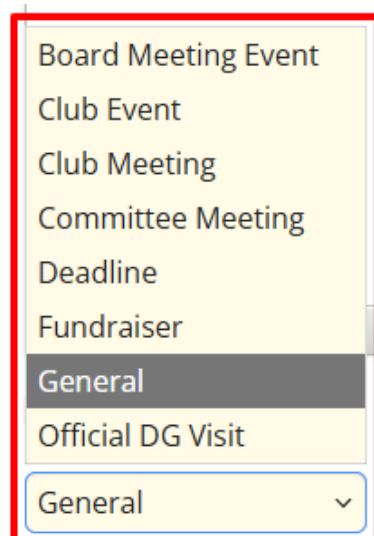


3. Under the specific calendar item you'd like to set the event type on, click the **drop-down arrow** button and then click **Edit**.



4. Now that you're editing the calendar item, scroll down and you'll see the "Event Type" setting, where there is a drop-down menu with all of your event types listed so you can select which applies to the calendar item you are editing.

Event Type



5. Be sure to click the **Save** button at the bottom of the event details page to save your changes.