

# ClubRunner Tutorial



# SUPPORT



## Home Page Stories

## Story & Photo Size & Layout Tip



When selecting photos and stories for the home page, use a horizontal layout whenever possible for better use of the page. This picture is 800 px by 300 px

## Stories On Home Page

The screenshot displays the 'Website Designer 3.0' interface. On the left is a sidebar with navigation icons for Home, Designer, Themes, and Settings. Below these are tabs for 'Essentials', 'Events', 'Bulletin & PR', and 'Custom Widgets (Page Specific)'. A red arrow points to the 'Home Page Stories' widget in the sidebar. The main area, titled 'Page Designer: Home Page', shows a layout with a 'Banner (Full Width)' section containing a 'Carousel' widget, and a 'Top' section. Below these are 'Left' and 'Right' columns. The 'Left' column contains widgets for 'Join Rotary', 'Speakers', and 'Club Executives & Directors'. The 'Right' column contains a 'Club Information' widget. A red arrow points to the 'Club Information' widget, where a tooltip shows icons for search, edit (pencil), settings (gear), and delete (X), with the text 'Add or modify the content of this widget'.

Hold mouse over Home Page Stories  
and click pencil icon for edit

# ClubRunner

New or existing stories

ClubRunner™ Connect. Collaborate. Communicate.

Welcome, Sean Hogan | Logout

Rotary Club of North Delta

Admin | My ClubRunner | Communication | Contacts (Beta) | Bulletin | Membership | Organization | RI Integration | Attendance 3.0 (Beta) | Website | Reports | Events | Help

Website Designer | Website Content

Website 3.0

Home Page Content | Libraries | Pages

Home Page Content

- Getting Started
- Home Page Stories
- Home Page News
- Home Page Download Files
- Home Page Photo Albums
- Home Page Custom Widgets
- Meeting Responsibilities

Stories for Home Page

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

Go to: [Story Library](#) **Stories Widget** [Stories List Page](#) [Custom Page Stories](#) [Bulletin Stories](#)

Drag and drop story titles to change their sequence.

[Preview](#) [Create New Story](#) [Add Stories from the Story Library](#)

