

Procedure to Download Fortarian to ClubRunner

This procedure will load the Fortarian **PDF files** to the website. They will automatically appear on the Home page with the last file loaded at the top of the list (i.e. newest to oldest). As the list grows the 'older' files can be set to not display in the list.

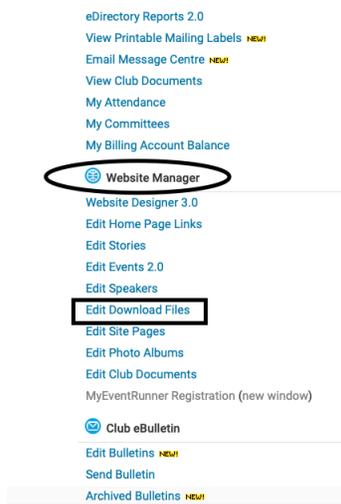
1. Go to *fwrotary.ca* website
2. Click on *Member Login*
Enter your *Login Name* and *Password* and click *Login*



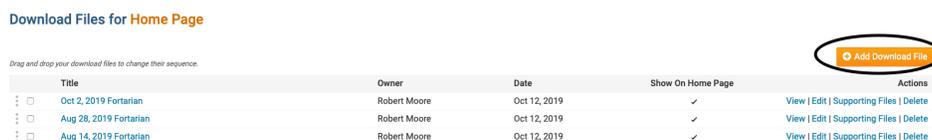
3. On next screen click on Member Area



4. On next page scroll down to *Website Manager* area and click on *Edit Download Files*.



5. To download a new file to CR click on *Add Download File*



6. The Add Download File for Home Page will come up.

 Download Files are always public, exercise caution when adding files with private information.

Add Download File for Home Page

Download File Settings

Title:

File: no file selected
Maximum file size for upload is 15.00 MB.

Show In Home Page:

7. Enter the file *Title* that will appear on the Home page.

Download File Settings

Title:

File: no file selected
Maximum file size for upload is 15.00 MB.

Show In Home Page:

For consistency I suggest that we use a standard format of “mmm dd, yyyy Fortarian” except for April, June, July & Sept.

8. Click on *Choose File*

Download File Settings

Title:

File: no file selected
Maximum file size for upload is 15.00 MB.

Show In Home Page:

9. Select file to download from your computer.

10. Make sure *Show on Home Page* is clicked.

Title:

File: 20190911newsletter.pdf
Maximum file size for upload is 15.00 MB.

Show In Home Page:

11. Click Save to download the file.

Download File Settings

Title:

File: 20190911newsletter.pdf
Maximum file size for upload is 15.00 MB.

Show In Home Page:

The file is automatically saved on the Home page under the Fortarian heading on the left hand side of the Home page.