

# ClubRunner Tutorial



**SUPPORT**



**Website Designer**

# ClubRunner

  
Website  
Designer

My ClubRunner
<a href="#">Edit My Profile</a>
<a href="#">Change My Password</a>
<a href="#">Upload My Photo</a>
<a href="#">My Commitments</a>
<a href="#">My New Member Activities</a> <b>NEW!</b>
<a href="#">My Friends</a>
<a href="#">View Club Directory</a>
<a href="#">View Club Photo Directory</a>
<a href="#">eDirectory Reports 2.0</a>
<a href="#">View Printable Mailing Labels</a> <b>NEW!</b>
<a href="#">Email Message Centre</a> <b>NEW!</b>
<a href="#">View Club Documents</a>
<a href="#">My Attendance</a>
<a href="#">My Committees</a>
<a href="#">My Billing Account Balance</a>

Website Manager
<a href="#">Website Designer 3.0</a>
<a href="#">Edit Home Page Links</a>
<a href="#">Edit Stories</a>
<a href="#">Edit Events 2.0</a>
<a href="#">Edit Speakers</a>
<a href="#">Edit Download Files</a>
<a href="#">Edit Site Pages</a>
<a href="#">Edit Photo Albums</a>
<a href="#">Edit Club Documents</a>
<a href="#">MyEventRunner Registration</a> (new window)

Club eBulletin
<a href="#">Edit Bulletins</a> <b>NEW!</b>
<a href="#">Email Bulletin to Members</a>
<a href="#">Archived Bulletins</a> <b>NEW!</b>

Membership Manager
<a href="#">Club Dashboard</a>
<a href="#">Active Member List</a>
<a href="#">Other Users List</a>
<a href="#">Inactive Members List</a>
<a href="#">Friends of the Club</a>
<a href="#">Bulletin Subscribers</a>
<a href="#">New Member Program</a>
<a href="#">Dues &amp; Billing</a>
<a href="#">Switch on Data Integration with RI (Automatic)</a>
<a href="#">Report Data Changes to RI (Manual Emails)</a>
<a href="#">Request Member Updates</a>
<a href="#">Edit Executives and Directors</a>
<a href="#">Committee Management</a>
<a href="#">Birthday &amp; Anniversary Report</a>
<a href="#">Gender Distribution (Summary)</a>
<a href="#">Download Member Data</a> <b>NEW!</b>
<a href="#">Member Designations</a>

Meeting Services
<a href="#">Input Attendance</a>   [Version 1: <b>Current Yr</b> - <b>Previous Yr</b> ]
<a href="#">Report Make-ups</a>   [Version 1]
<a href="#">Print Member List/Attendance Sheet</a>   [Version 1]
<a href="#">Print Member List (Simple Version)</a>   [Version 1]
<a href="#">Attendance Report</a>   [Version 1: <b>Current Yr</b> - <b>Previous Yr</b> ]
<a href="#">Monthly Club Report</a>   [Version 1]
<a href="#">Customized Attendance Report</a>   [Version 1]
<a href="#">Edit Duty Roster - Who Does What</a>   [Version 1]
<a href="#">Member Leaves of Absence</a>   [Version 1]
<a href="#">Member Attendance Exemption</a>   [Version 1]

Administrator
<a href="#">Edit Club Info &amp; Settings</a>
<a href="#">Edit Meta Tags</a>
<a href="#">Upload/Remove Meeting Venue Map</a>
<a href="#">Edit Club Logo</a> <b>NEW!</b>
<a href="#">Edit Custom Fields</a>
<a href="#">Website Sponsorship Area</a>
<a href="#">Upload Sponsorship Guide</a>
<a href="#">Google Analytics</a> <b>NEW!</b>

## Website Designer – Template

Click the Designer button

The screenshot displays the ClubRunner Website Designer interface. At the top, the header includes the Rotary Club of North Delta logo and navigation links for Admin, My Club, Communication, Contacts (Beta), Bulletin, New Bulletin (Beta), Membership, Organization, RI Integration, Attendance, Website, Reports, Events, Volunteers, and Help. The 'Website Designer' section is active, showing a 'Welcome to Website Designer 3.0' message. A red arrow points to the 'Designer' button in the top navigation bar. The left sidebar contains a 'Designer' menu with options like Main, Banners, Menu, Content, and Footers, and a 'Help' section with video tutorials. The main content area features a 'Content Section' with an 'Edit Content' button highlighted by another red arrow.

