

How do I create a new Site Page?

Michael C. - 2021-01-27 - Website Content

Through the ClubRunner Website designer tool, you can create and customize your own Site Pages to populate your club or district page. Site pages are used to create a distinct subpage on your website, a sort of site within a site. For example, you may wish to have a number of pages within your site that detail the history of your club or district. You can build those using the site page tool, and then link to it from your homepage. To create a new page, you must access the **Site Page Library**.

1. To access the **Site Page Library**, log in to your ClubRunner home page.
2. Click on the **Website** tab.
3. Click on the **Website Content** link.
4. Click on the **Pages** icon on the left hand side of the page
5. Click on **Site Pages Library**.
6. Click on **Create New Site Page** to add content to the site page library.

Site Page Library

View site pages in: [Entire Library](#) [Home Page Widget](#) [Bulletins](#)

[Active](#) [Deleted](#)

Filter records:

[Create New Site Page](#)

Name ^	Owner v	Date v	Permalink v	Requires Login v	Actions
About Our Club		Nov 27, 2015	about-our-club		View Edit Properties Delete
Barcode		Nov 27, 2015	barcode		View Edit Properties Delete
Committee Pages		Nov 27, 2015	committee-pages		View Edit Properties Delete
Duty Roster 3		Nov 27, 2015	duty-roster-3		View Edit Properties Delete
Grants		Nov 27, 2015	grants		View Edit Properties Delete

7. This takes you to the **Add New Site Page** screen, where you can define settings for your new page. First, enter a **Name** in the provided field.

Add New Site Page

Page Settings

Name:

Format Options

Permalink:

Display on home page: ☐ Check this box if you would like to add this page immediately to the home page. You can do it later.
Uncheck it if you would like to remove this page from the home page.

Display Social Media Share Bar: ☒

Access Level: ☒ Public ☐ Requires Login

Owner:

Cancel Create

8. Next, you have the option to set the final position of the web address (or URL) for your site page as a permanent link. A **Permalink** URL is automatically generated by the site based on your choice of title, but you can customize this as needed.

Add New Site Page

Page Settings

Name:

Format Options

Permalink:

Display on home page: ☐ Check this box if you would like to add this page immediately to the home page. You can do it later.
Uncheck it if you would like to remove this page from the home page.

Display Social Media Share Bar: ☒

Access Level: ☒ Public ☐ Requires Login

Owner:

Cancel Create

9. You must now decide whether you wish to display your new site page on the homepage. Click this box if you like it to appear immediately. If you are unsure, you can always come back and click it later.

Add New Site Page

Page Settings

Name:

Format Options

Permalink:

Display on home page: ☐ Check this box if you would like to add this page immediately to the home page. You can do it later.
Uncheck it if you would like to remove this page from the home page.

Display Social Media Share Bar: ☒

Access Level: ☒ Public ☐ Requires Login

Owner:

Cancel Create

10. Uncheck if you do not want the **Social Media Share Bar** to be on the site page. You can always come back and change this option.

Add New Site Page

Page Settings

Name: [Format Options](#)

Permalink: *

Display on home page: ☐ Check this box if you would like to add this page immediately to the home page. You can do it later.
Uncheck it if you would like to remove this page from the home page.

Display Social Media Share Bar: ☒

Access Level: ☒ Public ☐ Requires Login

Owner: Type at least 3 letters of first or last name

[Cancel](#) [Create](#)

11. Now, choose whether you wish your page to be accessible to the public, or only visible to logged in members. Click the appropriate option.

Add New Site Page

Page Settings

Name: [Format Options](#)

Permalink: *

Display on home page: ☐ Check this box if you would like to add this page immediately to the home page. You can do it later.
Uncheck it if you would like to remove this page from the home page.

Display Social Media Share Bar: ☒

Access Level: ☒ Public ☐ Requires Login

Owner: Type at least 3 letters of first or last name

[Cancel](#) [Create](#)

12. You may now assign an owner for the page. Type at least letters of a member's name to assign a page owner. A page owner can edit their page, even if they do not have site administrator access.

Add New Site Page

Page Settings

Name: [Format Options](#)

Permalink: *

Display on home page: ☐ Check this box if you would like to add this page immediately to the home page. You can do it later.
Uncheck it if you would like to remove this page from the home page.

Display Social Media Share Bar: ☒

Access Level: ☒ Public ☐ Requires Login

Owner: Type at least 3 letters of first or last name

[Cancel](#) [Create](#)

13. When you're done, click the **Create** button.

Add New Site Page

Page Settings

Name: [Format Options](#)

Permalink: *

Display on home page: ☐ Check this box if you would like to add this page immediately to the home page. You can do it later.
Uncheck it if you would like to remove this page from the home page.

Display Social Media Share Bar: ☒

Access Level: ☒ Public ☐ Requires Login

Owner: Type at least 3 letters of first or last name

[Cancel](#) [Create](#)

14. You are now taken to a page where you have the option to edit your site page content and menu.

✓ SitePage 'The Story of Green Town' saved successfully

The Story of Green Town » Welcome

Menu [Edit Menu](#)

Subpages

Welcome

Related Pages

Links

Files

Photo Albums

Sub Page [Edit Subpage Content](#)

Please click on Edit Subpage Content button to start editing.

Reserved for
social media share bar

Reserved for
sponsors

Related Content

- [VIDEO: Site Pages and Custom Pages webinar](#)
- [VIDEO: Managing your Site Pages](#)
- [How do I edit the Site Page menu?](#)
- [How do I edit Site Page content?](#)