

## How do I edit Site Page content?

Michael C. - 2021-01-28 - Website Content

Through the ClubRunner Website designer tool, you can create and customize your own Site Pages to populate your club or district page. You can access and edit existing pages via your **Site Page Library**.

1. To access the **Site Page Library**, login to the website's home page.
2. Click on the **Website** grey tab near the top.
3. On the blue menu bar, click **Website Content**.
4. Click on the **Pages** icon on the left.
5. Click on **Site Page Library**.
6. This brings you to the **Site Page Library**, a complete list of currently created site pages. Simply select the site page you wish to edit, and click the **Edit** link under the **Actions** heading.

### Site Page Library

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

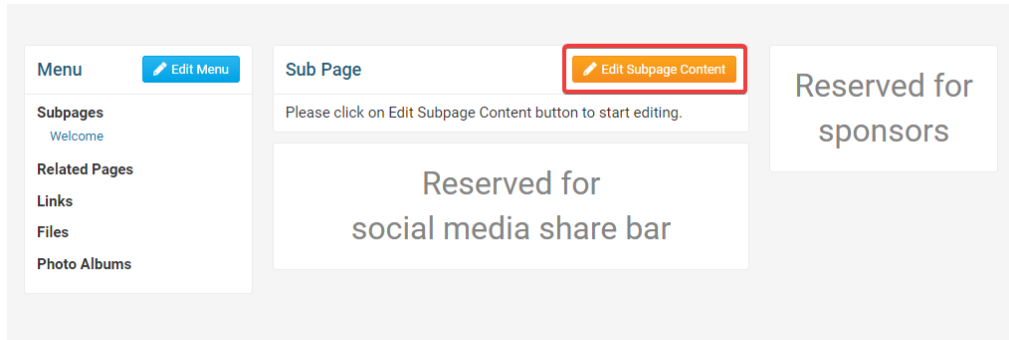
[Active](#) [Deleted](#)

Filter records:

[+ Create New Site Page](#)

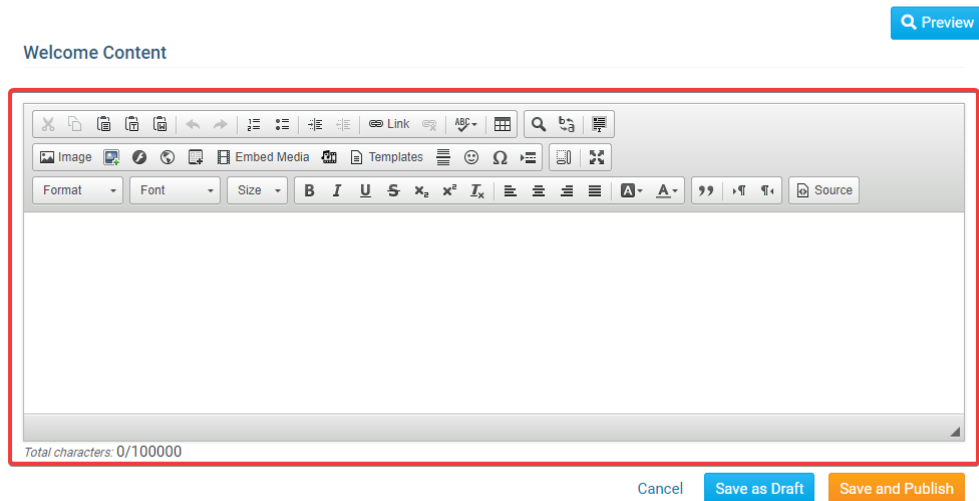
Name	Owner	Date	Permalink	Requires Login	Actions
<a href="#">About Our Club</a>		Nov 27, 2015	about-our-club		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Properties</a>   <a href="#">Delete</a>
<a href="#">Barcode</a>		Nov 27, 2015	barcode		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Properties</a>   <a href="#">Delete</a>
<a href="#">Committee Pages</a>		Nov 27, 2015	committee-pages		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Properties</a>   <a href="#">Delete</a>
<a href="#">Duty Roster 3</a>		Nov 27, 2015	duty-roster-3		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Properties</a>   <a href="#">Delete</a>
<a href="#">Grants</a>		Nov 27, 2015	grants		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Properties</a>   <a href="#">Delete</a>
<a href="#">The Story of Green Town</a>	John Doe	Oct 01, 2020	the-story-of-green-town		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Properties</a>   <a href="#">Delete</a>

7. On the edit page, you have the option to **Edit Subpage Content** or **Edit Menu**. If this is a newly created page, start by clicking on **Edit Subpage Content**.



