

ClubRunner

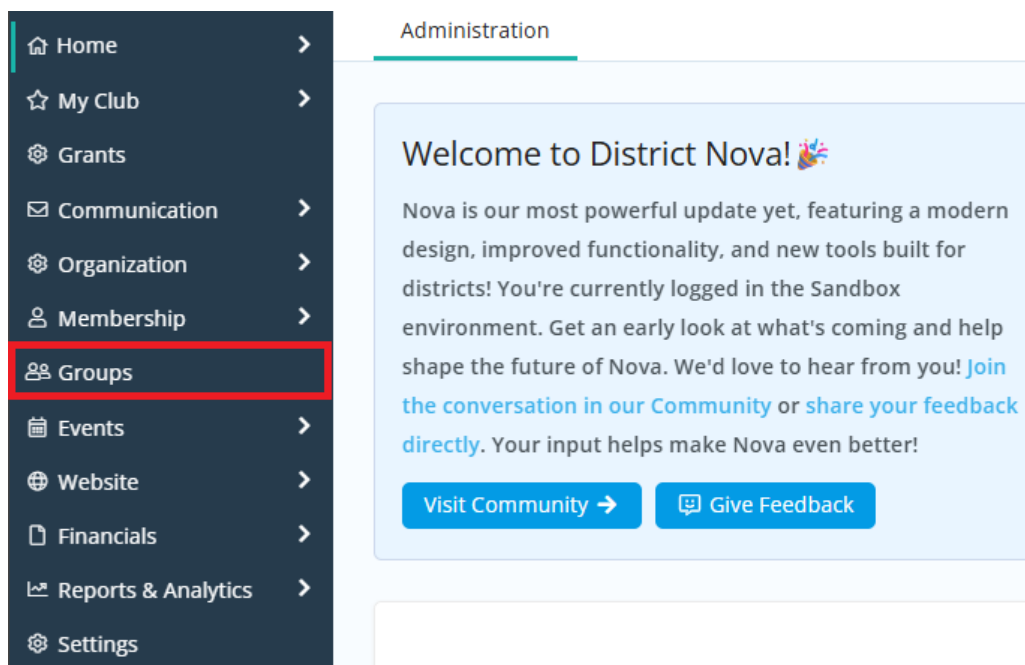
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[NOVA] How do I update the settings for a group on the district?

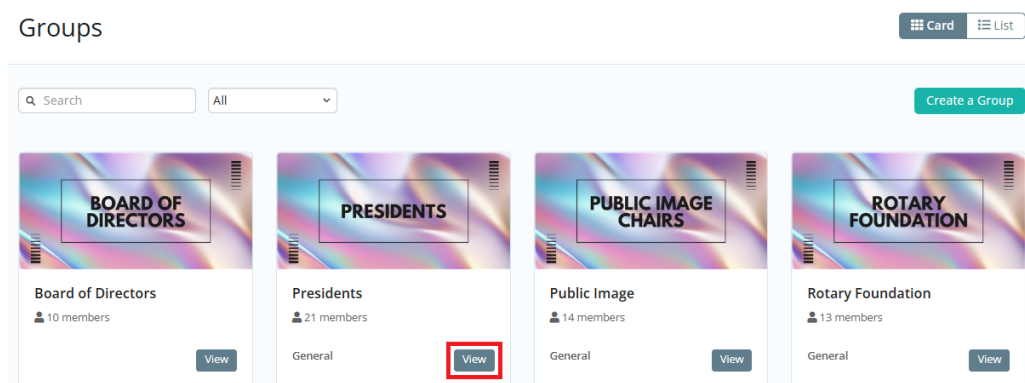
Michael M. - 2026-07-24 - [District - Administrators Articles](#)

District administrators and group admins may make changes to a group's settings. This support article will show you how to modify group details from your district login.

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



3. Click **View** on the group you wish to make changes to.



4. Click the **Settings** button in the top right-hand corner.

Presidents

[Delete](#)[Home](#)[Events](#)[Members](#)[Documents](#)[Emails](#)[Settings](#)

5. You will see various settings and can make changes as necessary.

Presidents

[Delete](#)[Home](#)[Events](#)[Members](#)[Documents](#)[Emails](#)[Settings](#)

BASIC INFORMATION

[Edit](#)

Name

Presidents

Short Description

Club presidents group.

Group Category

General

Group Membership Management

Manual membership

Members join or are added individually.

Group Membership Criteria

RECORD TYPE

SMART LIST

Person

PRIVACY

[Edit](#)

Group Privacy

Open

Hide Event Tab

☒

Hide Member Tab

☒

Hide Document Tab

☒

Hide Email Tab

☒

GROUP IMAGE

[Remove Image](#)

EMAIL NOTIFICATIONS

[Edit](#)

Welcome Email

Welcome to group

[Preview](#)

Farewell Email

Group Leaving email

[Preview](#)

6. Click **Edit** in the Basic Information section to make changes to the group name, short description, category, and the membership management settings.

BASIC INFORMATION

Edit

Name

Presidents

Short Description

Club presidents group.

Group Category

General

Group Membership Management

Manual membership

Members join or are added individually.

Group Membership Criteria

RECORD TYPE

SMART LIST

Person

7. Clicking **Edit** in the Privacy section will open a window where you may choose to hide specific tabs from being used in the group. In this window you may also mark a group as Closed, which will only allow district administrators to manage who can join this group. Members would be able to see the group and read its description but would not be able to see the Join button.

