



MEMBER LOGIN GUIDE

WWW.COLORADOELKSASSOCIATION.ORG

WELCOME TO THE NEW COLORADO ELKS ASSOCIATION WEBSITE!

With the power of ClubRunner, we have curated a powerful **online communication** and **administration** tool that will facilitate CEA activities and correspondence. This guide will show you how to retrieve your password, log in, and manage your profile.

1. LOGGING IN

Start out by heading to www.coloradoelksassociation.org

Click the **Login Tab** on the top right-hand corner of the homepage. Then select **New User**.

From the Club drop-down select **Colorado Elks Association**. You will be asked to enter your **first name, last name, and your email address**. Once done click the **Submit Button**. You will receive an email that will ask you to click on a link to retrieve your credentials.

Note: that 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.

After you retrieve your login credentials, you can now access the CEA Website and the Administration page. The Administration page is a member-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. If you have trouble logging in, please email support@clubrunner.ca or coelkswebmaster@gmail.com

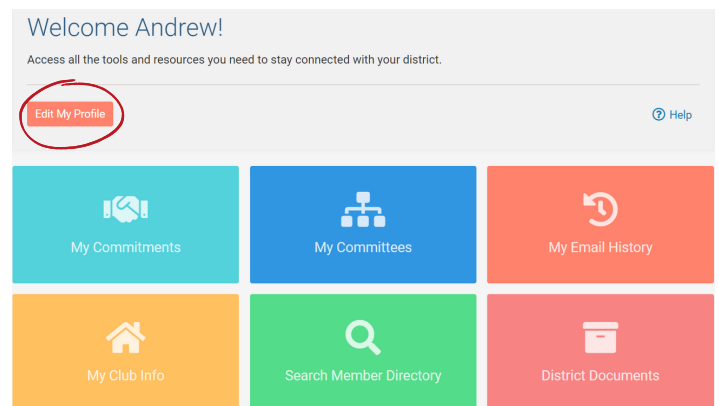
For future reference, record your login information below.

Login Name:	
Password:	

2) EDITING YOUR PROFILE

Once you are logged into the CEA website, you can edit and manage your profile.

To do so, click on the **Member Area button** on the top right navigation menu. Then select the **Edit My Profile button** on the member dashboard. You can click on the **Edit button** to fill in the data fields. Once done click the **Save button**.



QUESTIONS? EMAIL US!

coelkswebmaster@gmail.com

Download the ClubRunner App & Access the CEA Online



Apple App Store



Google Play Store