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 Manager 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.

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 to add your widget.

4. Adding Custom Content

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

- **Arrows** - will move the widgets up and down the section
- **X** - delete the widget from the home page
- **Folder** - Will open up the ability to edit each widget

**Switching to Version 2.0:** When **Switch to New Version** 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 Add New Banner 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 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
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 Upload button to upload the image to your banner. Click Close, 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 Confirm to apply the change to the site.

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.
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.
## II. Support & Training

Visit our **Support Center** at [http://clubrunner.helpserve.com](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.

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<tr>
<th>Knowledgebase</th>
<th>Downloads</th>
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<tbody>
<tr>
<td>This is where you will find access to hundreds of articles answering frequently asked questions on how to do virtually everything on ClubRunner.</td>
<td>This area contains useful documents referenced within this guide, including the Member Cheatsheet, access rights matrix, presentation agenda, and more.</td>
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<th>On-Demand Videos</th>
<th>Webinar Training</th>
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<td>For frequently asked questions on how to do certain things on ClubRunner, we have recorded video tutorials available for you to view.</td>
<td>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.</td>
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<td>For technical support, use our Support Center to submit a ticket, or send an email to <a href="mailto:support@clubrunner.ca">support@clubrunner.ca</a>. Our turnaround time for email tickets is 2 business days.</td>
<td>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.</td>
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