Update Group Privacy

Group Privacy

Open

☐ Hide Event Tab

☒ Hide Member Tab

☐ Hide Document Tab

☒ Hide Email Tab

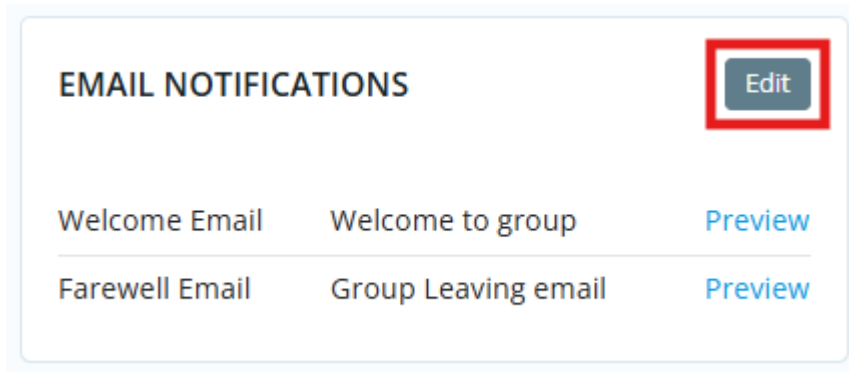
Cancel

Save

Note

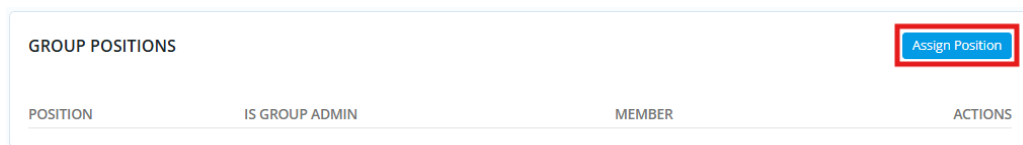
District administrators have full access to all groups regardless of whether they are private or not.

8. You may select which templates are used for Welcome and Farewell emails for the group by clicking **Edit** in the Email Notifications section. By default, groups use the System Welcome and Farewell email templates to thank members for joining or to confirm they left the group. You can create a custom email template to use instead to better suit your needs. Note: To select a new email template, it first has to be created in the Email Templates library.



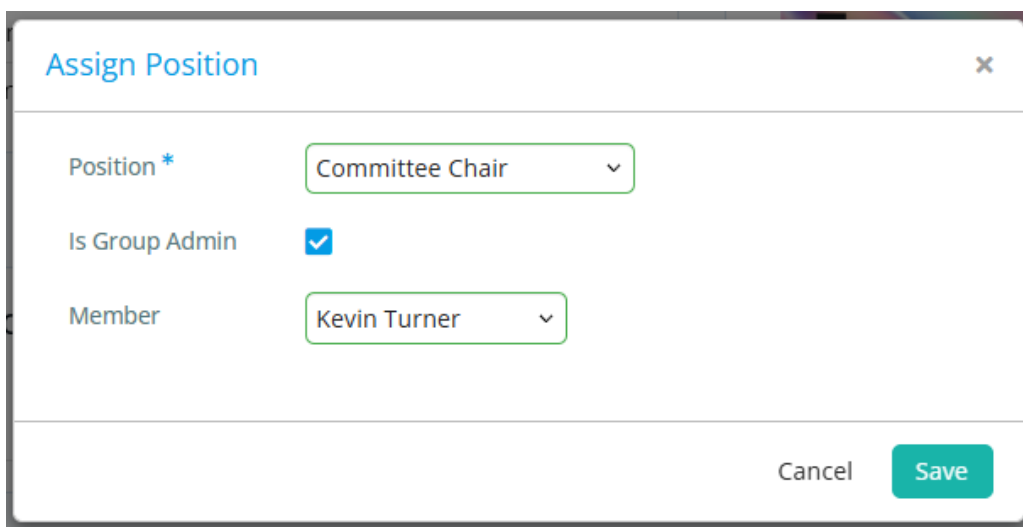
The screenshot shows a panel titled "EMAIL NOTIFICATIONS". In the top right corner, there is a grey button labeled "Edit" which is highlighted with a red rectangular box. Below the title, there are two rows of text. The first row contains "Welcome Email", "Welcome to group", and "Preview". The second row contains "Farewell Email", "Group Leaving email", and "Preview".

9. You may click **Assign Position** in the Group Positions section to note particular member functions in the group.



The screenshot shows a panel titled "GROUP POSITIONS". In the top right corner, there is a blue button labeled "Assign Position" which is highlighted with a red rectangular box. Below the title, there is a table with four columns: "POSITION", "IS GROUP ADMIN", "MEMBER", and "ACTIONS".

Select the appropriate position from the Position drop-down menu, then assign the member from the respective drop-down menu. If you toggle the "Is Group Admin" option, this member will have access to edit the group's settings and manage members if the group has been privated.



The screenshot shows a dialog box titled "Assign Position" with a close button (X) in the top right corner. Inside the dialog, there are three fields: "Position *" with a dropdown menu showing "Committee Chair", "Is Group Admin" with a checked checkbox, and "Member" with a dropdown menu showing "Kevin Turner". At the bottom right of the dialog, there are two buttons: "Cancel" and "Save".

10. Make updates to the group's settings as necessary, making sure to click **Save** in each window to apply your changes.