

# ClubRunner

[Help Articles](#) > [Website Guides](#) > [Website Sponsors](#) > [How do I add a website sponsor?](#)

## How do I add a website sponsor?

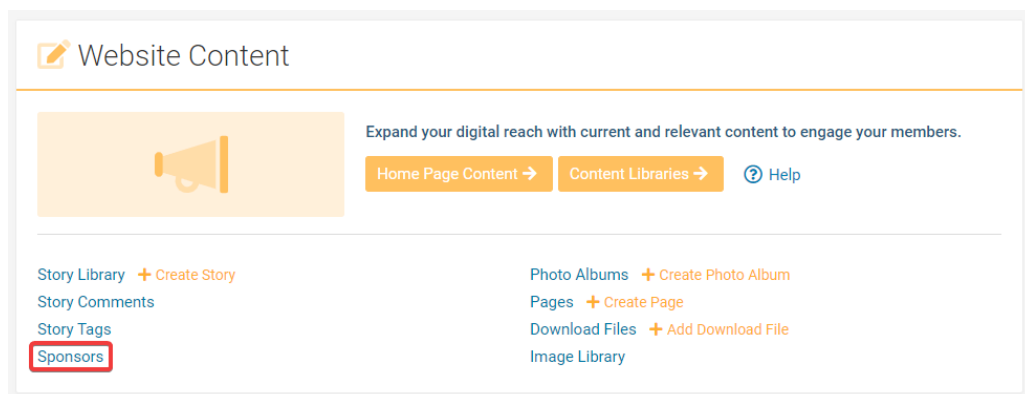
Omar S. - 2021-03-10 - [Website Sponsors](#)

ClubRunner lets you display sponsors' ads on your website. The sponsors could appear on the home page and bulletin by using the **Sponsors** widget. Sponsors always appear on the right hand panel of all site pages. Ads can be images or text-based, and can link to a website or email address. Please follow the steps below to reach the Sponsors section.

The below image is an example of what the sponsor would look like on your website:



1. Login to the **Member Area**. This will take you to the **Administration** page.
2. Click on the **Website Sponsorship Area** under the **Website Content** section on the Administration page.



3. This takes you to the **Sponsors** page. From here you can add a sponsor by clicking on **Add New Sponsor**, edit an existing sponsor by clicking **Edit**, or delete a sponsor by clicking **Delete**.

## Sponsors

Display sponsors' ads on your website! All ads appear on the right hand panel of all secondary pages, and optionally on the home page and e-bulletin by adding the Sponsor widget. Ads can be images or text-based, and can link to a website or email address.

Be sure to go to [Upload Guide](#) to upload your own customized document that appears when visitors click

[+ Add New Sponsor](#)

Sequence ▲	Company Name ▼	Website Address ▼	Clicks ▼	Ad Text/Image ▼	Appear on Home Page ▼	Actions
Random	<a href="#">Green Town Realty</a>	<a href="https://www.example.com">https://www.example.com</a>	0	Choice homes at a bargain!	✓	<input type="button" value="▼"/>

4. Under the heading **Sponsorship**, on the left side of the screen, you will see the following options.

- **Website Sponsors** - Allows users to enter information about the sponsors for their website
- **Upload Guide** - Allows users to upload the Club's custom policies and rates.
- **Sponsors Settings** - Configure where you would like the sponsors to appear.



### Adding a New Sponsor

1. To add a new sponsor, click the **Add New Sponsor** button on the right side of the screen.;

## Sponsors

Display sponsors' ads on your website! All ads appear on the right hand panel of all secondary pages, and optionally on the home page and e-bulletin by adding the Sponsor widget. Ads can be images or text-based, and can link to a website or email address.

Be sure to go to [Upload Guide](#) to upload your own customized document that appears when visitors click

[+ Add New Sponsor](#)

Sequence ▲	Company Name ▼	Website Address ▼	Clicks ▼	Ad Text/Image ▼	Appear on Home Page ▼	Actions
Random	Green Town Realty	https://www.example.com	0	Choice homes at a bargain!	✓	<input type="button" value="▼"/>

2. Fill in the information for the new sponsor in the provided fields.

- **Company** - The company's name. This information does not appear on site, and is used for internal tracking.
- **URL/Email field** - Allows you to embed a website or email link into the sponsor ad. Clicking on the sponsor ad will take you to this link.
- **Is Image** - Check-mark this box to display the sponsor as an image, such as a corporate logo. Click **Browse** to upload the sponsor's logo from your computer. The image size should be 100 pixels by 100 pixels. If the image is larger, it will automatically be resized.
- **Text** - This is displayed if **Is Image** is not checked. Enter any text for the ad. You can use the formatting buttons to adjust the fonts and appearance of the text.
- **Start Date** - The start date of when the ad will be displayed on your page.
- **End Date** - The end date of when the ad will stop being displayed on your page.
- **Sequence** - The position/order of the ad displayed on your page. The starting sequence number is 0. If you leave this blank, the order is randomized.
- **Show In Home Page** - If a sponsors widget is displayed on the home page the ad will be displayed in it.
- **Show In Bulletin** - If a sponsors widget is displayed in the bulletin the ad will be displayed in it.
- **Show In All Secondary Pages** - This will display the ad in all site pages and built-in pages. To display the ad in a custom page please use the sponsors widget.
- **No. of Clicks** - Number of times the ad was clicked by a different person.
- **Rate** - The amount the sponsor paid for the ad.
- **Notes** - Notes about the sponsor.

## Add a New Sponsor

### Advertisement Settings

**Company**  \*

**Website Address**

**Is Image**

**Image**  No file chosen  
Press the Browse button to choose an image for ad.

**Start Date**  \*

**End Date**

**Sequence**   
Leave blank to randomize order. Can combine sequenced and randomized ads.

**Show In Home Page**

**Show In Bulletin**

**Show In All Secondary Pages**

**No. of Clicks**   
Auto-generated

**Rate**

**Notes**

3. You can fill in contact details for the sponsor in the fields under **Sponsor's Information**.

### Sponsor's Information

*Note: You can add the sponsor's name, or the sponsor's name and address. If adding the sponsor's name, both the First and Last Names are required. If adding the address for the sponsor, Address 1, City, Country and the State/Province/Territory are required.*

**First Name**

**Last Name**

**Address 1:**

**Address 2:**

**Address 3:**

**City:**

**Country:**  \*

**State:**  \*

**Zip Code:**  \*

**Phone Number**   ext.

**Fax Number**   ext.

**Email**

I have received consent from this individual for the collection, storage, and use of their information by ClubRunner Kayako Account as described in this [Privacy Policy](#). They understand that they may receive emails, and can opt out at any time. A notification email will be sent to the individual the first time their contact information is stored.

4. Once done click **Save** to add the sponsor ad, or **Cancel** to discard the information.

## Related Content

- [How do I configure our website sponsors?](#)