

# How to update RunSignup and KARC information

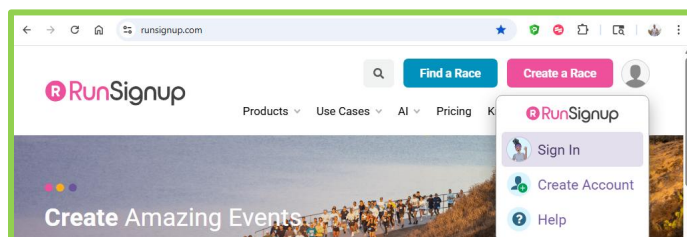
The new website uses RunSignup as a basis for the membership and management of your account and login.

This means that your common information and login data are with RunSignup and KARC only requests some additional information for training and safety purposes.

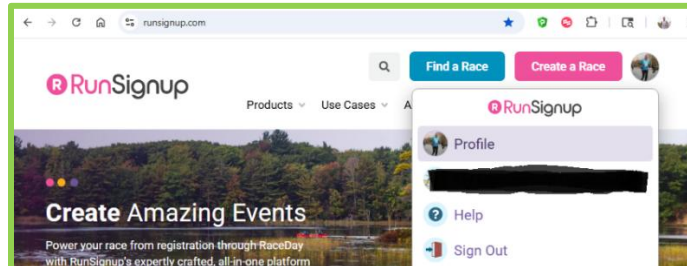
## How to update RunSignup information

Your account with RunSignup hold your name, basic information and login/password

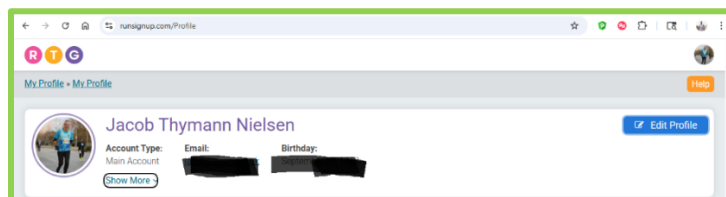
1. Go to <https://runsignup.com/>
2. Click the **silhouette icon** (top right) and login with your RunSignup email and password



3. Click **Profile** in the menu



4. Click **Edit Profile**



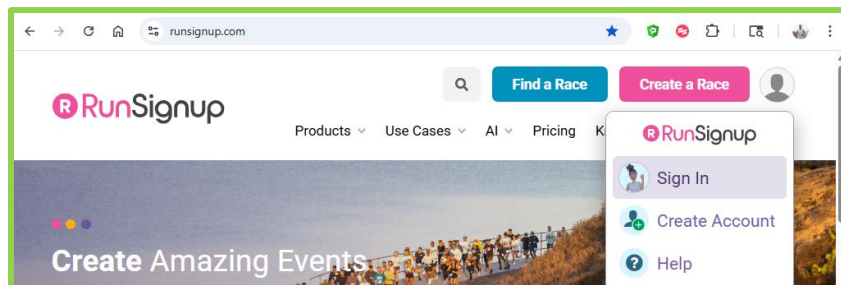
5. In the profile page you can edit/update the information about you, incl. name changes, email/password, etc.
  - a. **Recommendation:** Add a profile picture. That way it is easy to see if you are logged in, because your picture will replace the silhouette icon.

## How to update your KARC information

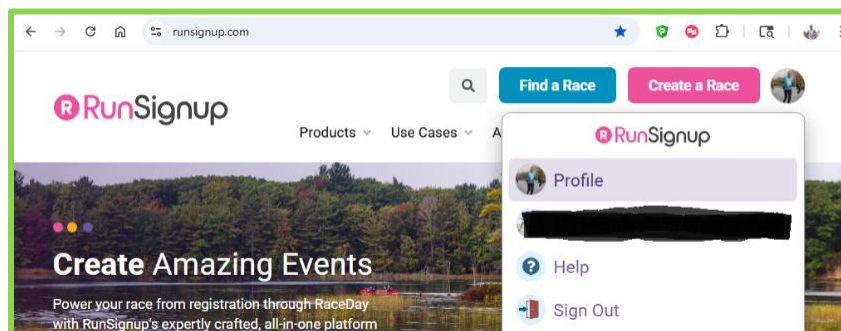
Your emergency information is only accessible to KARC if you add it here!

