How do I manage District Documents?

Omar S. - 2024-11-29 - District Organization

When you need to upload a PDF, text, Word or other files to your site so your members or guests can access it, you can put it into your District **Documents**. Below are the steps on how to edit District **Documents** in ClubRunner.

REQUIREMENTS:

- You will need the Access Rights of **Administrator** or **Website Content Editor** to Add/Edit/Delete district documents.
- Members with other access rights, such as Membership Editor, or Club Information Editor will have read only access to the district document files.
- All documents to upload must be **30 MB or smaller**
- The file types you are allowed to upload are: *bmp, doc, docx, eps, gif, html, htm, jpeg, jpg, pdf, png, ppt, pptx, pub, swf, tif, txt, vsd, xls, xlsx, rtf, and zip*

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Access the Documents List

1. Login to your ClubRunner website. Click on the **Member Login** link found in the top right corner of the homepage and enter your login information.

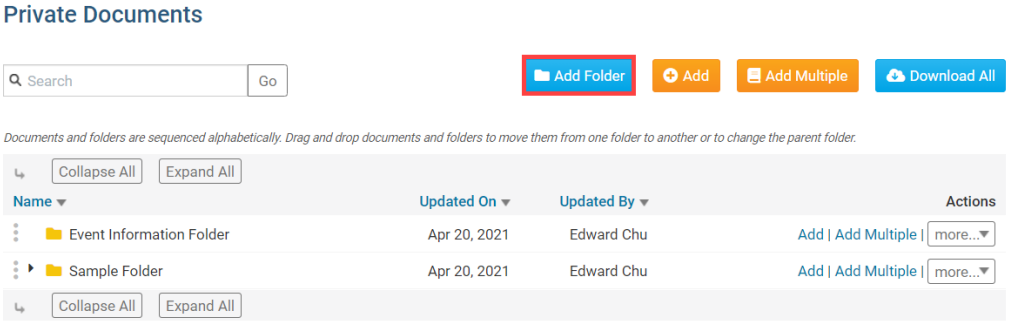
2. Now back on the homepage click on the **Member Area** link found in the top right corner.