Click “Edit Content”

## Website Designer – Template

Click “Content Template”

The screenshot shows the 'Website Designer 3.0' interface. On the left, there are navigation tabs for 'Home', 'Designer', 'Themes', and 'Settings'. Below these are sections for 'Essentials', 'Links', and 'Events', with sub-sections for 'Bulletin & PR' and 'Custom Widgets (Global)' and 'Custom Widgets (Page Specific)'. The main area is titled 'Page Designer: Home'. A 'Choose Content Template' dialog box is open in the center, listing six template options:

- Narrow Left, Wide Right above Full Width
- Top Band above Equal Left and Right
- Full Width Top Band above Right Sidebar
- Full Width Top Band above Three Columns
- Full Width Top Band above Left Sidebar (active)
- Full Width Top Band above Wide and two Narrows

The 'Full Width Top Band above Left Sidebar' option is highlighted with a red border and a red arrow. In the background, a 'Content Template' button is also highlighted with a red arrow. The dialog box has 'Confirm' and 'Cancel' buttons at the bottom.

Select one of the themes starting with “Full Width Top Band”

Note: ClubRunner has discontinued templates using banners so only use the themes with “Full Width Top Band”.

## Elements of Designer Section

Widget "bank"

Carousel or banner

Side Column Widgets

Main Section

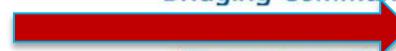
The screenshot displays the ClubRunner website designer interface. On the left is a 'Widget bank' containing various widgets such as Meeting Information, Executives & Directors, Home Page Stories, Home Page News, Home Page Download Files, Home Page Photo Albums, Custom Pages, Site Pages, Birthdays & Anniversaries, and President. The main area shows a 'Page Designer: Home Page' preview with a 'Banner (Full Width)' section containing a 'Carousel' widget. Below this is a 'Top' section with 'Left' and 'Main' columns. The 'Left' column contains widgets for Join Rotary, Speakers, Club Executives & Directors, Networking, and Rotary Links. The 'Main' column contains widgets for Club Meeting Information and Home Page Stories. A 'Start Tour' button is visible in the top right corner.

## Elements of Designer Section

Carousel or banner



Main Section



Side Column  
Widgets



The screenshot shows the North Delta Rotary website homepage. At the top is a navigation bar with links for Home, Contact Us, About Our Club, Join Rotary, and The ARES Project. Below the navigation bar is a large banner featuring the Rotary International logo and a bridge. The main content area includes a 'JOIN ROTARY' widget with a 'Click here' link, a 'SPEAKERS' section listing Kim Gennell, Silvia Bishop, and Board Reports, and a 'CLUB EXECUTIVES & DIRECTORS' section listing Phil Toombs and Kim Kendall. A central section titled 'Be Our Guest' provides meeting information for Thursdays at the Delta Golf Course. Below this is a 'STARFISH PACK' section with a photo of a child and a 'THANK YOU' sign, and a 'CLICK HERE to donate through Deltassist' link. At the bottom, there is a section about food hampers with a photo of a car and a sign that says 'XMAS HAMPERS'.

Club meeting  
info section

Home page  
stories section

## Website Designer – Themes

Use the Themes option to choose the look of your page. Once you have the one you like, click the Publish button

The screenshot displays the ClubRunner website designer interface. On the left, a sidebar titled "Preview Home Page" contains navigation links for "Home", "Designer", "Themes", and "Settings". Below these links, it indicates "Total 7 Themes (7 new)". Two theme options are visible: "Millennium (Next Gen - No Banner)" and "Cloud (Next Gen - Banner)". A red arrow points to the "Themes" link in the sidebar. The main area shows a "Live View" of a website for "North Delta Rotary". The website features a blue header with navigation links: "Home", "Contact Us", "About Our Club", "Join Rotary", and "The ARES Project". The main content area includes the "North Delta Rotary" logo, the Rotary International gear logo, and the tagline "Bridging Communities Worldwide". A large banner image shows a cable-stayed bridge. Below the banner, there is a "JOIN ROTARY" button and a text box that reads: "Be Our Guest: click for an invitation Thursdays 12:15 pm at the Delta Golf Course 11550 No. 10 Highway, Delta, BC". In the top right corner of the designer interface, there is a "Go back" button and a "Publish" button. A red arrow points down to the "Publish" button.

