

How to add content to the Newark Rotary ClubRunner website home page

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Admin page – Start here – Login to website

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Connect. Collaborate. Communicate. **Rotary Club of Newark**

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Admin |

Help

- [Support Center](#)
- [On Demand Videos](#)
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Admin

May 4, 2011 - ClubRunner Mobile App Now Available! Download it free on the Apple App Store. [Read More](#).

Register for ClubRunner Boot Camp! An Intensive 2 Hour Training Webinar on Feb 16 2012. Click [here](#) to register. To see the list of all available webinars and register, please [click here](#).

August 12 2011 - Release Notes Available in [Service Updates](#) page.

November 1, 2010 - Rotary International Database Integration Is Live! [Read More](#).

[Link to old admin screen](#)

My ClubRunner

- [Edit My Profile](#)
- [Change My Password](#)
- [Upload My Photo](#)
- [My Commitments](#)
- [New Member Activities](#)
- [My Friends](#)
- [View My Bulletin](#)
- [View My Dynamic Bulletin **BETA!**](#)
- [View Club Directory](#)
- [View Club Photo Directory](#)
- [View Printable Mailing Labels **BETA!**](#)
- [eDirectory Reports 2.0](#)
- [View Printable Directory and Mailing Labels](#)
- [Email Message Center](#)
- [View Club Documents](#)
- [My Attendance](#)
- [My Committees](#)
- [My Billing Account Balance](#)

Membership Manager

- [Active Member List](#)
- [Other Users List](#)
- [Inactive Members List](#)
- [Friends of the Club](#)
- [Online Newsletter Signups](#)
- [New Member Orientation](#)
- [Dues & Billing](#)
- [Switch on Data Integration with RI \(Automatic\) **NEW!**](#)
- [Report Data Changes to RI \(Manual Emails\)](#)
- [Active Members Update Request](#)
- [Edit Executives and Directors](#)
- [Committee Management](#)
- [Birthday & Anniversary Report](#)
- [Download Member Data](#)
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- [Member Designations](#)

Meeting Services

- [Input Attendance \(Current Year\)](#)
- [Input Attendance \(Previous Year\)](#)
- [Report Make-ups](#)
- [Print Member List/Attendance Sheet](#)
- [Print Member List \(Simple Version\)](#)

Website Manager

- [Web Site Designer 2.0](#)
- [Edit Home Page Links](#)
- [Edit Stories](#)
- [Edit News](#)
- [Edit Events](#)
- [Edit Speakers](#)
- [Edit Download Files](#)
- [Edit Site Pages](#)
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- [Edit Club Documents](#)
- [MyEventRunner Registration](#)

Club eBulletin

- [Edit Bulletin Contents](#)
- [View Club Bulletin](#)
- [Email Bulletin to Members](#)
- [Dynamic Bulletin **BETA!**](#)
- [View Dynamic Bulletin **BETA!**](#)

Administrator

- [Edit Club Info & Settings](#)
- [Edit Meta Tags **NEW!**](#)
- [Upload/Remove Meeting Venue Map](#)
- [Edit Club Logo](#)
- [Edit Club Logo **BETA!**](#)
- [Edit Custom Fields](#)
- [Website Sponsorship Area](#)
- [Website Sponsoring Guide](#)

Member Leaves of Absence

- [Member Attendance Exemption](#)

Everything happens here with the Website Manager - Adding/removing content, creating widgets, editing, etc.

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How to add content to the home page

1. Go to the Website Manager box
2. Click on Web Site Designer 2.0
3. Web Site Designer 2.0: In the left hand navigation column, click on Pages
4. Pages Management: to the right of Home Page, click on Design

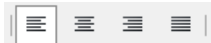
Setup Dynamic Page

To add content to the home page using Microsoft Word, Note Pad or any text editor.

1. Click on the Add Content button
2. Copy/Paste content into the Custom Content Editor window
3. Click Save content
4. Click Close
5. Click Preview to see how the new will display on the homepage.
6. Click Close
7. If the content is satisfactory, click Publish
8. Click Home Page at the top right of the page to see the home page.

