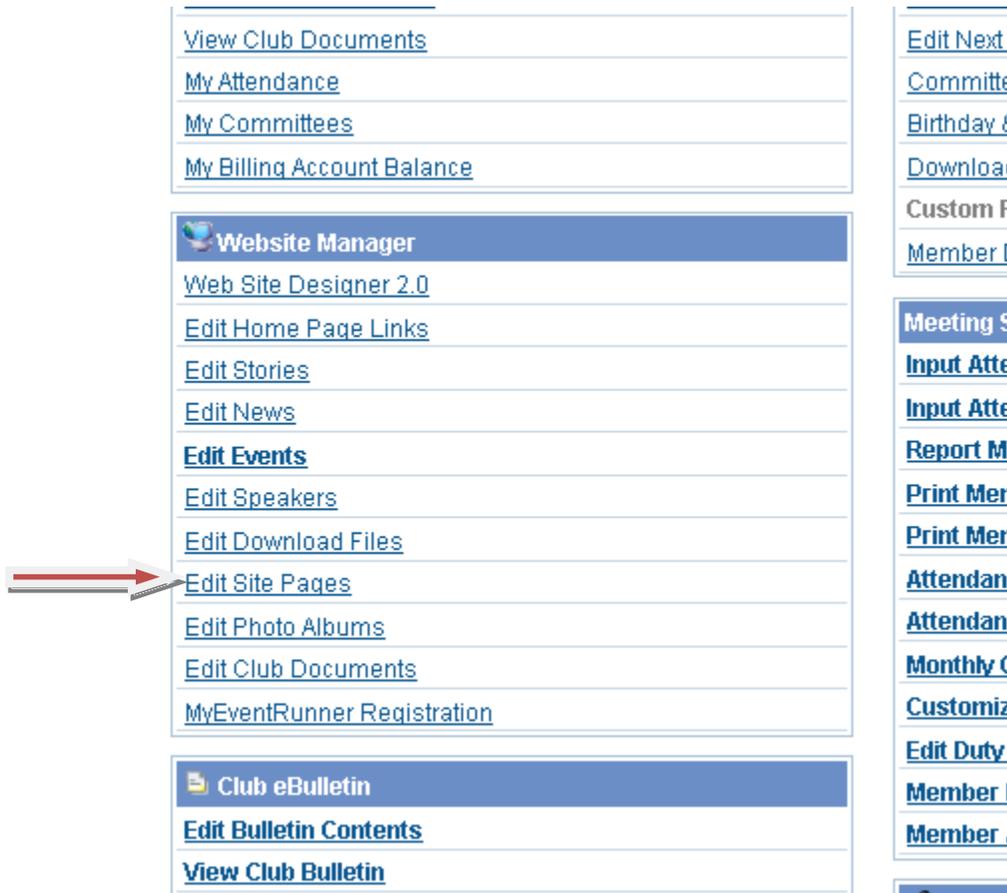


# How to add content to your Committee/Subcommittee Site Page

1. Log-into ClubRunner.
2. You will now be on the “Admin” page. Select “Edit Site Pages”



The screenshot shows the ClubRunner Admin interface. On the left, there are two main sections: 'Website Manager' and 'Club eBulletin'. The 'Website Manager' section contains several links, with 'Edit Site Pages' highlighted by a red arrow. The 'Club eBulletin' section contains 'Edit Bulletin Contents' and 'View Club Bulletin'. On the right, there is a vertical list of links including 'Edit Next Committee', 'Birthday &', 'Download', 'Custom F', 'Member C', 'Meeting S', 'Input Atte', 'Input Atte', 'Report M:', 'Print Men', 'Print Men', 'Attendan', 'Attendan', 'Monthly C', 'Customiz', 'Edit Duty', 'Member I', and 'Member I'.

3. You should now be on the “Site Pages” page. Select the magnifying glass which corresponds with your Committee’s page. For example we’ll select the magnifying glass corresponding with “Public Relations”.



