

I. Introduction

1. General Overview

Welcome to Website Designer 2.0, the improved homepage template designer from ClubRunner. You now have the ability to launch the website you've always wanted, with a personalized design and the flexibility to configure and customize your site to express your club's style. In four easy steps, you can pick your theme, configure your layout, design your navigational menu, and even add customized content throughout – and as always, no coding or special skills required. Just to make things even smoother, you won't have to worry about converting over your existing content – we've already ported over all your website content to the new designer and selected a default layout and theme to get you started right away!

2. Getting Started - Switching to Version 2.0

Please Note – Future Updates and Enhancements such as the Rotary International Integration will only be available in version 2.0. In order to switch to version 2.0 the user access level must be an Administrator - Level 30.

To switch to version 2.0, login and navigate to your admin page, under the Website Manger Module, click on the link "Website Designer 2.0". The page you will be navigated too will contain three buttons. These can be used to build you new website version:



Preview

- This button will load up a quick look of the new updated page

Switch to New Version

- This button will load the previewed website.

Start Designer

- The designer is the section to apply changes to the website. The designer can be used at any time after the site has been upgraded. The website designer can utilised as a website customisation tool. When "Start Designer" is clicked, a page will load up showing the design of the webpage. Within this section a user can make structural changes.

Page Layout

- The Page layout button is used to select the information layout of the website. When the layout selection screen appears, the user will be able to change the formation of the website. Each grey box within the diagram represents the information location on the website.



3. Adding Widgets

A widget is a section where reference information from the admin page is applied to the homepage. The lists within the section are taken directly from the admin site. When the add widget button is clicked the widget picker window loads up.

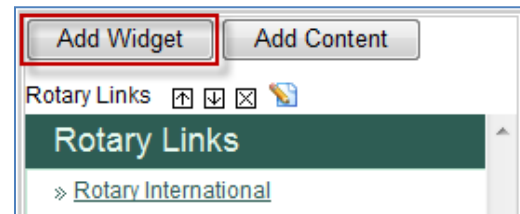
The widget picker window is divided into three sections:

- Information:**
 - Speakers
 - Club Directors
 - Site Pages
 - Links
 - Website Sponsors (Single Animated)
 - Website Sponsors (Show All)
 - Upcoming Webinars
 - Rotary Links
 - Website Sponsors (Single Static)
- Essentials:**
 - Club Meeting Info
 - Club Meeting Info No Image
 - Download Files
 - Club Meeting Info Wide
 - Member Access
- Other:**
 - Mini Calendar
 - News
 - RSS
 - Photo Albums
 - Events
 - Stories

4. Adding Custom Content

Add Content: Select the add content button to add a customized widget to the home page. When the add content

The Custom Content Editor window features a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, link, unlink, list, and text color. Below the editor are tabs for 'Design', 'HTML', and 'Preview'. At the bottom, there are buttons for 'Add Image', 'Embed Video From YouTube', 'Save content', and 'Close'.



Within this section information taken entered in to the site can be referred to on the site. Each tab contains information to display within the widget. Each category is as follows:

Information: Provides access to general club information, Site pages and links to club affiliates. This section is to select general information to be displayed on site.

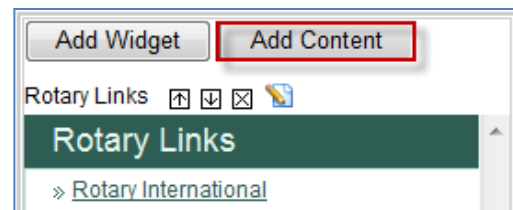
Essentials: Provides high priority information that is important to the clubs organization.

Public Relations: Provides access to information intended to be viewed by the general public.

To make a selection of the Widget you would like to add, Click the

Check Box . Once you have made your selection click

Add Widget to add your widget.



button will open up the "Custom Content Editor" window. Within the editor you can add a variety of content to your home page.

- Click the **Add Image** button to select a picture from your computer to be added to the Custom Content.
- The **Embed Video from YouTube** button can be used to enter the code from a video off youtube.com. To utilise this feature navigate to

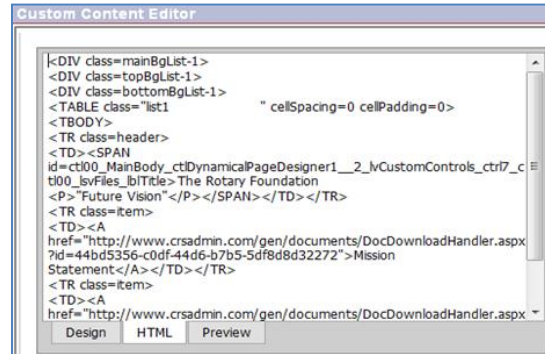
the video you wish to embed on the youtube site. Below the video window click the **Embed** button. Copy the Code that is highlighted and Paste it to the **Embed Video from YouTube** section on ClubRunner and click the **Save** Button.