	Title	Author	Date	Status	Actions
<input type="checkbox"/>	<a href="#">RYLA</a>	John Shepherd	Mar 27, 2016		<a href="#">Edit</a>   <a href="#">Links</a>   <a href="#">Files</a>   <a href="#">Remove</a>
<input type="checkbox"/>	Crossroads United Church dinner	Susan Gage	Jan 24, 2016		<a href="#">Edit</a>   <a href="#">Links</a>   <a href="#">Files</a>   <a href="#">Remove</a>
<input type="checkbox"/>	Every North Delta Student Rec...	Lornell Ridley	Jan 08, 2016		<a href="#">Edit</a>   <a href="#">Links</a>   <a href="#">Files</a>   <a href="#">Remove</a>
<input type="checkbox"/>	Doing Good: Rotary Donations		Nov 16, 2015		<a href="#">Edit</a>   <a href="#">Links</a>   <a href="#">Files</a>   <a href="#">Remove</a>
<input type="checkbox"/>	Christmas Hamper Delivery	Patrick O'Connor	Nov 11, 2015		<a href="#">Edit</a>   <a href="#">Links</a>   <a href="#">Files</a>   <a href="#">Remove</a>
<input type="checkbox"/>	Remembrance Day in North Delta	Sean Hogan	Nov 11, 2015		<a href="#">Edit</a>   <a href="#">Links</a>   <a href="#">Files</a>   <a href="#">Remove</a>
<input type="checkbox"/>	Halloween on Parade!	Susan Gage	Oct 13, 2015		<a href="#">Edit</a>   <a href="#">Links</a>   <a href="#">Files</a>   <a href="#">Remove</a>
<input type="checkbox"/>	Riverfest 2015	Susan Gage	Sep 16, 2015		<a href="#">Edit</a>   <a href="#">Links</a>   <a href="#">Files</a>   <a href="#">Remove</a>
<input type="checkbox"/>	YAIL (Youth Adventures In Leadership)		Feb 23, 2015		<a href="#">Edit</a>   <a href="#">Links</a>   <a href="#">Files</a>   <a href="#">Remove</a>
<input type="checkbox"/>	Hellings Elementary School Playground		Jun 26, 2015		<a href="#">Edit</a>   <a href="#">Links</a>   <a href="#">Files</a>   <a href="#">Remove</a>
<input type="checkbox"/>	North Delta Rotary Aid To Nepal		Jun 06, 2015		<a href="#">Edit</a>   <a href="#">Links</a>   <a href="#">Files</a>   <a href="#">Remove</a>
<input type="checkbox"/>	Humanitarian Aid		May 31, 2015		<a href="#">Edit</a>   <a href="#">Links</a>   <a href="#">Files</a>   <a href="#">Remove</a>
<input type="checkbox"/>	Rotary Rides The Big Bike		May 28, 2015		<a href="#">Edit</a>   <a href="#">Links</a>   <a href="#">Files</a>   <a href="#">Remove</a>
<input type="checkbox"/>	Kim Kendall - Rookie of the Year		May 28, 2015		<a href="#">Edit</a>   <a href="#">Links</a>   <a href="#">Files</a>   <a href="#">Remove</a>
<input type="checkbox"/>	Rotary Leadership Institute		Nov 23, 2014		<a href="#">Edit</a>   <a href="#">Links</a>   <a href="#">Files</a>   <a href="#">Remove</a>
<input type="checkbox"/>	Rotary At Work	Sean Hogan	Aug 14, 2014		<a href="#">Edit</a>   <a href="#">Links</a>   <a href="#">Files</a>   <a href="#">Remove</a>
<input type="checkbox"/>	Rotary: Peace Builders Video		Jun 09, 2015		<a href="#">Edit</a>   <a href="#">Links</a>   <a href="#">Files</a>   <a href="#">Remove</a>

[Check All](#) [Remove Selected](#)



# ClubRunner

## Edit RYLA Edit story

Preview

Story Settings

Title: RYLA  
Permalink: ryla  
Author: John Shepherd  
Date: Mar 27, 2016

☐ Display author  
☐ Display date  
☐ Display Social Media Share Bar

Thumbnail Image:

Load from image Library

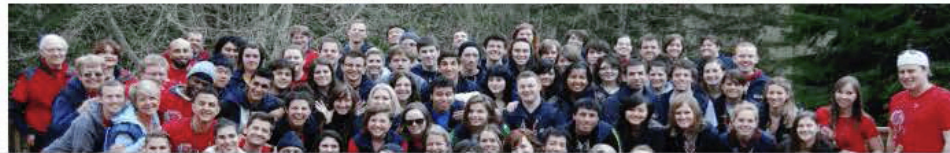
Leave unchecked to not "date" story

Story Brief

Click on the Templates button for commonly used layout options, including centered images.



Every year, North Delta Rotary sponsors young adults to attend RYLA- Rotary's Youth Leadership program.



Total characters: 1200/20000

Story Content

Click on the Templates button for commonly used layout options, including centered images.



The North Delta Rotary club is looking for nominations of young people who would be interested in Rotary's youth leadership program - RYLA.

The North Delta Rotary club will cover the cost of sending several young people between the ages of 18 to 30 who would benefit from a program of leadership training that many alumni call the life changing event. The early bird is until the end of February (so you can save the club money by nominating early).

The Rotary Youth Leadership Award (RYLA) program is a truly exciting opportunity to hear from professional speakers, to participate in a four day camp with like-minded individuals, to have fun with group activities, to form lasting friendships and to develop and grow as a person and as a leader - at no cost to the participant.