3. Along the top of the screen you will see a number of tabs. Click on the **Documents** tab.

4. Now, click on the **Documents** link. This brings you to your **Private Documents** page.

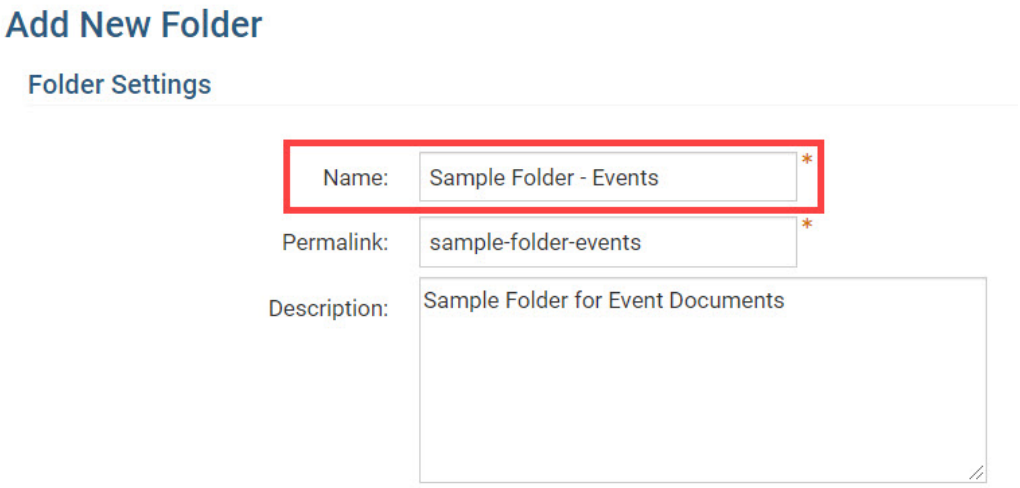
Adding a New Document Folder

1. To add a new document folder, click on the **Add Folder** button found in the top right corner.

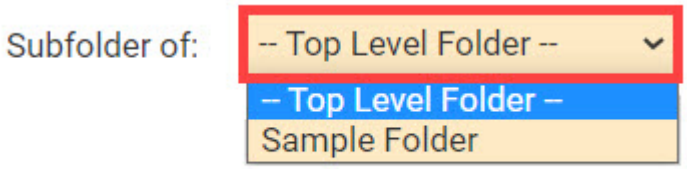


2. Next enter a **Name** for the new folder. You may optionally also enter a description of the folder.

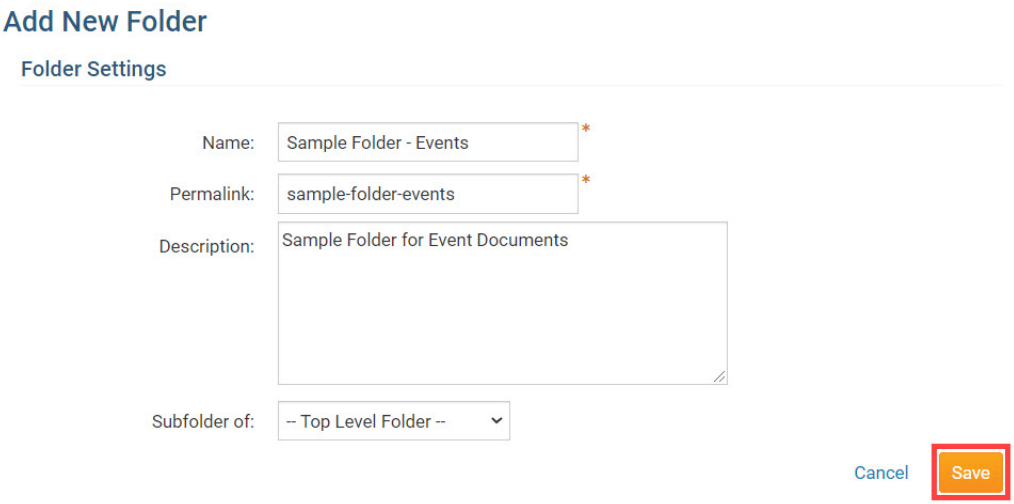
   Note: the Permalink field will automatically populate based on the Folder Name.



3. Click on the **Subfolder Of** field if you want to place the new folder specifically within another folder.



4. Next click on the **Save** button to create the new folder.

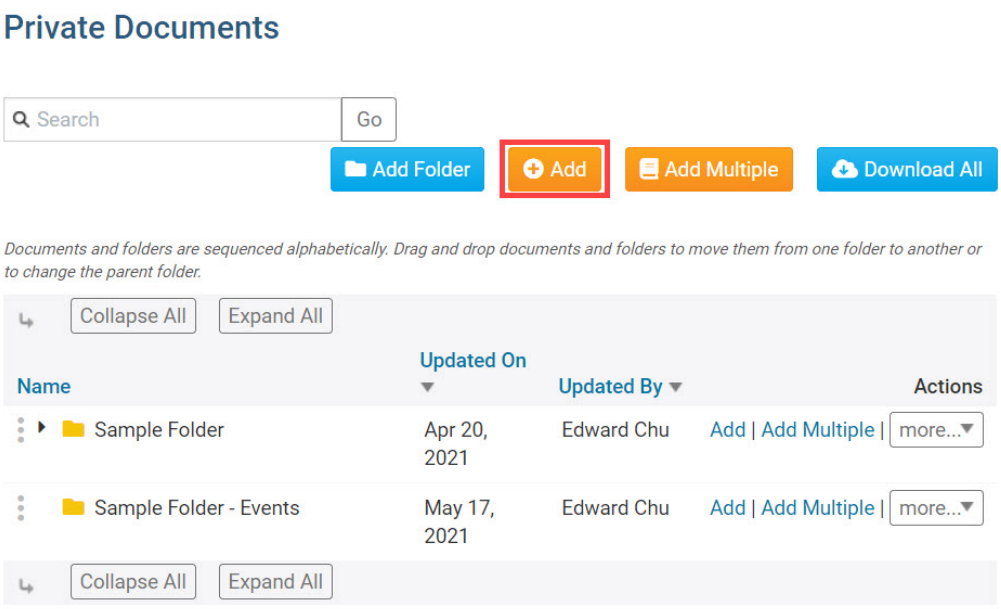


5. Once the folder has been saved you will be taken back to the **Private Documents** screen. Here you should see your new folder within the list.

