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[NOVA] How do I edit my profile on the district?

Michael M. - 2026-07-23 - [District - Members Articles](#)

Your profile contains details such as your address and contact information, as well as personal information you choose to share with your fellow club and district members. This support article will show you how to update your profile information from your district login.

Quick Links:

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1. To begin, log in to your account through your district homepage, then click on **Member Area** in the top right-hand corner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. In the members area, click **Edit My Profile**.

My Membership



Copper Alfright

Member Type **Standard**
Date Joined Club Jul. 21, 2026
Club Name RC of Kipling
Rotary Number

[Edit My Profile](#)

You may also navigate to your profile by clicking the profile icon in the top right-hand corner of any page, then clicking **Profile**.

English ▼

Help

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Copper Alfright

Support District

Profile

Switch Account

Rotary Club of Kipling

Support District ✓

Logout

3. You are now on the Member Profile screen. This screen contains your personal information, which may

be shared with fellow members of your club or district. To add or update the information that appears, click the **Edit** button in the corner of each block of information.

The image shows a user profile editing interface with two main sections: **DETAILS** and **CONTACT INFORMATION**. Each section has an **Edit** button in its top right corner, which is highlighted with a red box in the original image.

DETAILS

Title	
First Name	Copper
Middle Name	
Last Name	Alfright
Nickname	
Suffix	
Gender	Male
Birthday	

CONTACT INFORMATION

Primary Email	copper.a@sink.sendgrid.net
Alternate Email	
Preferred Phone	Home
Mobile Phone	
Country Code	
Mobile Phone	
Preferred Address	Home

4. You can now enter your personal data into the fields listed or edit existing information. Fields marked with an asterisk are mandatory. If you try to click Save when a mandatory field is blank, you will receive an error message.

The image shows the **Edit** modal form. It contains the following fields and options:

- Title**: Text input field. Below it, a message says: "Title cannot be longer than 12 characters."
- First Name ***: Text input field containing "Copper".
- Middle Name**: Text input field.
- Last Name ***: Text input field containing "Alfright".
- Nickname**: Text input field.
- Suffix**: Dropdown menu with "-- Select One --" and a downward arrow.
- Gender ***: Dropdown menu with "Male" and a downward arrow.
- Birthday**: Text input field with a calendar icon. Below it, a message says: "Year can only be viewed by Club Executive level or higher".

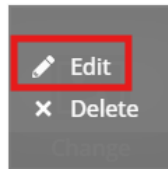
At the bottom right of the modal are two buttons: **Cancel** and **Save** (highlighted in green).