This shows on home page

Story page

# ClubRunner Tutorial



# SUPPORT



## Adding Pictures

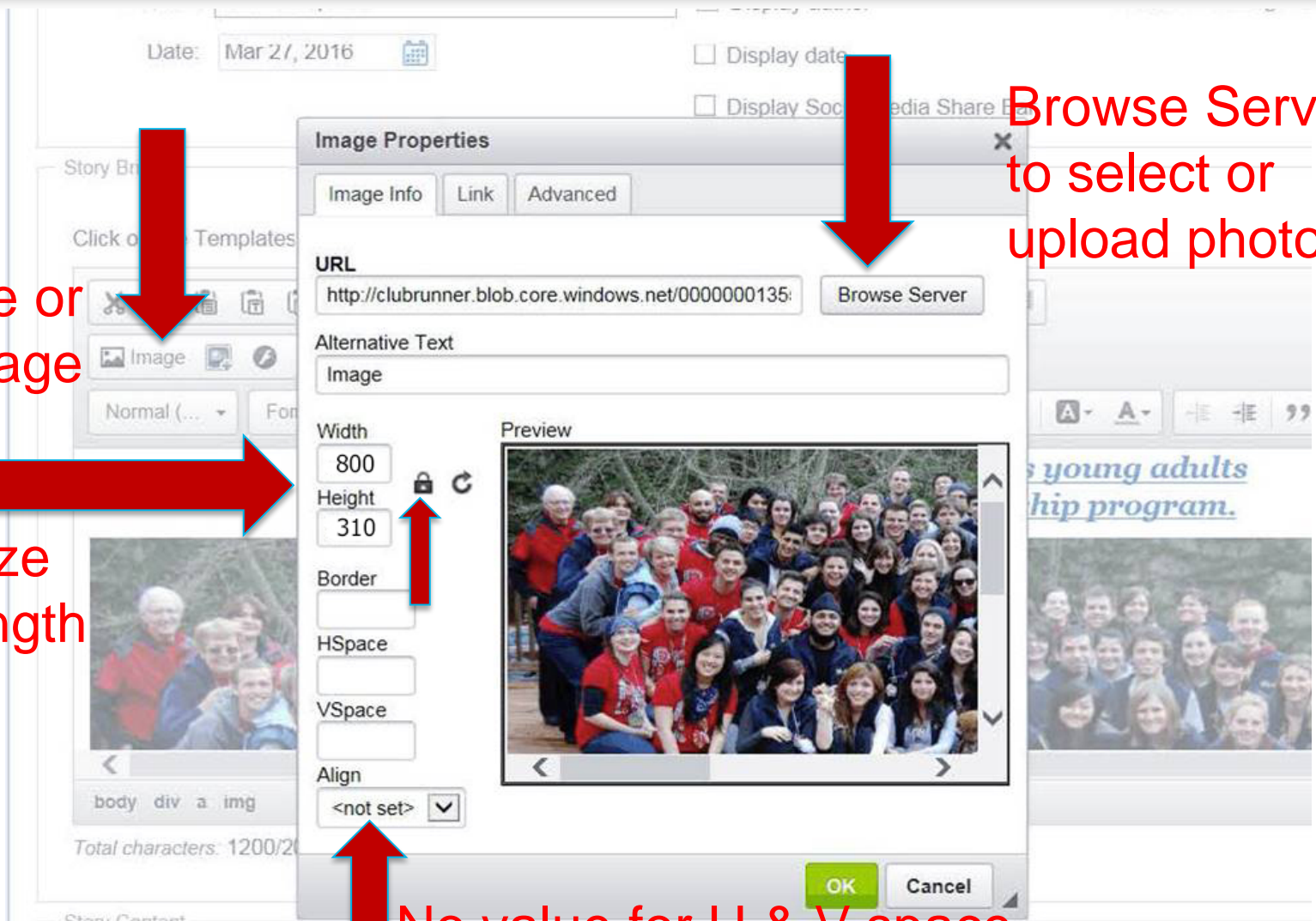
# ClubRunner

Choose or  
edit image

Browse Server  
to select or  
upload photo

Picture Size  
800 px length  
Use lock

No value for H & V space.  
Align should be "not set"



