Login to ClubRunner:

Step 1: Click on the Member Login (ClubRunner V3) OR Login (ClubRunner V2) link found in the top right corner of the website.

Step 2: Enter your Login Name and Password. You may have previously received your login information via email from your administrator/secretary.

Step 3: If you entered the incorrect login/password information, an error message appears. You can click on For help logging in, click here for assistance or you can click on If you have forgotten your login or password, click here to retrieve your login information.
Step 4: If you cannot find or remember your login information then you can click on the link called: **New and existing users: retrieve login and/or reset password.**

Step 5: **For Club Sites:** You will be asked to enter your last name and email address that is associated with your ClubRunner account.

**For District Sites:** You will be asked to select your Club name, enter your last name and email address that is associated with your ClubRunner account.

Populate the information and click on the **Submit** button.

For Club Sites:

```
Retrieveal Login Information

Please enter your last name and email address to retrieve your login name and/or reset your password.

* Denotes a required field.

Last Name: 
Email Address: *

Submit  Cancel
```
For District Sites:

Step 6: If the Information is found you will see a message indicating that the profile was successfully located and an email will be sent to that address.
Step 7: Open the email that was sent and click on the **Reset Password** link or copy and paste the URL into the address bar of your internet browser. Please note this link will only remain valid for **8 hours**.

Hello

You have requested to retrieve your Login Name and/or reset your password for the ClubRunner Website Service website. Please click on the link below to continue:

Reset Password Link

https://www.crsadmin.com/Gen/PasswordReset.aspx?eaid=eYH4kcQkJPCoHl%2bfR5v28w%3d%3d&emid=ZPz27do5yOC5tMV3oJhxA%3d%3d&etoken=52wc744ueKphzPavNXsoEeqaXupZ9qmClr%2bQyVHThO%3d

If the link above does not work, copy and paste it into the address bar of your browser. Please note that this link is only valid for **eight hours**, after which you will need to retrieve your login information again.

For assistance or technical support, please go to [www.clubrunnersupport.com](http://www.clubrunnersupport.com).

This message was automatically generated by ClubRunner for WRClubRunner.

Step 8: You should now be taken to the Reset Password Page. Section 1 contains your **Login Name** information; please make note of the login name. Section 2 contains the reset password fields.

![Reset Password Page](image)

Step 9: Enter and confirm your new password and click the **Submit** button. Note, the bar is to help you get an idea of how secure your password is, using a combination of letters and numbers is recommended.

![Password Security](image)
Step 10: If your password reset is successful, you will receive a confirmation message. Click the Return to go back to the login page.

Reset Password for John

Your password has been successfully reset. Click on the Return button to go to the Login page.

Step 11: Enter your Login Name (the name provided in Step 7) and your new Password.