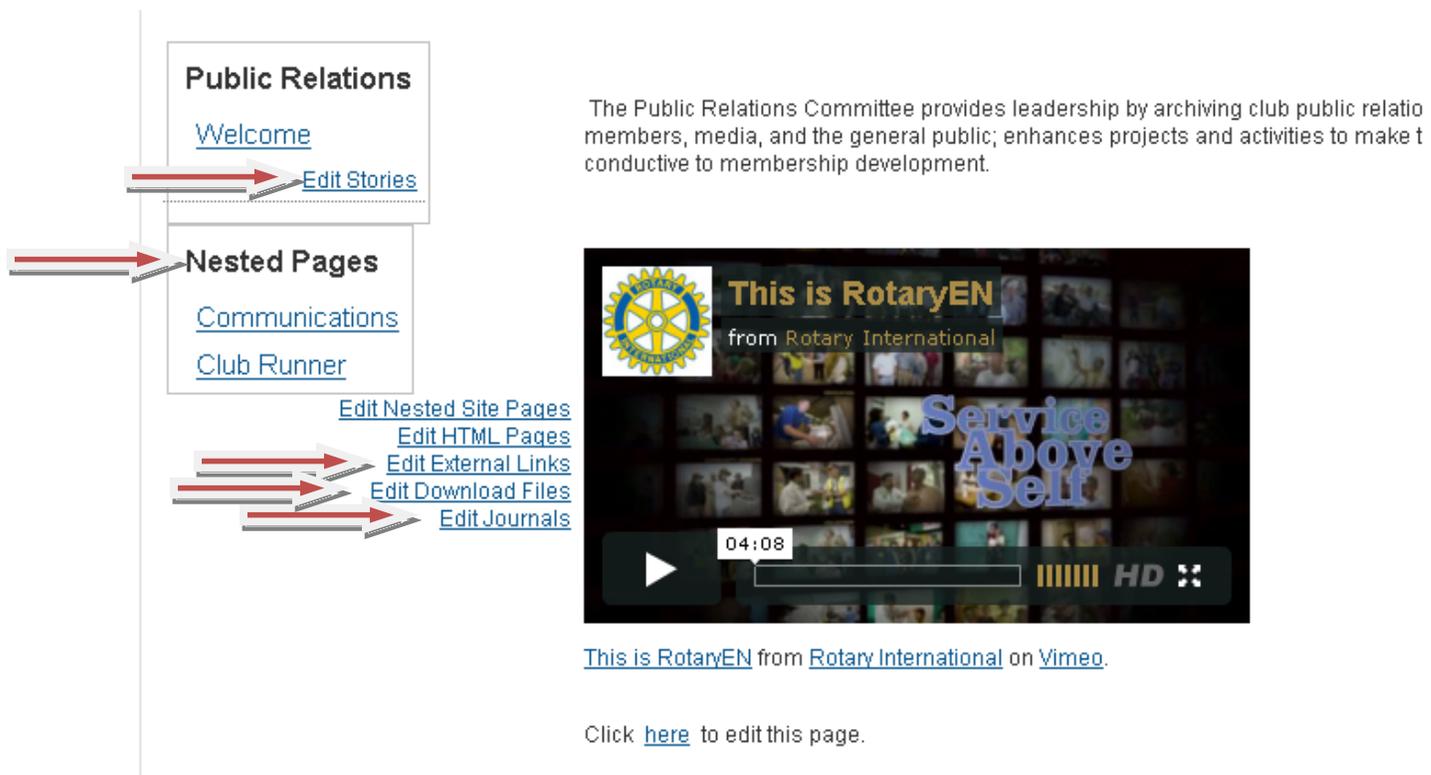
The screenshot shows the 'Site Pages' page with a table of site pages. The table has columns for 'Title', 'Owner', and 'Actions'. A red arrow points to the magnifying glass icon in the 'Actions' column for the 'Public Relations' row.

Site Pages			Add New Site Page
Title	Owner	Actions	
↑ [icon] About Our Club	Craig MacMullen	[magnifying glass] [trash] [edit]	
↑ [icon] CONTACT US ... Via snail mail!	Craig MacMullen	[magnifying glass] [trash] [edit]	
↑ [icon] Fundraising	MacDonald, Percy	[magnifying glass] [trash] [edit]	
↑ [icon] Public Relations	MacDonald, F	[magnifying glass] [trash] [edit]	
↑ [icon] Administration	MacDonald, Percy	[magnifying glass] [trash] [edit]	
↑ [icon] Membership	MacDonald, Percy	[magnifying glass] [trash] [edit]	
↑ [icon] Persons with Disabilities	MacDonald, Percy	[magnifying glass] [trash] [edit]	

**4. You will now be on the “Public Relations” welcome page.**

**From here you decide whether you would like to “Edit Stories”, “Edit External Links”, “Edit Download Files” or “Edit Journals” (Journals are Photo Albums).**

