ClubRunner

Help Articles > ClubRunner Mobile App > How to update member profiles in the ClubRunner Mobile App

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 <u>How do I</u> <u>login to the ClubRunner Mobile App</u> 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 <u>How do I</u> login to the <u>ClubRunner Mobile App</u> 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

- 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
 - $\circ~$ 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.
 - $\circ~$ 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
 - $\circ \ \text{Work Address}$

Related Content

• How to login to the ClubRunner Mobile App