8. In the provided editing window, you may compose, paste or add content as desired. You can use the buttons in the tool bar to add images, webpage links, or embed videos and other media.

[Edit Welcome](#)

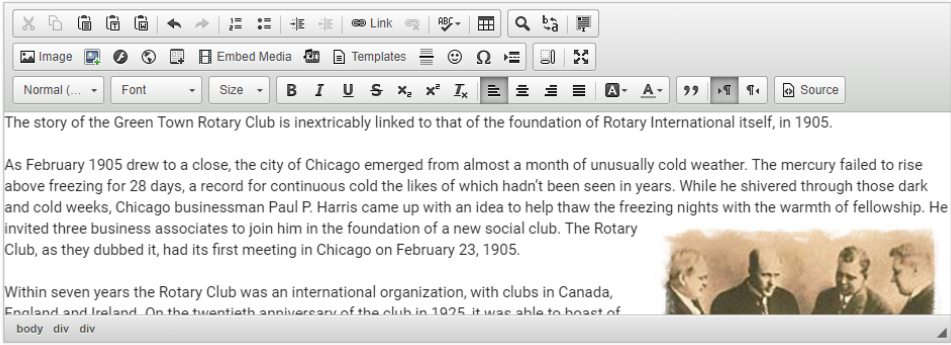


9. Once you have entered content, use the **Preview** button to see how it will be formatted on the live page in your chosen template structure.

## Edit Welcome

[Preview](#)

Welcome Content



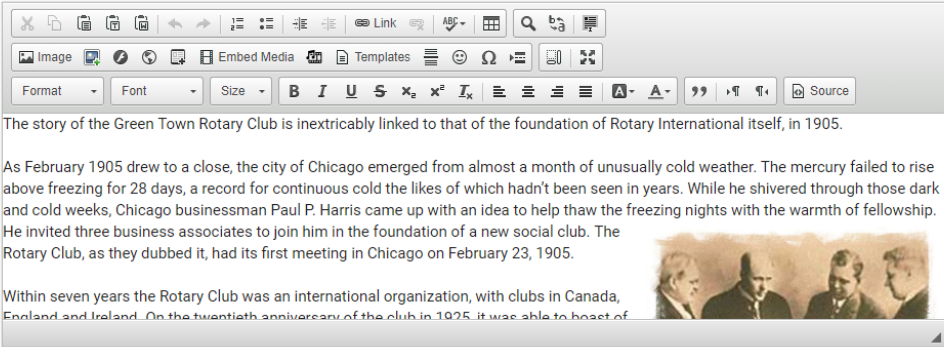
Total characters: 1576/100000

10. When you are satisfied with the site page content, click **Save and Publish**. If you want to come back to it later, click **Save as Draft**. If you wish to discard the content, click **Cancel**.

## Edit Welcome

[Preview](#)

Welcome Content




Total characters: 1576/100000

[Cancel](#) [Save as Draft](#) [Save and Publish](#)

11. You are now returned to the site page menu, where you are presented with a preview of the content as it now appears on your new site page.

## The Story of Green Town » Welcome

<p><b>Menu</b> <a href="#">Edit Menu</a></p> <p><b>Subpages</b> Welcome</p> <p><b>Related Pages</b></p> <p><b>Links</b></p> <p><b>Files</b></p> <p><b>Photo Albums</b></p>	<p><b>Sub Page</b> <a href="#">Edit Subpage Content</a></p> <p>The story of the Green Town Rotary Club is inextricably linked to that of the foundation of Rotary International itself, in 1905.</p> <p>As February 1905 drew to a close, the city of Chicago emerged from almost a month of unusually cold weather. The mercury failed to rise above freezing for 28 days, a record for continuous cold the likes of which hadn't been seen in years. While he shivered through those dark and cold weeks, Chicago businessman Paul P. Harris came up with an idea to help thaw the freezing nights with the warmth of fellowship. He invited three business associates to join him in the foundation of a new social club. The Rotary Club, as they dubbed it, had its first meeting in Chicago on February 23, 1905.</p> 	<p>Reserved for sponsors</p>
--	--	------------------------------

### 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 create a new Site Page?](#)