The screenshot shows the 'Image Properties' dialog box in ClubRunner. Red arrows point to the following elements:

- An arrow points to the 'Image' icon in the toolbar, labeled 'Choose or edit image'.
- An arrow points to the 'Browse Server' button, labeled 'Browse Server to select or upload photo'.
- An arrow points to the 'Width' field (800) and the 'Height' field (310), with a lock icon next to them, labeled 'Picture Size 800 px length Use lock'.
- An arrow points to the 'Align' dropdown menu, which is set to '<not set>', labeled 'No value for H & V space. Align should be "not set"'.

The dialog box includes the following fields and options:

- Image Info** tab (selected)
- URL**: <http://clubrunner.blob.core.windows.net/0000000135/>
- Alternative Text**: Image
- Width**: 800
- Height**: 310
- Border**: [empty]
- HSpace**: [empty]
- VSpace**: [empty]
- Align**: <not set>
- Preview**: A group photo of people.
- Buttons**: OK, Cancel



# ClubRunner

The screenshot shows the ClubRunner Media Library in an Internet Explorer browser window. The address bar shows the URL: <http://content.clubrunner.ca/1355/ImageManager/CkEditorFrame?Type=Images&CKEditor=DraftBrief&CKEditorFuncNum=164&langCode=en-ca>. The page title is "ClubRunner Media Library - Internet Explorer".

The main heading is "Image Library". Below it, instructions state: "Double click on a thumbnail to select the image." and "Note that you can't make changes to any folders marked as locked. The "My Images" folder is your website's shared library and can be modified. To upload a new image, click on this folder then select the **Upload** link at the top. Maximum file size for upload is 10.00 MB." A warning message says: "Warning: Deleting an image from your library will break any references made to it!"

The "Folders" section on the left lists: "ClubRunner Images (locked)", "Rotary Images (locked)", "My Images", and "Photo Albums (locked)". A red arrow points from the "My Images" folder to the "Upload" button in the top toolbar.

The main area displays a grid of image thumbnails. The first row shows "ND-Rotary-Starfish-Pack.jpg" (3/27/2016 9:03 PM, 58 KB) and "power-outage.png" (3/10/2016 5:05 PM, 102 KB). The second row shows two identical thumbnails titled "WEST COAST STORY" with a date of "MARCH 16, 2016 5:15 AM".

On the right, a partial view of another browser window shows a "Browse Server" button. A large red arrow points from the text "Browse Server" to this button.

At the bottom, a red arrow points from the text "Previously uploaded to Picture Library" to the "WEST COAST STORY" thumbnails.

To upload new pictures, choose "My images" then "Upload"



# ClubRunner

Link the picture & text in the Brief section to the Story Page

Click picture or highlight text, then click Link icon



Link

Link Info Target Advanced

Link Type  
Story

Story from within your site to link to  
RYLA

OK Cancel

Sponsors young adults leadership program.

Use drop down box on Link Type to select Story then use second drop box to select your story



