

## Creating Stories in Clubrunner

It is difficult to write how-to's for the back end of Clubrunner, as it seems to be in a state of constant upgrades. Nevertheless, I will give it my damndest.... This tutorial is for writing "Stories". These are articles that can be used in both our newsletter and our website.

1. Log in to Clubrunner – I typically google "Kamloops Daybreak Rotary", click the first link leading to our usual website (the "homepage"), then in the top right click the "Member Login" link. After you enter your login and password, it will put you back at our homepage, and then you can click the "Member Area" link in the top right.
2. The Member Area page tends to change often, but there is usually more than one way to get where you are trying to go.... Today, we want to get to "Home Page Stories". The fastest way I can find to get to it at this moment is to click "Website" in the menu at the top of the screen. After you click this, the menu directly below this will change to show two options: "Website Designer" and "Website Content" – click "Website Content". From there, you should see "Home Page Stories" in both the menu on the main window of the screen, or under "Home Page Content". Click either spot where it says "Home Page Stories".
3. On the "Stories for Home Page" page, you will see a list of stories presently on the website – this is the "Stories Widget" list. If you click "Go to: Story Library" just below the "Stories for Home Page" title, you can also see stories prepared just for the newsletter or for other pages on our website.
4. To make a new story, click the orange "Create New Story" button above and to the right of the list of stories.
5. The "Add a New Story" page is hopefully fairly straightforward.... On the right-hand side is a "Copy from an Existing Story" button that lets you start from a previous published story – this can be helpful when drafting from a template, like last week's newsletter. Otherwise, you can go through filling the different fields – your stories title, who is writing it, the brief part of your story (i.e. the preview that will show up on shortened versions) and the story's body.
6. Once you are finished your story, you can click the orange "Save" button at the bottom right of the page. This will bring up a "Publish Story" menu which lets you select where this story will appear. If you select the "Display on Home Page Stories widget" box, then your story will appear on our main homepage, viewable by the public. If you select the "Display on Story List Page", the story will appear in the list of stories that the newsletter people and webpage people can select from when picking content for the newsletter or website. If you click the "Display in Bulletins" checkbox, the story should appear automatically when the newsletter editor is preparing their next newsletter (though they can deselect it), or you can pick a particular newsletter (though

usually the newsletters listed will be ones that were already sent out).

7. After saving and publishing, you will be brought back to the “Stories for Home Page” page. On the “Stories Widget” list, you can change the order that stories appear on the website. Do this by clicking and holding the three vertical dots to the left of the story you want to move and sliding the story up or down the order. It does take a little bit of time for the website to update after making your changes. By clicking the down arrow in the “Actions” column at the far right of a particular story, you can see further options such as editing or deleting an existing story.

And that is making a story in a nutshell!