

ClubRunner

[Help Articles](#) > [Nova for Districts](#) > [District - Members Articles](#) > [\[NOVA\] How do I opt in to the business directory?](#)

[NOVA] How do I opt in to the business directory?

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

Nova for Districts includes a business directory where members can showcase and promote their personal businesses from their profiles. You can add your business name, address, logo, and social media links, letting fellow members discover and support your personal endeavours.

This support article will show you how to opt in to the business directory from your member profile.

Business Directory

Company Name

Location

25 km

Rotary Club

Business Categories

--- Any ---

Sort By

Business Directory Company Name

^

v

Search

Display

100

persons



CityScape Events

Toronto, ON

Event Services



View



Eastside Community Care

Oakville, ON

Nonprofit & Community Service



View



Little Antique Shop

Oakville, ON

Retail & E-Commerce



View

1. 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



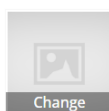
Copper Alfright

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

[Edit My Profile](#)

3. Click the **Business Directory** tab.

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](#)

[Personal](#)

[Communication](#)

[Rotary](#)

[Biography](#)

[Commitments](#)

[Privacy and Settings](#)

[Financials](#)

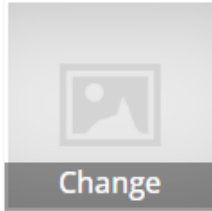
[Business Directory](#)

4. On the following page you'll see boxes where you can enter information related to your business. Click the **Edit** buttons in the Business Details, Media, Social Media, and Biography boxes to add information.

BUSINESS DETAILS

[Edit](#)

Business Logo



Company Name

Business Categories

Email

Phone Country Code

Phone Number

Phone Extension

Address

5. Enter the desired information in the fields, then click **Save**.

Business Details



Phone Country Code	Canada +1
Phone Number	855-621-2582
The phone number provided will be displayed publicly, and be findable via search engines.	
Phone Extension	
Address	
Address Line 1	2010 Winston Park Drive
Address Line 2	
Address Line 3	
City	Oakville
Country	Canada
State/Province *	Ontario
Zip/Postal Code	L6H 5R7

Cancel

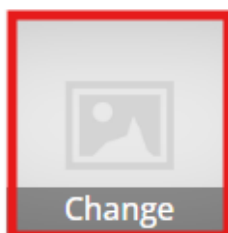
Save

6. You may add or update your business logo by clicking on the logo area, then clicking **Edit**. This will allow you to select or upload a new image to the Image Library.

BUSINESS DETAILS

Edit

Business Logo



7. When you have entered the desired information about your business, click the **Edit** button in the Business Directory Privacy Settings.

BUSINESS DIRECTORY PRIVACY SETTINGS

Edit

Opt Into Business Directory 

8. In the following window, click **Yes** next to "Opt Into Business Directory". Once you do, you'll see options to customize which fields of information are shared publicly in the business directory. Click **Save** when you've set your privacy settings.

Business Directory Privacy Settings

Opt Into Business Directory	☒ Yes	☐ No
Show Company Name	☒ Yes	☐ No
Show Business Logo	☒ Yes	☐ No
Show About Us	☒ Yes	☐ No
Show Email	☒ Yes	☐ No
Show Phone Number	☐ Yes	☒ No
Show Address	☒ Yes	☐ No
Show Website	☒ Yes	☐ No
Show LinkedIn	☒ Yes	☐ No
Show Facebook	☐ Yes	☒ No
Show Instagram	☒ Yes	☐ No
Show X	☒ Yes	☐ No

Cancel Save

Note

Opting in to the business directory is entirely optional, and no member is opted in by default. If you do not opt in, the information you entered into the business directory fields will only be accessible to club and district staff.

9. You will then see the saved settings and a preview of how the business details will appear from the business directory listing. You may click the **Go to Business Directory** button to navigate to the district's business directory listing and view details about other businesses shared by your district's members.

BUSINESS DIRECTORY PRIVACY SETTINGS

Edit

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	✓

DIRECTORY PREVIEW



Kind Hands

📍 Oakville, ON

Other



Go to Business Directory