Using HTML:

One of the advanced features with the ClubRunner Website Designer is the ability to use HTML code. This feature should only be used by the more advanced designer or webmaster. When opening a Custom Doc Content Editor, you have the options of “Design, HTML or Preview”.

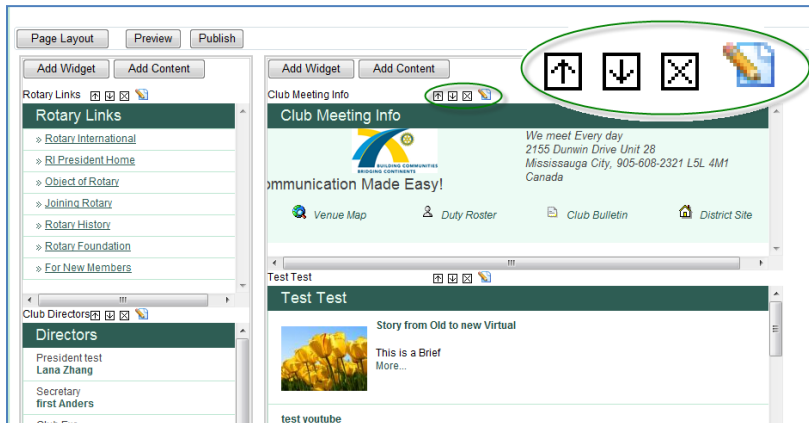
- **Choosing the HTML process:**

Once all content has been entered click the **Save Content** Button. Once the Page Finishes loading select it is now safe to click the **Close** Button.



5. Organizing Your Widgets

When Widgets or custom content is added a tool bar will appear above each section, the tools are used to make



adjustment to the overall look of the home page.


↑ ↓ - will move the widgets up and down the section

✕ - delete the widget from the home page




✎ - Will open up the ability to edit each widget

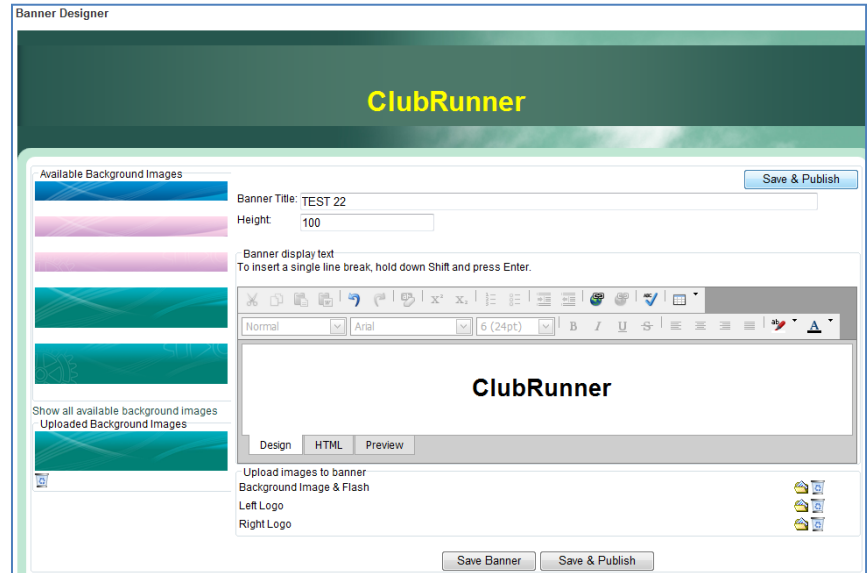
Switching to Version 2.0: When has been clicked the site will be changed to Version 2.0. The site design can be modified after the change has been applied.

6. Banner Designer

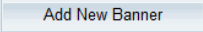
The banner design section is used to customize the header on the website. The banner being currently used will be indicated by a  **Check Mark** on the left side of the banner. The check Mark is the symbol that determines that the left side is active.

Banner Selection, Deletion and Editing

When numbers of banners have been created they can be selected to show up on the website. To select the Banner click the  located to the right of the banner. This will select the banner to appear on the page. To delete a banner click the  icon to the right of the banner. To edit a banner click the  icon to the right of the banner to bring the Banner designer window.



Adding and Editing Your Banner

To start click the  button located at the top right of the page. A text box will open at the bottom of default banner; fill in the text box and click **"Save"**. You will be directed to the Banner designer.

Designing your Banner

The Banner designer will automatically show a preview of the banner being created at the top of the page. Any changes being applied within the designer can be applied by clicking the save and publish window.

Banner Title: Used to label the Banner for selection purposes.

Height: Used to modify the height of the banner, the height is measured by pixels.

Banner display text: Used to enter the text within the banner. The size, color and position of the text entered within this section will be displayed the same way at the top of the page.



