Welcome to ClubRunner!

Introduction

Thank you for choosing ClubRunner! ClubRunner is a powerful **online communication** and **administration** tool that will facilitate your club's activities and correspondence. This guide will show you how to retrieve your password, login, and manage your profile.

1) Logging In

In order to receive your password for your website, go to the **Login** tab on the website and click on **New user?**. This will direct you to the **Retrieve Login Information** screen.

You will be asked to enter your *last name* and your *email address*, once done click the **Submit** button. You will receive an email which will ask you to click on a link to retrieve your credentials.
Note: *the last name and email address you provide must match what is on the record for security purposes. If you are unable to get your password, please email* support@clubrunner.ca *with your name and club. To learn more please* **click here** *for a step by step article with details.*

After you retrieve your login credentials, you can now access your club's website and the Administration page. The Administration page is a member's only page where you will be able to edit your profile, email other members, and contribute content to your site. You should see your name at the top right hand corner of the webpage.

For future reference, record your login information below.

Login name:	
Password:	

2) Editing Your Profile

Once you have logged into your website, you have the opportunity to edit and manage your profile. This is important as you will need to edit your profile in order to receive all email correspondence.

To do so, click on **My ClubRunner** on the grey menu bar near the top left, then click **My Profile** on the blue menu bar.
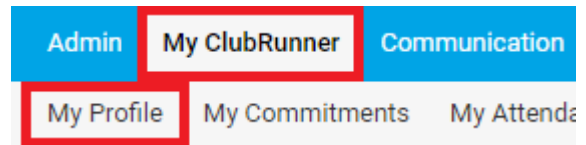
You can click on the blue **Edit** button on the right to edit the data fields. Once done, click the **Save** button near the bottom.

3) Updating Content on Site

If you have the appropriate access level, you can add some personalized content to your site, through the Stories, Links, Downloads, Speakers, Photo Albums, and Site Pages. To access these content areas, either click on the links within the **Website Manager** section of the Admin page, or simply click on the **Website** tab, then select the **Website Content** menu option. For more detailed instruction on adding content to your site, see this **help page**.

This guide is an excerpt of the extensive online help available on your website. To access the online help, Visit: www.ClubRunnerSupport.com