# SUPPORT



## Adding Video

# ClubRunner

Add Video

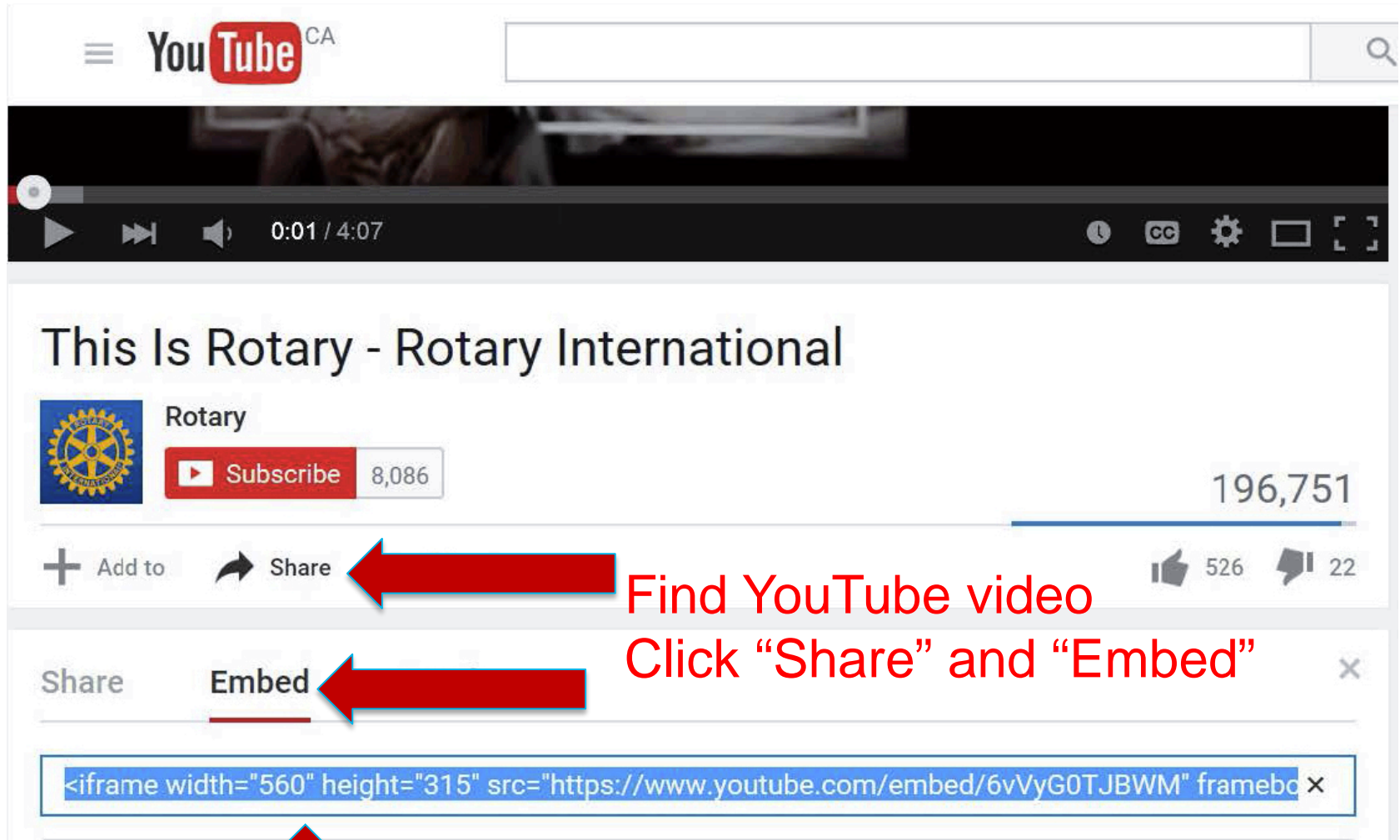


– Story Brief

Click on the Templates button for commonly used layout options, including centered images.

Total characters: 265/20000





The screenshot shows a YouTube video player interface. At the top, the YouTube logo and a search bar are visible. The video title is "This Is Rotary - Rotary International". Below the title, the channel name "Rotary" is displayed with a profile picture, a "Subscribe" button, and a subscriber count of 8,086. To the right of the channel information, the video view count is 196,751. Below the video player, there are buttons for "Add to" and "Share". A red arrow points from the "Share" button to the right, where the text "Find YouTube video" is written. Below the "Share" button, there is a "Share" dropdown menu with the "Embed" option selected. A red arrow points from the "Embed" option to the right, where the text "Click 'Share' and 'Embed'" is written. Below the "Embed" option, a text box contains the embed code: `<iframe width="560" height="315" src="https://www.youtube.com/embed/6vVyG0TJBWM" frameborder="1" allow="accelerometer; autoplay; clipboard-write; encrypted-media; gyroscope; picture-in-picture; web-share" allowfullscreen></iframe>`. A red arrow points from this text box to the bottom, where the text "Copy info (note width/height)" is written.