**If you want to edit a Subcommittee page select the Subcommittee from the list of “Nested Pages”.**



The screenshot shows a navigation menu on the left with the following items: **Public Relations** (with sub-links [Welcome](#) and [Edit Stories](#)), **Nested Pages** (with sub-links [Communications](#) and [Club Runner](#)), and a list of editing options: [Edit Nested Site Pages](#), [Edit HTML Pages](#), [Edit External Links](#), [Edit Download Files](#), and [Edit Journals](#). Red arrows point to [Edit Stories](#), **Nested Pages**, and the editing options. To the right, a text block describes the Public Relations Committee's role. Below that is a video player showing a video titled "This is RotaryEN" from Rotary International, featuring the Rotary logo and the motto "Service Above Self". The video player shows a play button, a progress bar at 04:08, and an HD icon. Below the video player, there is a caption and a link to edit the page.

The Public Relations Committee provides leadership by archiving club public relations members, media, and the general public; enhances projects and activities to make it conducive to membership development.

[This is RotaryEN](#) from [Rotary International](#) on [Vimeo](#).

Click [here](#) to edit this page.

**Note: You will edit the Subcommittee pages (listed in “Nested Pages”) in the same way we will edit the Committee Page.**

**The following pages will show you how to add/edit Stories, External Links, Download Files and Journals.**

# How to Add/Edit Stories

## 1. To add new stories select “Edit Stories”



**Public Relations**  
[Welcome](#)  
[Edit Stories](#)

**Nested Pages**  
[Communications](#)  
[Club Runner](#)

[Edit Nested Site Pages](#)  
[Edit HTML Pages](#)  
[Edit External Links](#)  
[Edit Download Files](#)  
[Edit Journals](#)

The Public Relations Committee provides leadership by archiving club public relations members, media, and the general public; enhances projects and activities to make it conducive to membership development.



[This is RotaryEN](#) from [Rotary International](#) on [Vimeo](#).

Click [here](#) to edit this page.

## 2. You will be directed to “Site Page Stories”. Now select “Add”.



Title	Action
Welcome	<a href="#">Add</a>

## 3. Next fill out the information for your Story.

**Link Title:** Title displayed in the list of stories.

**Image:** Image displayed at the beginning of the Story.

**Heading:** Header displayed above the story you will type up.

**Text:** Finally type up your story in the same format as you would if you were using Microsoft Word and when you click “Save” it will post your story to the Website.

Site Page Stories Editor

Link Title:

Image:  [Browse...](#)

Heading:

Text: 

Design HTML

[Embed Video From YouTube](#)

Modified By:  
Modified On:

[Save](#) [Cancel](#)

**Note:** If you want to “Embed a Video from YouTube” I will cover it in another tutorial.

# How to Edit External Links

## 1. To add a link to another website select “Edit External Link”

The screenshot shows a website editor interface. On the left, there are two main navigation menus: "Public Relations" with links for "Welcome" and "Edit Stories", and "Nested Pages" with links for "Communications" and "Club Runner". Below these are several utility links: "Edit Nested Site Pages", "Edit HTML Pages", "Edit External Links" (highlighted with a red arrow), "Edit Download Files", and "Edit Journals". The main content area features a video player for "This is RotaryEN from Rotary International" with the motto "Service Above Self". Below the video, there is a link to the video on Vimeo and a "Click here to edit this page." instruction.

## 2. You will be directed to “Website Links”. Now select add to “Add”.

The screenshot shows the "Website Links" section of the editor. It contains a table with the following structure:

Text	URL	Action
No Web Links		

An "Add" button is located in the top right corner of the table.

## 3. Next fill out the information for your external link.

## 4. Title : Title displayed in the list of “External Links”

URL: Add the website link eg. [www.clubrunner.com](http://www.clubrunner.com)

Finally select “Save” to post your external link to the Website.

The screenshot shows the "Website Links" section of the editor with input fields. The table structure is as follows:

Text	URL	Action
<input type="text"/>	<input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Additional buttons include "Publish Changes to Home Page" and "Add" in the top right corner.

# How to edit Download Files & Journals

To add to both “Download Files” & “Journals” you use the same method as you just did for the “Website Links”.

Select either “Edit Download Files” or “Edit Journals” and follow the same process.

Now that covers most everything you need to know to update your site pages.