ClubRunner

How to update member profiles in the ClubRunner Mobile App

Michael C. - 2024-11-28 - ClubRunner Mobile App

Using the ClubRunner mobile app both Club and District staff members are able to update other members profiles.

Navigating to member profiles for Club Staff

1. Open the ClubRunner mobile app through your device's list of applications.

2. If you are not already logged in, you may do so by following the steps in the How do I login to the ClubRunner Mobile App article.

3. In the top left corner of the screen, tap on the menu icon to open the app menu.

4. Click on **Club Members**.

5. Locate and tap on the member who needs to be updated.

Navigating to member profiles for District Staff

1. Open the ClubRunner mobile app through your device's list of applications.

2. If you are not already logged in, you may do so by following the steps in the How do I login to the ClubRunner Mobile App article.

3. In the top left corner of the screen, tap on the menu icon to open the app menu.

4. Tap on **Club Listing**.

5. Locate and tap on the club who's members you want to update.

6. Click on the Members icon at the bottom left corner of the screen.

7. Locate and tap on the member who needs to be updated.

Updating Profiles

1. On the profile, you can tap on the **Edit Profile** icon at the top right of the screen, or the **Edit Profile** button at the bottom.

2. You can now update the fields displayed on the screen. **Note: Fields marked in red are required.**

3. Now that you've made your updates, scroll to the bottom of the profile, and click save. Alternatively, you can also discard your updates by tapping the **X** icon at the top right of the screen.

Note

Who can update profiles

- Club Level

    - Members with increased access levels: 50, 40, and 30

    - Members who are assigned as a Club Executive for the current, previous, or upcoming organization year.

    - Members who are assigned the Club Information Editor role at the District.

- District Level

    - District Administrators

    - District Membership Editors

    - Area Governors (Can only make profile changes for club members within their designated Area)

Note

The following profile updates are currently supported by the Mobile App:

- Name

    - First Name

    - Last Name

- Email & Phone details

    - Primary Email

    - Alternative Email

    - Preferred Phone Type

    - Home Phone

    - Work Phone

    - Cell Phone

- Address Details

    - Preferred Address Type

- Home address

- Work Address

Related Content

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