YouTube CA

0:01 / 4:07

This Is Rotary - Rotary International

Rotary

Subscribe 8,086

196,751

+ Add to Share

Find YouTube video

Click "Share" and "Embed"

Share Embed

`<iframe width="560" height="315" src="https://www.youtube.com/embed/6vVyG0TJBWM" frameborder="1" allow="accelerometer; autoplay; clipboard-write; encrypted-media; gyroscope; picture-in-picture; web-share" allowfullscreen></iframe>`

Copy info (note width/height)

# ClubRunner

Permalink: rotary-s-vision-for-a-better-world

Author: Sean Hogan ☒ Display author Load from Image Library

Date: Jan 01, 2014 ☒ Display date

☒ Display Social Media Share Bar

Story Brief

Click on the Templates button for commonly used layout options

Paste

Embed Media

Paste Embed Code Here

```
<iframe width="650" height="365" src="https://www.youtube.com/embed/6vVyG0TJBWM"
frameborder="0" allowfullscreen></iframe>
```

OK Cancel

body p iframe

Total characters: 265/20000

Change width to 800 px and height to 456 px  
to take up full page

# ClubRunner Tutorial



# SUPPORT



# Story Library



# ClubRunner

## Home Page Stories

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Rotary Club of North Delta

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Website Designer | Website Content

Website 3.0

Home Page Content | Libraries | Pages

Home Page Content

- Getting Started
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- Home Page Custom Widgets
- Meeting Responsibilities

Stories for Home Page

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

Go to: Story Library | Stories Widget | Stories List Page | Custom Page Stories | Bulletin Stories

Drag and drop story titles to change their sequence.

	Title	Author	Date	Status	Actions
<input type="checkbox"/>	RYLA	John Shepherd	Mar 27, 2016		Edit   Links   Files   Remove
<input type="checkbox"/>	Crossroads United Church dinner	Susan Gage	Jan 24, 2016		Edit   Links   Files   Remove
<input type="checkbox"/>	Every North Delta Student Rec...	Lornell Ridley	Jan 08, 2016		Edit   Links   Files   Remove
<input type="checkbox"/>	Doing Good: Rotary Donations		Nov 16, 2015		Edit   Links   Files   Remove
<input type="checkbox"/>	Christmas Hamper Delivery	Patrick O'Connor	Nov 11, 2015		Edit   Links   Files   Remove
<input type="checkbox"/>	Remembrance Day in North Delta	Sean Hogan	Nov 11, 2015		Edit   Links   Files   Remove
<input type="checkbox"/>	Halloween on Parade!	Susan Gage	Oct 13, 2015		Edit   Links   Files   Remove
<input type="checkbox"/>	Riverfest 2015	Susan Gage	Sep 16, 2015		Edit   Links   Files   Remove
<input type="checkbox"/>	YAIL (Youth Adventures In Leadership)		Feb 23, 2015		Edit   Links   Files   Remove
<input type="checkbox"/>	Hellings Elementary School Playground		Jun 26, 2015		Edit   Links   Files   Remove
<input type="checkbox"/>	North Delta Rotary Aid To Nepal		Jun 06, 2015		Edit   Links   Files   Remove
<input type="checkbox"/>	Humanitarian Aid		May 31, 2015		Edit   Links   Files   Remove
<input type="checkbox"/>	Rotary Rides The Big Bike		May 28, 2015		Edit   Links   Files   Remove
<input type="checkbox"/>	Kim Kendall - Rookie of the Year		May 28, 2015		Edit   Links   Files   Remove
<input type="checkbox"/>	Rotary Leadership Institute		Nov 23, 2014		Edit   Links   Files   Remove
<input type="checkbox"/>	Rotary At Work	Sean Hogan	Aug 14, 2014		Edit   Links   Files   Remove
<input type="checkbox"/>	Rotary: Peace Builders Video		Jun 09, 2015		Edit   Links   Files   Remove