Note: You can always drag and drop to change the document and folder structures by hovering your cursor to the left of the document name (The cursor should turn into four arrows) and drag it to a new location. For more information on using Grab Points, see this guide on the knowledge base:
https://www.clubrunnersupport.com/kb/articles/how-do-i-use-grab-points

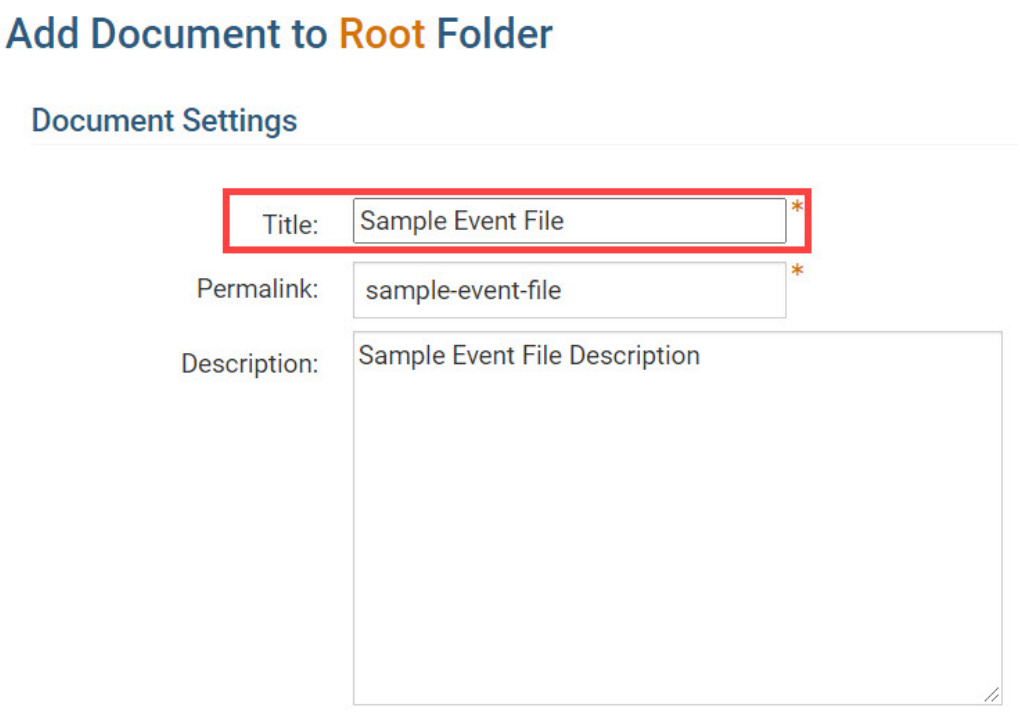
Adding a Document

1. If you want to add a document file, click on the **Add** button.

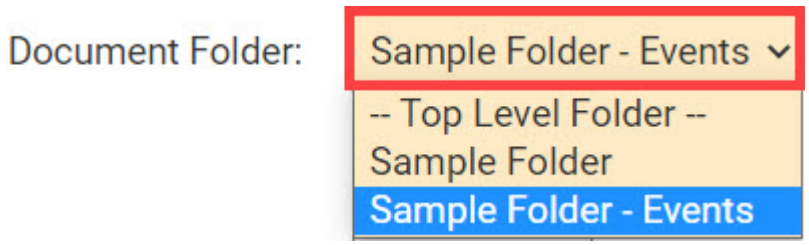


2. Next enter a **Title** for the new file. You have the option to also enter a description of the file.

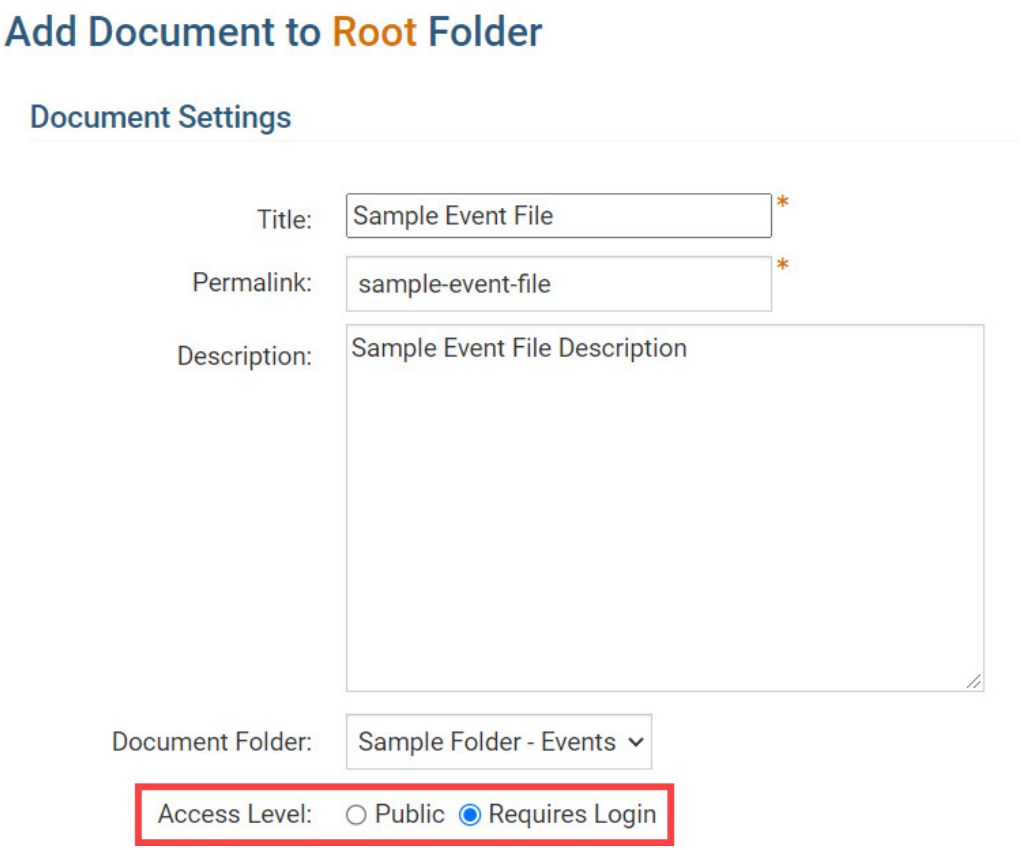
   Note: The Permalink field will automatically populate based on the Title Name.