Uploading Images to Banner







Used to delete the image



Used to upload an image to the Banner, when selected the upload image window will appear

Background Image & Flash  


Left Logo  

Right Logo  

Upload Image

To add an image, please select an image from the image libraries on the left, or upload an image or flash from your computer.

Rotary Image Library



Shared Image Library
No Images

File

Name

Description

Maximum side size [From 1 to 1024 px]

Note: If image is larger than 1024px it will be resized automatically

Rotary Image Library: A library of regularly used Rotary images, when selected these images can be added to the left or right side of the banner.


Can be used to select an image located on the computer; please note that the image has a horizontal size of 1024 pixels, anything larger will be resized to fit. Once the Picture has been selected click button to upload the image to your banner. Click to go back to the designer.


7. Theme Setup


Theme Setup: The main functionality of this feature is to change the color of the page appearing behind the banner and website information. Once the selection has been made, click to apply the change to the site.


Theme Setup


Please select one of the following themes to setup your website's prefer display style. Click "Preview" button to preview your selected theme. Click "Confirm" to apply the selected theme to your website.


 Clouds (Sky Blue)


 Vintage (Cream)

 Clouds (Copper)

 Vintage (Silver)

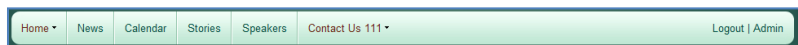
 Corporate (Navy)

 Corporate (Sky Blue)

 Clouds (Emerald)

8. Menu Management

Menu Management: Within this section the main menu that appears at the top of the page can be modified within this section.



Menu Management

Refresh menu on Home page Please make sure to click on Refresh to publish your changes.

[Add new menu item](#)

Title	Tooltip	Actions
Home	Home	Edit Delete
News	News	Edit Delete
Calendar	Calendar	Edit Delete
Stories		Edit Delete
Speakers	Speakers	Edit Delete
Contact Us 111	Send email to club president	Edit Delete

Add new menu item: To add a new item click the **“Add new menu item”** link at the top right of the page. Once the “add menu item” window appears you can enter the following items.

Title: The text entered in this field will be the label that appears at the top of the page.

Tooltip: The tooltip appears when the cursor is over the link in the menu bar. The tooltip is a brief description of the link.

Type: Refers to the type of link chosen; the following is a list of options to be selected from:

- **Folder:** provides the ability to have multiple selections.
- **Link:** When a link is entered in the menu bar the URL entered will be loaded when clicked. When adding a URL a user has the option to select how the link will be opened:
 - Open in Same Window – Link will open in the same window as the current webpage
 - Open in New Window – Link will open in a new tab or new browser window

Built in Pages:

The following menu options entered within this section are pages within ClubRunner. The following are the list of pages that can be added within this area:

Once all changes have been applied click **Save** to apply changes or click **Cancel** to close out without saving. After all options have been saved, click **Refresh menu on Home page** to apply changes the home page.

Sitemaps: Sitemaps provides an over view of all the links within the menu bar, within this section a user can view how each menu item and links under them will appear on the homepage. To the right of each menu item the **“View”** link will navigate you to the URL entered in the link.

Site Map

- Home [View](#)
- ClubRunner [View](#)
- News [View](#)
- Calendar [View](#)
- Stories [View](#)
- Speakers [View](#)
- Contact Us 111 [View](#)
- test [View](#)
- FOLDER
- LINK [View](#)

II. Support & Training

Visit our **Support Center** at <http://clubrunner.helpserve.com> to access all resources available, including submitting a support ticket, searching the Knowledge Base, downloading helpful “how-to” documents and viewing on-demand demos. The following is a list of all the various resource guides available to you.

<p style="text-align: center;"><u>Knowledgebase</u></p> <p>This is where you will find access to hundreds of articles answering frequently asked questions on how to do virtually everything on ClubRunner.</p>	<p style="text-align: center;"><u>Downloads</u></p> <p>This area contains useful documents referenced within this guide, including the Member Cheatsheet, access rights matrix, presentation agenda, and more.</p>
<p style="text-align: center;"><u>On-Demand Videos</u></p> <p>For frequently asked questions on how to do certain things on ClubRunner, we have recorded video tutorials available for you to view.</p>	<p style="text-align: center;"><u>Webinar Training</u></p> <p>We hold several webinars every week on the various modules of ClubRunner. These are open to any member of your club, and we recommend that you send your board members to attend.</p>
<p style="text-align: center;"><u>Submit a Ticket</u></p> <p>For technical support, use our Support Center to submit a ticket, or send an email to support@clubrunner.ca. Our turnaround time for email tickets is 2 business days.</p>	<p style="text-align: center;"><u>Community</u></p> <p>Start a conversation with other ClubRunner customers on best practices, tips and tricks, feature enhancements and more. The discussion forum is a great place to learn how other customers are utilizing ClubRunner to manage their club website.</p>

For the latest ClubRunner updates, follow us on:

