Manage Website Content

Useful applications include: *Committee and project pages, history of the club, background information, etc.*

Introduction

ClubRunner provides several ways to provide and edit information that is useful for members and other visitors.
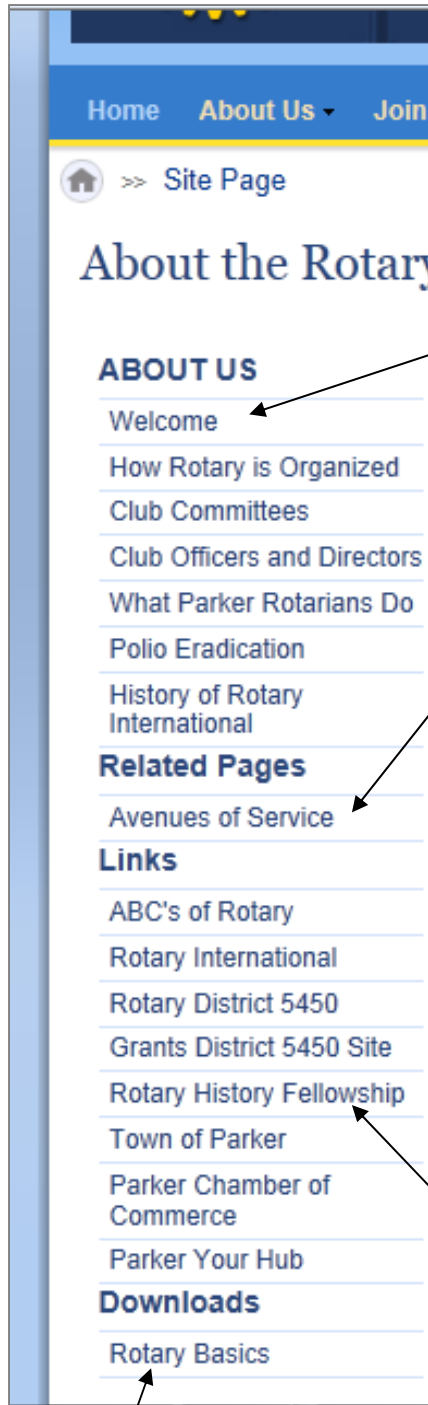
Our club has given Editor access to service committee chairs so that new programs and priorities of each area of service can be quickly communicated online. ***Note:*** *If you wish to contribute to the website but don't have Editor access, please contact the Site Administrator, Bob Forbes at* bob@ForbesMA.com*.*

Types of Content

Go to any main area of our website by using links on the main navigation bar.

Once in a main area, known as a **Site Page**, there are multiple types of content.

The content types are organized and automatically linked on the navigation pane on the left side of the screen.

"Stories"

Stories are the items listed under the Site Page title. These are simple web pages that can include anything from simple text to fully formatted web pages with graphics and photos.

Related Pages

These are identical to Stories except for where they are placed on the navigation pane. Use stories for primary, frequently used content. Use Related Pages for supplemental information. These can also have all of the sub section that major Site Pages have (Stories, Related Pages, Links, Downloads) so they can be used to created "nested" Website within our main website for, for example, a project that has a great deal of content.

Links

Links take visitors directly to other websites. These are useful for Rotary International website pages, non-profits, and other organizations our club works with.

Downloads

Downloads are links to files such as Microsoft Word documents, Adobe PDF's and Excel spreadsheets. Major club documents are stored elsewhere, but Downloads within a Site Page are useful for Service Area or Project specific items such as a project budget, sponsor list or waiver form.
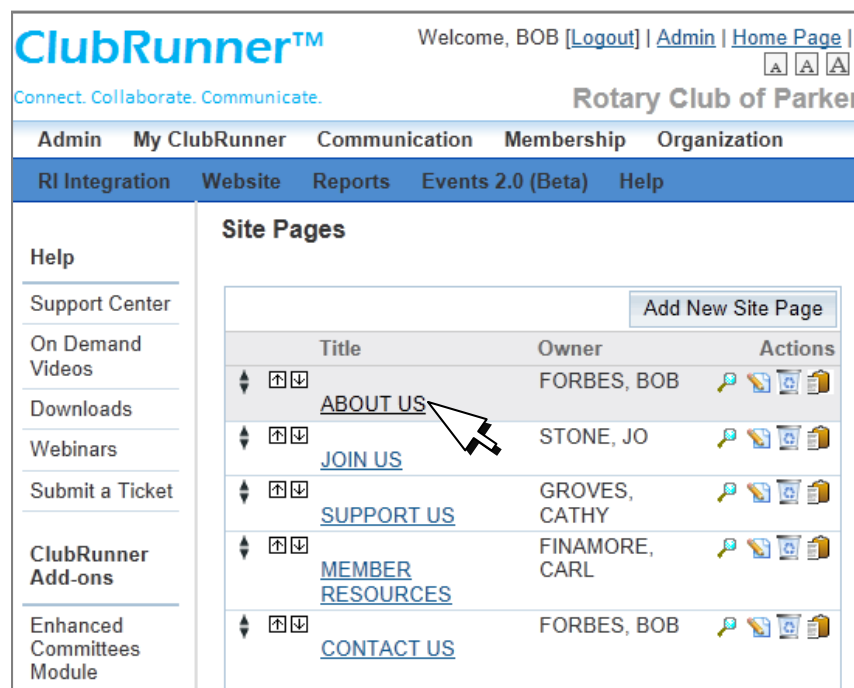
Creating and Editing Pages

To create a new pages:

- Login and go to the **Admin** tab.
- Look for the **Website Manager** section on the left half of the screen
- Click on **Edit Site Pages**.