3. Click on the **Document Folder** field if you want to place the new file specifically within a folder.

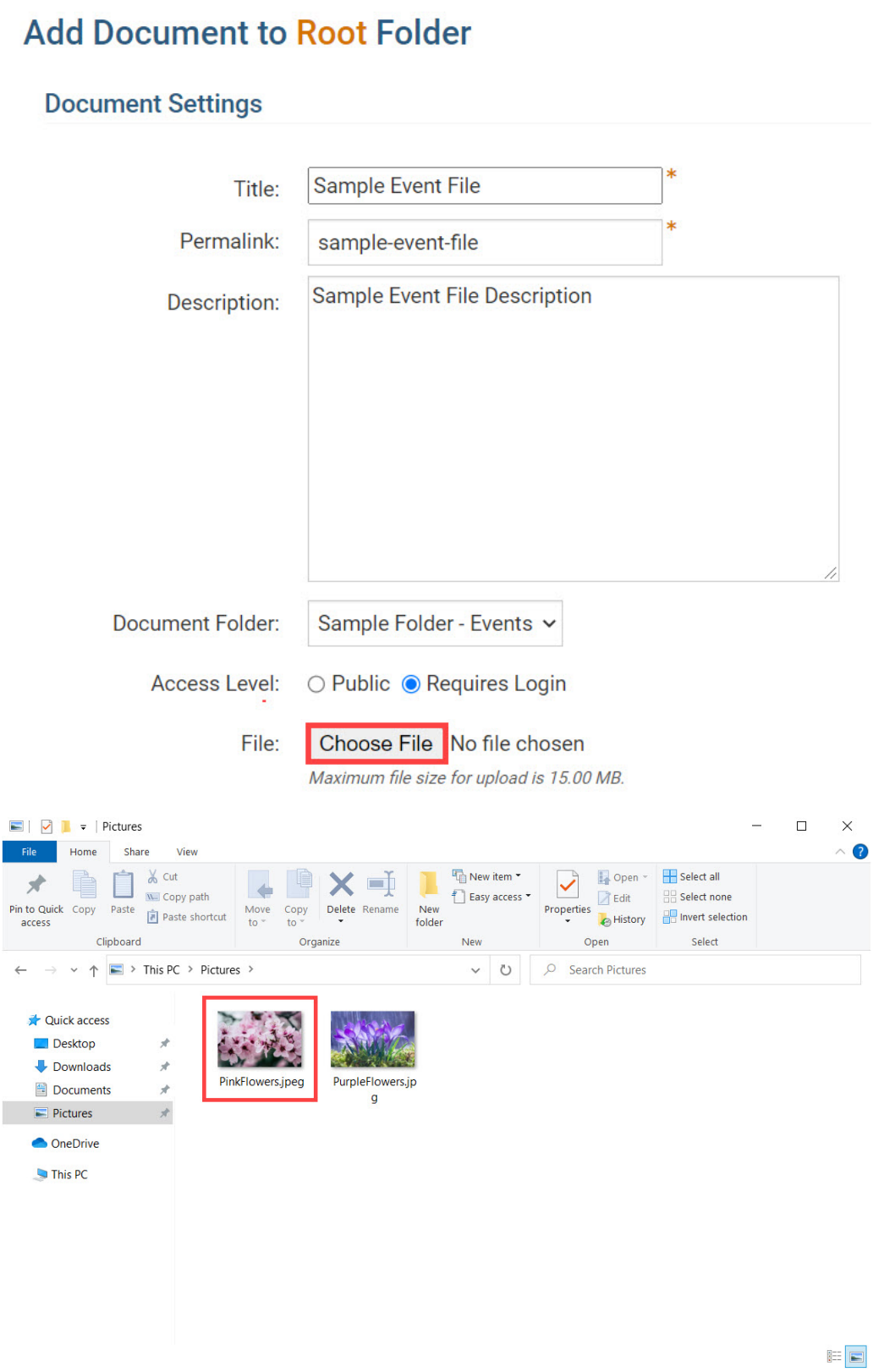


4. Next you define the **Access Level** for the File. There are two options:
    - **Public**: Any visitor can click on the link and access the document.
