ClubRunner

Step 2: Domain Name - Optional

Omar S. - 2021-06-28 - New Subscribers Guide

In this step, we'll learn about your new site's web page address, also known as a domain or URL. You'll learn about ClubRunner's default domains, and how to acquire a custom domain of your own.

Default domain names
During the setup of your ClubRunner site, you will be given a default domain name. This domain name is generated according to the following format: "portal.clubrunner.ca/(ClubRunner database number)." So, if your ClubRunner database number is "12345", your homepage URL would be "https://portal.clubrunner.ca/12345."

Using an existing domain name (domain transfer to ClubRunner)
If you have an existing domain name that your club would prefer to use and transfer over to ClubRunner, you will need to follow all four steps below. You only need to follow these steps if you have an existing domain name your club has already purchased and wishes to use.

> **1. Request the Authorization Code**
> You will need to request this code from your registrar either by logging in to your account or by contacting their customer service. How this is done this depends upon your registrar, e.g. GoDaddy, Network Solutions, etc.
>
> *Note: If you don't know who your domain registrar is, you can find out by entering your URL at the WHOIS site linked in the previous step.*
>
> **2. Unlock the Domain Name**
> Login to your current registrar and change the status of your domain to "unlocked." Some registrars may require you to contact them directly in order to achieve this.
>
> **3. Order a Domain Transfer**
> After you have completed the above steps, you can now arrange your transfer with us by either specifying this on your order form, or by emailing us at domains@clubrunner.ca with the name of your domain and a request to transfer. The cost to transfer a domain name is:
> - **$40 USD** per year for a term of **3 years**
> - **$35 USD** per year for a term of **5 years**
> - **$30 USD** per year for a term of **8 years**
>
> **4. Inform ClubRunner of any existing emails associated with the domain**
> Emails associated with the domain will NOT transfer over. As an example if your club is already using the email "info@rotaryclub.org" then that email will no longer work once the domain is transferred over to ClubRunner.

Note: this fee may differ if purchasing 'non-standard' domains (i.e. not ending with .com or .org) or special country-specific domains. Please contact our team for to see if your specialized domain might incur a different cost.

Get a new domain name through ClubRunner
If you want your own domain name, and don't yet have one, ClubRunner can provide you with a custom domain. Simply fill our the Domain name order form with your desired domain name and we will register it on your behalf. This service costs the same as listed above (3, 5 or 8 year term).

To access the ClubRunner Domain order form, please click here, or call us toll free at **1-855-621-2582** if you have any questions.

Domain aliasing
ClubRunner allows you to administer your club's own domain name while pointing it to your ClubRunner site. To find out how to do this, refer to our page on **domain aliasing**.

NOTE: there will be a fee for clubs who register and manage their own domain name, the "domain

aliasing" fee. The cost for this domain aliasing is **$35 per year**. This fee is related to the **SSL certificate and enhanced DNS services**. This means that your club's domain has HTTPS support and can switch to ClubRunner managed DNS services.

The managed DNS services allow your club not to have to worry about ClubRunner related DNS changes, and simplifies our domain aliasing process. This means that if there was a change related to ClubRunner's required DNS entries, we would update these on your behalf. Our DNS services are also geo-replicated, meaning that your end users always get the fastest response to where your club's website is located on the internet, improving access times to your website.

Please note this fee is charged only to non ClubRunner-managed domains. If ClubRunner manages your domain name for you, this fee will not apply.

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*Go back to **Step One**, or proceed to **Step Three**.*

Related Content

- Domain name purchase through ClubRunner
- Domain transfer to ClubRunner
- Step 3: Club Information Settings
- Step 1: Setting up your member data