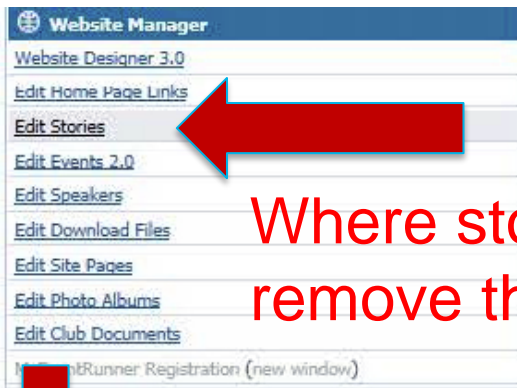
Check All | Remove Selected

Preview | Create New Story | Add Stories from the Story Library

Click remove. Does not delete story but moves it to the Story Library

# ClubRunner

## Story Library



Where stories goes when you remove them from the front page

ClubRunner™ Connect. Collaborate. Communicate.

Welcome, Sean Hogan | Logout

English | Smart | Home

Admin | My ClubRunner | Communication | Contacts (Beta) | Bulletin | Membership | Organization | RI Integration | Attendance 3.0 (Beta) | Website | Reports | Events | Help

Website Designer | Website Content

Website Libraries

Home Page Content | Libraries | Pages

Libraries

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

Sponsorship

- Website Sponsors
- Upload Guide
- Settings

### Story Library

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

Go to: **Story Library** | Stories Widget | Stories List Page | Custom Page Stories | Bulletin Stories

Published | Drafts | Deleted

Search:  Go

Show 25 entries ☒ All stories ☐ My stories [Create New Story](#)

Title	Author	Date	Show On Story Page	Status	Actions
Starfish Pack Program		Mar 27, 2016	✓		Preview   Edit   more...
RYLA	John Shepherd	Mar 27, 2016	✓		Preview   Related Content:
8th Annual Business Ethics Awards	Susan Gage	Jan 29, 2016	✓		Preview   Links
Crossroads United Church dinner	Susan Gage	Jan 24, 2016	✓		Preview   Files
Every North Delta Grade 3 Student Rec...	Lornell Ridley	Jan 08, 2016	✓		Preview   Other:
Doing Good: Rotary Donations		Nov 16, 2015	✓		Preview   Copy Story
Christmas Hamper Delivery	Patrick O'Connor	Nov 11, 2015	✓		Preview   Move to Draft
Remembrance Day in North Delta	Sean Hogan	Nov 11, 2015	✓		Preview   Display Options
Halloween on Parade!	Susan Gage	Oct 13, 2015	✓		Preview   Delete Story
Riverfest 2015	Susan Gage	Sep 16, 2015	✓		Preview   Edit   more...
Hellings Elementary School Playground		Jun 26, 2015	✓		Preview   Edit   more...
Rotary: Peace Builders Video		Jun 09, 2015	✓		Preview   Edit   more...
North Delta Rotary Aid To Nepal		Jun 05, 2015	✓		Preview   Edit   more...
Humanitarian Aid		May 31, 2015	✓		Preview   Edit   more...
Rotary Rides The Big Bike		May 28, 2015	✓		Preview   Edit   more...
Kim Kendall - Rookie of the Year		May 28, 2015	✓		Preview   Edit   more...
YAIL (Youth Adventures In Leadership)		Feb 23, 2015	✓		Preview   Edit   more...
Rotary Business Ethics Awards		Jan 31, 2015	✓		Preview   Edit   more...
Community Dinner	Susan Gage	Jan 24, 2015	✓		Preview   Edit   more...
Rotary Leadership Institute		Nov 23, 2014	✓		Preview   Edit   more...
Rotary Riverfest	Cris Leonard	Sep 27, 2014	✓		Preview   Edit   more...
Write to Read Project		Aug 31, 2014	✓		Preview   Edit   more...

To create new story

Edit options on existing stories. Display options can restore to Home Page.