

Adding New Stories

Log into the club website

Scroll Down to the second section on the left under Website Manager.

Click on Edit Stories

The screenshot shows the ClubRunner Admin interface. At the top, there is a navigation bar with the ClubRunner logo and the tagline "club communication made easy". The user is logged in as "C.E." and is viewing the "Admin" page. The main content area is divided into several sections:

- Admin**: Contains a link to the old admin screen and two columns of links. The left column includes "My ClubRunner" (with sub-links for profile, password, photo, commitments, activities, friends, bulletin, directory, photo directory, printable directory, message center, documents, attendance, and committees) and "Membership Manager" (with sub-links for member lists, orientation, billing, reports, updates, executives, committee management, and birthday reports).
- My Billing Account Balance**: A link to view the account balance.
- Website Manager**: Contains links for editing home page links, stories, news, events, speakers, download files, site pages, photo journals, club documents, and event registration. The "Edit Stories" link is highlighted.
- Club eBulletin**: Contains links for editing bulletin contents, viewing the club bulletin, and emailing the bulletin to members.
- Member Designation**: A link to manage member designations.
- Meeting Services**: Contains links for inputting attendance, report make-ups, printing member lists, attendance reports, monthly club reports, customized attendance reports, and editing duty rosters.
- Administrator**: Contains links for editing club info, uploading meeting venue maps, and editing club logos.

The Windows taskbar at the bottom shows the system tray with the time 2:14 PM and several open applications: Outlook Today, ClubRunner Admin, and Document1 - Micro...

Click Add New Story

ClubRunner: Stories

ClubRunner™
club communication made easy

Welcome, C.E. [\[Logout\]](#) | [Admin](#) | [Website](#) | [A](#) [A](#) [A](#)

Sooner Rotary

[Main](#) | [My ClubRunner](#) | [Communication](#) | [Membership](#) | [Organization](#) | [Website](#)

[Website Designer](#) | [Website Content](#)









Website Content

- Stories
- Links
- News
- Speakers
- Download Files
- Site Pages
- Photo Journals
- Documents
- Sponsorship Area
- Sponsorship Guide

Stories

[Show All Stories](#) [Publish Changes to Home Page](#)

[Add New Story](#)

	Title	Editor	Home	Story	Bulletin Date	Actions
⬇	Sooner Rotarians Meet at the New Armory for June 29 Meeting	Christi Moore	Yes	Yes	Yes	 
⬇	Clear Bay Grill Sunday Supper	Lucinda Francis	Yes	Yes	Yes	 
⬇	Le Tour de Vin 2010!	Christi Moore	Yes	Yes	Yes	 
⬇	Beau Deen Is Sooner Rotary's Newest Member!	Christi Moore	Yes	Yes	Yes	 

[Go Back](#)

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This screen is pretty much the same. They have added a new feature where you can embed You Tube videos.

ClubRunner: Edit Story

ClubRunner™
club communication made easy

Welcome, C.E. [Logout] | Admin | Website | [A] [A] [A]

Sooner Rotary

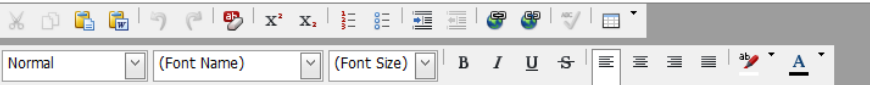
Main My ClubRunner Communication Membership Organization Website







Website Designer | Website Content |

Edit Story

Title:

Brief:



Normal (Font Name) (Font Size) B I U      

Design HTML Preview

Embed Video From YouTube

Image:

Editor


Members:

Show In

Home Page: Yes No

Story Tab Page: Yes No

Bulletin: Yes No

Story Date 

After you enter the story and upload a photo, Click the Save Button

Here's what is new. Once you finish the story, you are taken back to the Stories Page.

You need to click the button: Publish Changes To Home Page.

Once you click this button, the changes will be added to the home page.

Website Content






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Stories

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Click on the Website link in the upper right to view the home page of the website.