5. When you are finished editing any profile section, click **Save**.

Updating your Profile Picture

1. Click on your profile picture at the top of the page, then click the **Edit** option that appears.

Copper Alfright

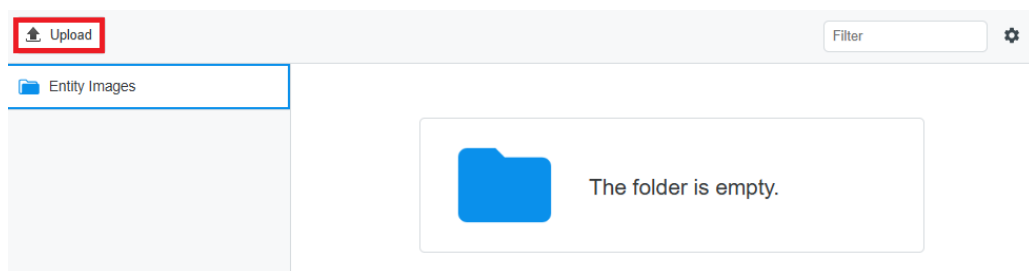


copper.a@sink.sendgrid.net

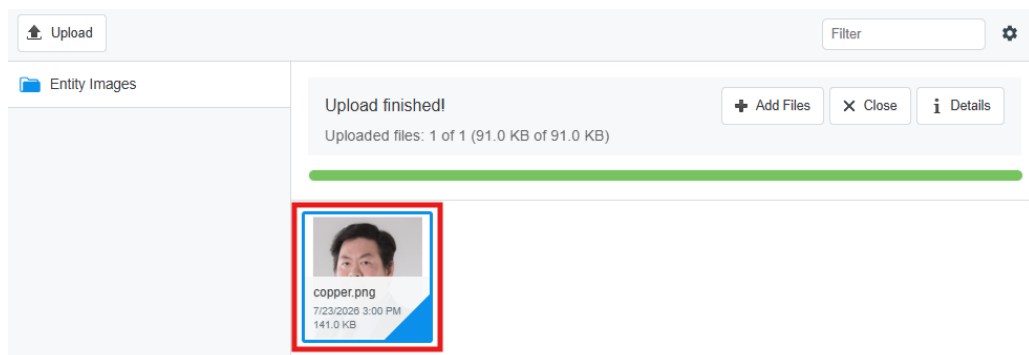
Club RC of Kipling
Member Type Standard
Date Joined Jul. 21, 2026 2 days ago
Club
Last Login
District

Activity Report

2. Click the **Upload** button to choose a new image from your device



3. Double-click the image to set it as your new profile picture.



Tab Information

There are eight tabs on the member profile. Each one contains different information.

Personal

This page displays your personal information and will be the first tab you see when you load your member profile. This area will contain details such as your Contact Information, Social Media links, Home and Work address, and Custom Fields of data that were created by your club or district. The Personal tab is useful for members to see if their profile is up to date.

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DETAILS

Edit

Title

First Name

Middle Name

Last Name

Nickname

Suffix

Gender

Birthday

Copper

Alfright

Male

CONTACT INFORMATION

Edit

Primary Email

Alternate Email

Preferred Phone

Mobile Phone

Country Code

Mobile Phone

Preferred Address

copper.a@sink.sendgrid.net

Mobile

Canada +1

123-456-789

Home

SOCIAL MEDIA

Edit

LinkedIn

X

Facebook

Instagram

https://www.linkedin.com/linkedin

https://www.facebook.com/facebook

HOME

Edit

Home Phone

Country Code

Home Phone

Home Phone

Extension

Home Address

468 Colwooper Lane

Oakville, ON n2n2n2

Canada

Communication

This page displays information regarding your email preferences and communication history. You can edit the Email Preferences and Custom Email Signature, or view a breakdown of your Email History.

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EMAIL PREFERENCES

Receive District Emails

Opted In

Email communications from the district are enabled.

To edit your settings, [go to Email Preferences](#).

CUSTOM EMAIL SIGNATURE

Edit

EMAIL HISTORY

View Detailed Stats

Total Emails	Opened	Delivered	Queued	Bounced	Dropped
3	0	3	0	0	0

STATUS

DATE

FROM

SUBJECT

ACTIONS

Sent

Jul. 23, 2026 11:23 a.m.

Kevin Turner

Support District Invoice: 1000200

Sent

Jul. 23, 2026 11:23 a.m.

Kevin Turner

Order confirmation for 12th Annual Rotary Musicfest (Order #65)

Sent

Jul. 23, 2026 11:23 a.m.

Kevin Turner

You are registered for 12th Annual Rotary Musicfest, Copper

Rotary

This page displays information about your Rotary International details, such as your Rotary Membership Details, Member Designations, and Club Attendance.

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ROTARY MEMBERSHIP

Club Name

RC of Kipling

Membership Type

Standard

Rotary Number

Sponsor

Badge Number

1400370

Classification

Date Joined Club

Jul. 21, 2026

Date Joined Rotary

Jul. 21, 2026

ROTARY FOUNDATION

No Rotary donor recognitions

Rotary donor recognitions will appear here once a donation is made to the Rotary Foundation. For details, log in to [My Rotary](#) or make a donation.