How to add an image to the content

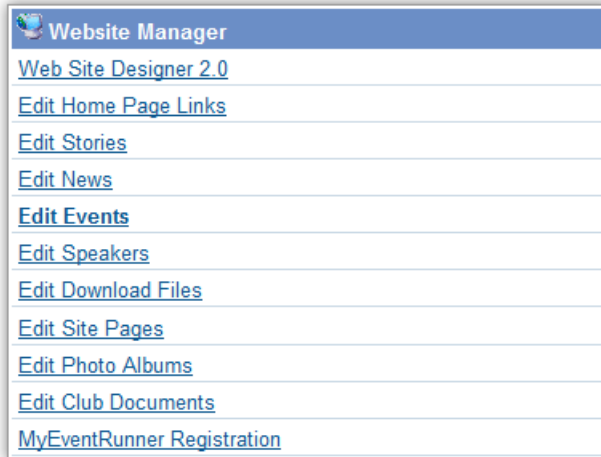
1. Click on the Add Content button
2. Click on the Add Image
3. Click the Browse button and locate the image, click Open
4. The new graphic will appear in the Custom Content Editor window
5. To align/wrap the text content around the graphic, use the text alignment tool



6. Click Save content
7. Click Close

How to create a widget

All of the remaining links in this box will create a widget or edit the content within a widget. Example, create a Speaker widget



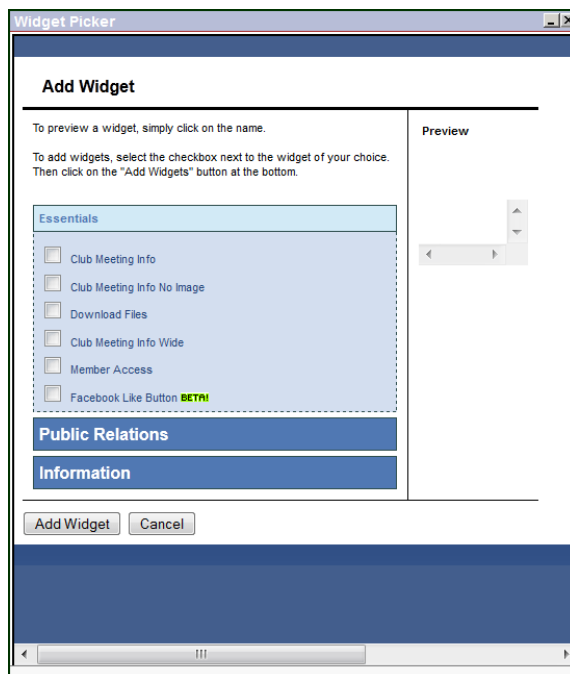
1. Click on Edit Speakers
2. Click on the Add New Speaker

Edit Speaker

1. Insert Date by clicking on the calendar icon. Select a date or type one in using the preferred format (Note: the Speaker widget will automatically be removed from the site after the date posted.)
2. Add Speaker name
3. Add Topic
4. Add Image (if necessary)
5. Copy/paste the content into the Comments window.
6. Click Save

How to add the widget to the home page

1. Click on the Add Widget button

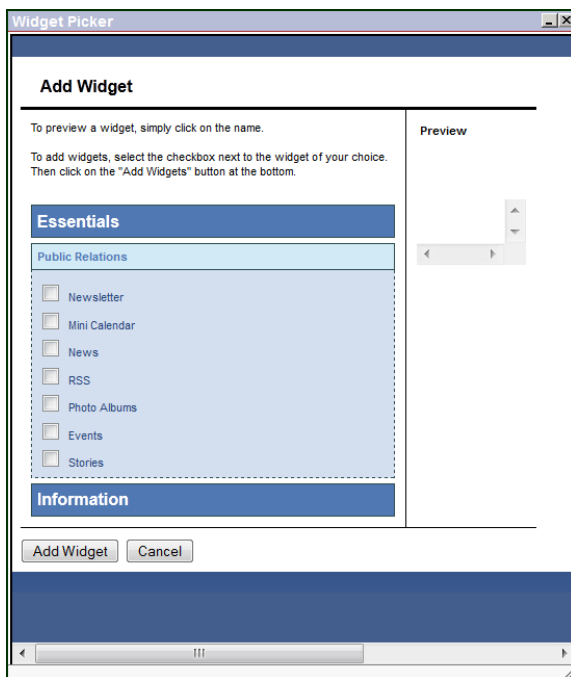


Essentials

The Widget Picker contains three categories, click on each title to open/collapse the categories:

1. Essentials
2. Public Relations
3. Information

To preview a widget, simply click on the name. To add widgets, select the checkbox next to the widget of your choice. Then click on the "Add Widgets" button at the bottom.







Public Relations

To preview a widget, simply click on the name. To add widgets, select the checkbox next to the widget of your choice. Then click on the "Add Widgets" button at the bottom.



Information

To preview a widget, simply click on the name. To add widgets, select the checkbox next to the widget of your choice. Then click on the "Add Widgets" button at the bottom.

2. Click on the Information title to open the contents of the box.
3. Check the box next to Speakers
4. After selecting the widgets with a check box, click the Add Widget or Cancel button.
5. Once the Widget appears on the home page, the widget controls at the top     will allow the widget to be moved up, moved down, deleted, or edited respectively.

How to Preview and Publish

Page Layout

Preview

Publish

1. To Preview the changes made, click on the Preview button
2. After reviewing the changes, click the Close button