This workflow is **one-time only** because we imported all current members and the import process does not enable import of emergency contact information.

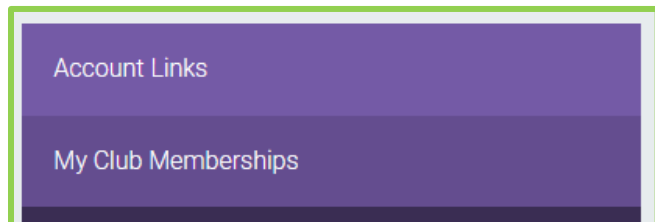
1. Go to <https://runsignup.com/>
2. Click the **silhouette icon** (top right) and login with your RunSignup email and password



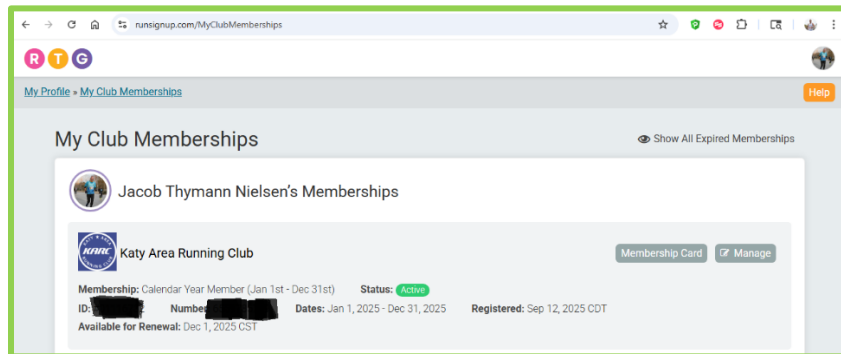
3. Click **Profile** in the menu



4. Scroll down to and click **My Club Memberships**



5. Click **Manage**



6. All your basic data is in the **My Membership** view

The screenshot shows the 'Membership Dashboard' for Jacob Thymann Nielsen. On the left, a sidebar lists options: 'My Membership', 'Update Question Responses', 'Edit Member', 'Manage Renewals', and 'Cancel Membership'. The main content area displays the member's profile with a 'Manage' dropdown, a photo, and basic details like email, phone, and gender. To the right, 'Membership Details' shows the member is a 'Calendar Year Member' (Jan 1st - Dec 31st), joined in January 2025, and expires in December 2025. It also lists the membership ID and number, and a 'Renew Now' button.

7. Click **Update Question Responses**, edit the information and click **Update Responses**

This screenshot shows the 'Update Question Responses' form. The sidebar on the left now highlights 'Update Question Responses'. The main form area contains a section titled 'What is your training pace? Select one or more groups.' with several checkboxes: 'Bobcats - Walkers', 'Spartans - 12:00 min/mile or slower', 'Mavericks - 11:00-12:00 min/mile', 'Mustangs - 10:00-11:00 min/mile', 'Tigers - 9:00-10:00 min/mile' (which is checked), and 'Cougars - 8:00-9:00 min/mile and Falcons - 8:00 min/mile or faster' (which is also checked). Below this, there are text input fields for 'Emergency Contact Name' and 'Emergency Contact Phone Number', both labeled with the member's name. At the bottom, there is a blue 'Update Responses' button.

The emergency contact information capture is just like when you enter for running events.

**Your emergency information is only accessible to KARC if you add it here!**

When you renew your membership later, this will all be much easier in the signup process!

If you are still here, congratulations on completing it all!

Go for a run!