# ClubRunner Tutorial



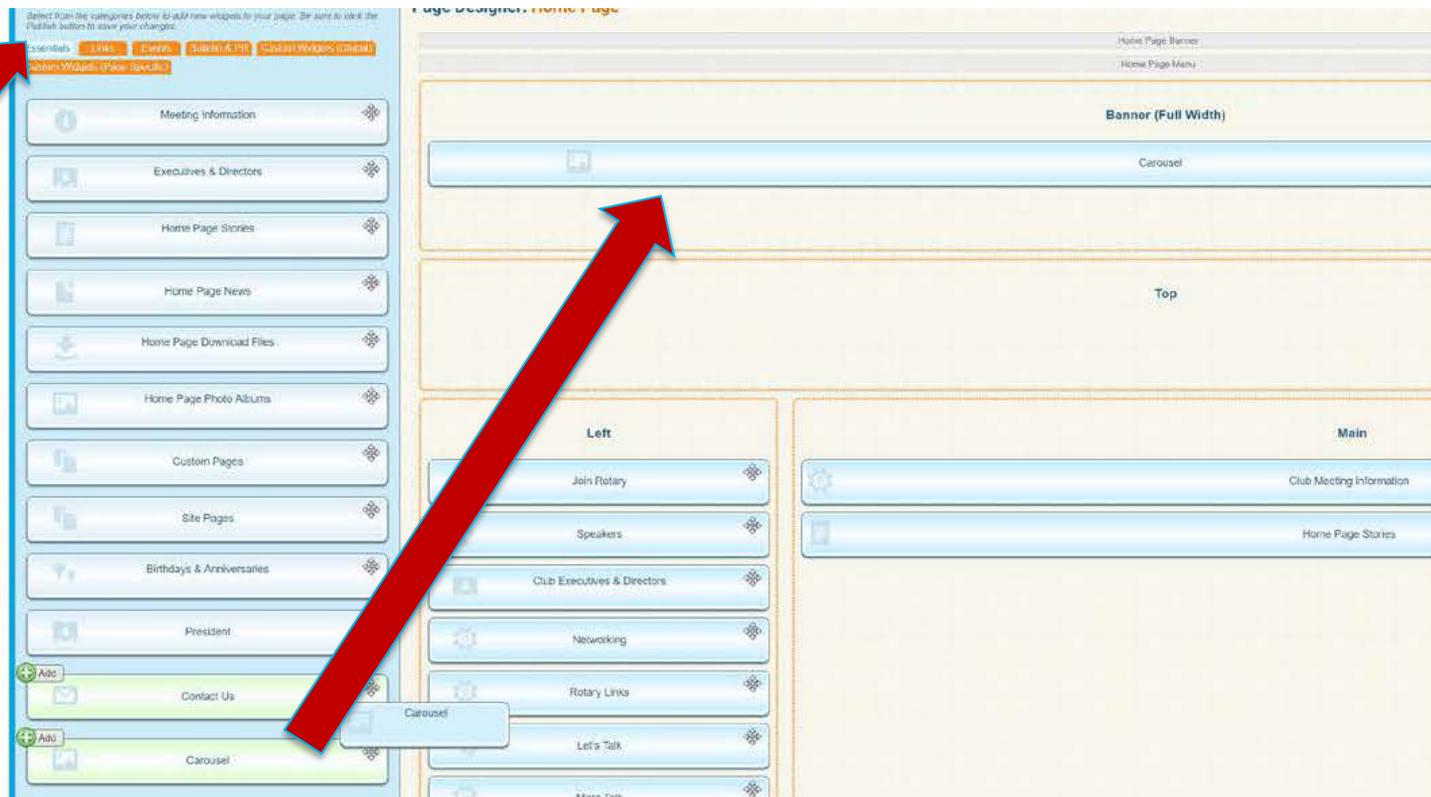
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## Creating a Carousel (Banner): Step 1

Two steps are involved – setting up the Carousel in the Website Designer and then creating the pictures to display.