Make a Donation

CLUB ATTENDANCE

100.00%

Current YTD Attendance

View Report

100.00%

Last Year's YTD Attendance

View Report

MEMBER DESIGNATIONS

No designations

To assign designations, go to the [Assign Member Designations](#) page.

Assign Designations

Note

Some details on this tab are not able to be modified without additional access. Contact your club staff for assistance with updating these profile details.

Biography

This page displays your biography. Members or club staff can edit the biography for how it will appear in the context of the district or club.

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BIOGRAPHY ON DISTRICT

Edit

This biography can be viewed by anyone in the district.

BIOGRAPHY ON CLUB

Edit

Club biographies are only viewable by your club members and are not available to district members.

Commitments

This page displays information regarding your various member commitments and responsibilities, and serves as a summary of your interactions with club and district activities. This tab may contain information on Events, Volunteer Tasks, Current Committees, Meeting Responsibilities, and New Member Tasks.

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MY EVENTS

12th Annual Rotary Musicfest

Aug. 21, 2026 2:00 p.m. - Aug. 31, 2026 3:30 p.m. [UTC-04:00](#)

View Events

MY GROUPS



No groups

Groups will appear here once joined.

View Groups

CURRENT COMMITTEES



No committees

Committees will appear here once joined.

MEETING RESPONSIBILITIES



No meeting responsibilities

Meeting responsibilities will appear here once assigned.

Privacy and Settings

This page displays your account information and privacy settings in various contexts. You can use this page to update your username, as well as what personal information is displayed in your district or club profile. You may also reset your password or specify which fields you would like to update at Rotary International's database.

You must know your current password to update it from within your member profile. If you no longer know your password, please read the article: [How do I recover my login information?](#)

The ClubRunner mobile app stores cached data for offline use and when internet connectivity is limited. This means, changes made to your privacy settings may take time to update and display in the mobile app. The mobile application caches member data for 14 days.

Any individuals who are listed in their Club's Executives & Directors list will have their Name and Position listed in the Mobile app. All other privacy options will be respected.

This page displays information regarding your financial interactions with the district. Here you may find your Saved Credit Cards, Wallet Funds, Financial History of invoices and payments, and your Order History which may include membership dues, products, or donations. You may click on an Order Number to view more details regarding the order.

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WALLET

Wallet Balance ?

0.00CAD

Add Funds

Wallet Transaction History

DATEIDTYPENOTEREFERENCEPAYMENTS (CAD)CHARGES (CAD)

No Data to Display

Total0.000.00

FINANCIALS

Balance (CAD) \$125.00

TRANSACTION DATETRANSACTION TYPEDESCRIPTIONAMOUNT (CAD)STATUS

Jul. 23, 2026Invoice12th Annual Rotary Musicfest125.00Not Paid

Business Directory

This page allows you to opt in to a business directory where you can showcase and promote your personal business to other members in the district. You can add your business name, address, logo, and social media links, letting fellow members discover and support your personal endeavours.

For more information, please read the support article: [How do I opt in to the business directory?](#)

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Promote Your Business on the new District Business Directory!

We're excited to introduce a brand-new way to publicize your business to your peers! Introducing the [District Business Directory](#), a dedicated space where you can showcase your brand to your community.

BUSINESS DIRECTORY PRIVACY SETTINGSEdit

Opt Into Business Directory

Show Company Name

Show Business Logo

Show About Us

Show Email

Show Phone Number

Show Address

Show Website

Show LinkedIn

Show Facebook

Show Instagram

Show X

BUSINESS DETAILSEdit

Business Logo

Change

Company Name

Okay Deals

Business Categories

Retail & E-Commerce

Email

okaydeals@sink.sendgrid.net

Phone Country Code

Phone Number

Phone Extension

Address

49 Boulevard Street
Oakville, ON N2N2N2
Canada