Note: *If you can't access it, you need to be granted the proper access rights. Contact the Site Administrator and ask to be granted **Editor** rights.*

- Click on **Title** of the area you wish to add or edit content.

- You will be taken the Site Page for that area.

Note: To get to individual areas of service, click the Title **ABOUT US**, then click **Avenues of Service** under **Related Pages**. From there you will see each Avenue of Service on the left. Click the one you wish to work on.

- To edit any webpage, click "Click here to edit this page" at the bottom.
- To add a webpage, click **Edit Related Pages** on the left
- Click **Add New Site Page**
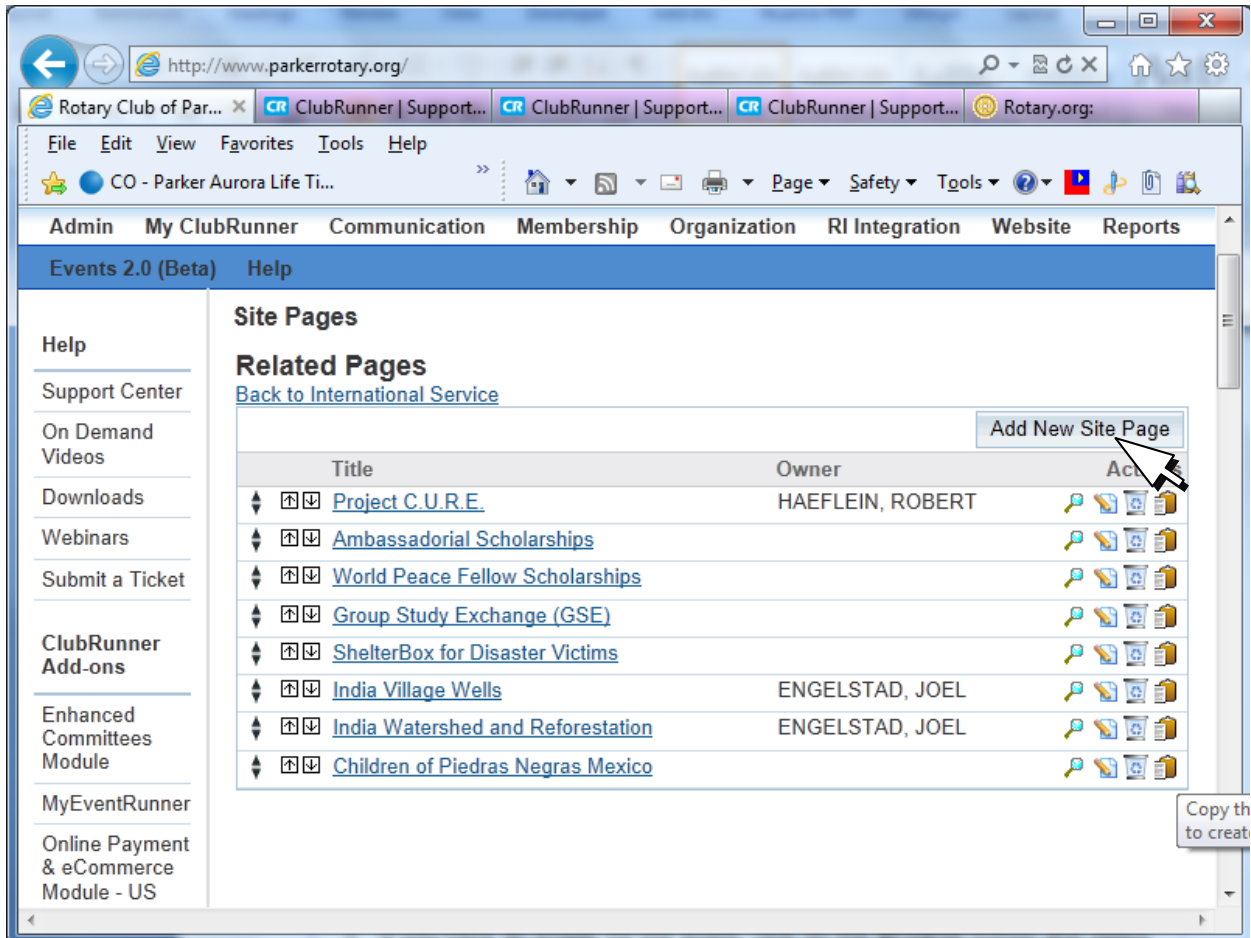
- Type in the **Title**, and Select Member to be the **Owner** of the page (typically yourself) . Click **Save**.
- You page will now show up in the list of **Related Pages**. Click the up and down arrows on the left to change the sequence of the Related Pages.
- Click the Title of the page you just created to add content.
- Click the "Click here to edit this page"
- Click "Yes" next to **Remove Image** to get rid of PAGE UNDER CONSTRUCTION.
- If you have an image for the top of the page, click on the **Browse** button and select the image file from your computer.

- Enter the **Heading** that will appear at the top of the page
- Enter the **Text** for the content of your page.

Note: *There are many ways to format the text with fonts, colors, tables, etc. However, our site maintains a pleasing and professional image with a unified style. So please use these tools sparingly, and use **Arial** for the main font, and **2** for the font size as much as possible.*

- Click on **Update**
- Your page is now done, and will automatically show up in navigation pane

Links and Downloads

External Links and Downloads are much simpler.

- Follow the same steps above to get to the area of the website you want to place your links or downloads, and choose add a webpage, click **Edit External Links** or **Edit Download Files** on the left.
- Click the **Add** button in the upper right corner.
- For Download Files, click on the **Browse** button and select the file from your computer.
- Fill in the boxes provided and click **Save**.