

# Adding Club Duties to the Club Website

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Save the Club Duties Document on your computer in a folder where you can find it.

It's best to save it as a .pdf document.

In Word 2007, click the Office Button in the top left corner of the Word Window. In Word 2010, click the File tab in the top left corner of the Word Window.

Go to Save As.

Click Save as PDF of XPS (This opens on more devices than a Word file does)

Log into [www.soonerrotary.org](http://www.soonerrotary.org)

On the left side of the Admin Page, scroll down to the section Website Manager.

In the Website Manager section, click on Edit Download Files

The first file is Club Duties.

To the right, click on the pencil icon.

Under the Title Club Duties, click the Browse button

Navigate to where you saved the PDF file.

Select the file and click Open

You return to the Downloads page. On the right, under Actions, click Update.

This will update the file to the first page of the website so people can click on it to view it.

Go to the home page.

On the right side, look under Member Links. You will see Club Duties.

Click on the link to test your work.

## **Display on the current Club Duties**

One note: You might want to delete all the Word Pages Except the first page. Save it as a new file and use this one so members can only see the current month's duties.

You can delete the file with the single page and continue to use the file with multiple pages.

## **To Update the Word Document to the current club duties:**

In Word, if you click on the table, you will see the Table Tools tab at the top.

To delete the current row, click on the Layout Tab that's under the Table Tools tab.

On the right, click the Delete Button and delete the current row.