Adding a page story 8/12/17
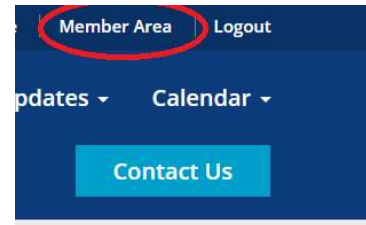
To add a story to a custom page, such as a service project page:
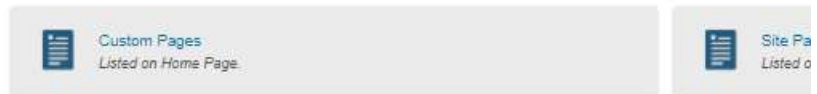
1) Login at https://portal.clubrunner.ca/5641
2) Click on **Member** Area:

3) Click on **Edit Site Pages**
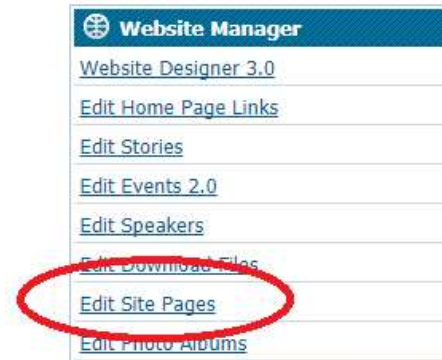
4) Click On **Custom Page Library**
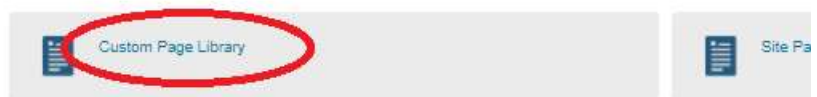
5) Select Your Page

Page Library

View pages in: [Entire Library | Home Page Widget]

Filter pages: 🔍

Name ▲
Become a member
Current Newsletters
Exchange ideas
Give
History
Join Leaders
Meeting Info
Past Newsletters
Past Newsletters - 2015 to 2008
Past Newsletters - 2016
Past Newsletters - 2017
Rotary news (RSS)
Speaker Planning
STRIVE
Take action
Volunteer
Website Operations

6) Click on edit on the stories widget

Main

Students Taking Renewed Inte...

Drag drop to rearrange widgets

STRIVE Photos
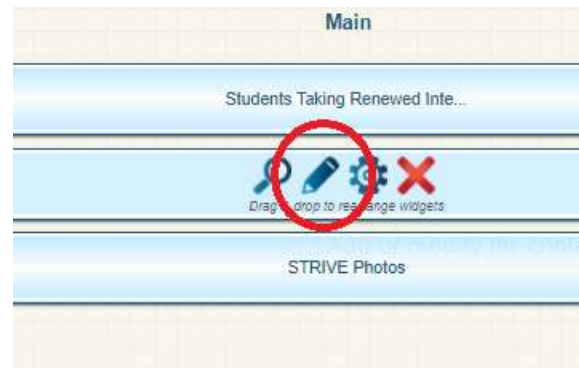
7) Click on Create New Story, then follow prompts to enter the story

: section of your website or bulletin.

🔍 Preview   ⊕ Create New Story   ⊕ Add Stories from the Story Library

Status		Actions
10, 2017		Edit	Links	Files	Remove

- The story brief should be just enough so someone can decide if they want to read it
- The story content should be completed
- You can add images and links in the story
- Once the story is created, you can attach files to it