From the Essentials tab in the Widget area, drag “Carousel” to “Banner (Full Width)”

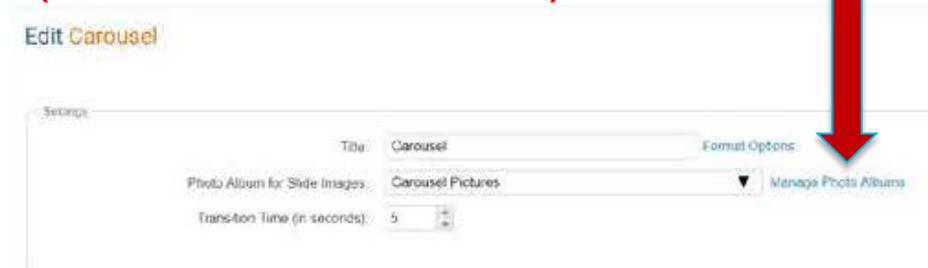


## Creating a Carousel (Banner): Step 1



Hold mouse over “Banner (Full Width)” to modify content (pencil) and settings (gear)

In Content – choose a photo album (more on this later)



In Settings, consider options in bottom



## Creating a Carousel (Banner): Step 2

The pictures used for the carousel should all be the same dimensions – ie 1600 pixels wide by 400 px height.



Use a photo editing software to crop or build pictures. You can use your own images or visit [images.rotary.org](https://images.rotary.org) or use Google images.

## Creating a Carousel (Banner): Step 2

On Admin page, select Edit Photo Albums from the Website Manager section



**Website Manager**

- [Website Designer 3.0](#)
- [Edit Home Page Links](#)
- [Edit Stories](#)
- [Edit Events 2.0](#)
- [Edit Speakers](#)
- [Edit Download Files](#)
- [Edit Site Pages](#)
- [Edit Photo Albums](#)
- [Edit Club Documents](#)

Website Designer Website Content

Website Libraries

Home Page Content Libraries Pages

**Libraries**

- Getting Started
- Photo Album Library**
- Global Custom Widgets
- Links Widget Library
- Image Library

**Stories and Blogs**

- Story Library

### Photo Album Library

Click on the Photo Album Library Link below to access all of your photo albums, or click on one of the other links to access the photo albums for a specific section of your website or bulletin.

Go to: **Photo Album Library** Photo Albums Widget Photo Albums List Page Custom Page Photo Albums Bulletin Photo Albums

**Published** Deleted

Filter photo albums:

Title ▲	Description ▼	Date ▼	Show on Photo Page ▼	Owner ▼	Actions
Carousel Pictures		Nov 07, 2017	✓		<a href="#">View</a>   <a href="#">Photos</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

[Add](#)

Find the album you selected earlier or create a new one. Click "Photos"



## Creating a Carousel (Banner): Step 2

Use one picture if you want a single banner, or add photos to create a carousel slide show



Select files

1. **Drag and drop** your image files from your computer to the image uploader box below. Or, click on the **Add files** button at the bottom of the image uploader to select your files.

**Tip:** To select multiple files, hold down the **Ctrl** key and click on each one. To select a group of files, click on the first file, then hold down the **Shift** key and click on the last file.

Maximum file size for upload is 15.00 MB.

Supported extensions: bmp,gif,jpg,jpeg,png,tif,tiff.

2. Click on the **Start upload** button.

Filename

Add files Start upload

Open

Website ... > Carousel Pictures >

Organize New folder

File name: Custom Files

Open Cancel

Click Add Files and then navigate to the folder in your computer to upload pictures.

## Creating a Carousel (Banner): Step 2

### Photos for Carousel Pictures

Drag and drop photos to change their sequence.

 Upload Photos

Thumbnails	Title	Description	Created By	Created On	Actions
			Sean Hogan	Jan 01, 2018	<a href="#">Edit</a>   <a href="#">Delete</a>
			Sean Hogan	Feb 04, 2018	<a href="#">Edit</a>   <a href="#">Delete</a>
			Sean Hogan	Feb 04, 2018	<a href="#">Edit</a>   <a href="#">Delete</a>

Arrange the pictures in the order that you want them to show

Tip: if you later add pictures or reorganize the order, you will need to delete an existing photo (you can upload it again) for the changes to take effect.