    - **Requires Login**: Only members with a valid login will be able to access the document.

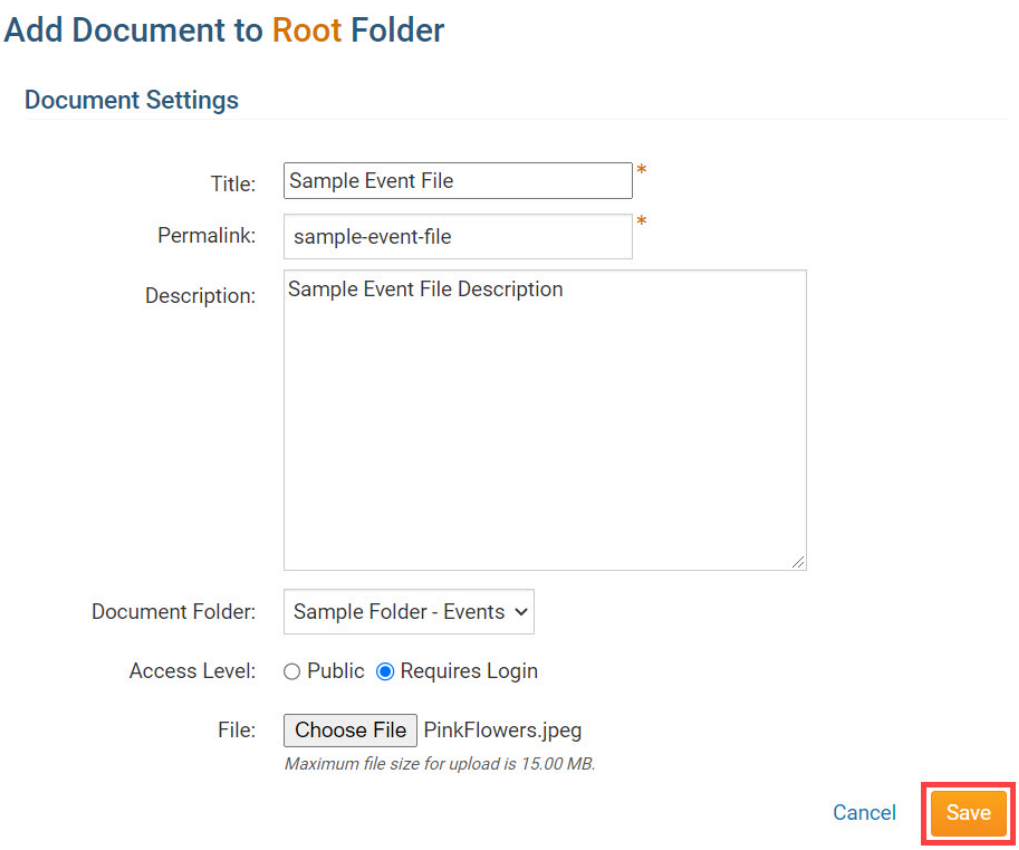


5. Now, it's time to upload the file. Click on the **Choose File** button and select the file from your computer. Double-click on the file name to select it.

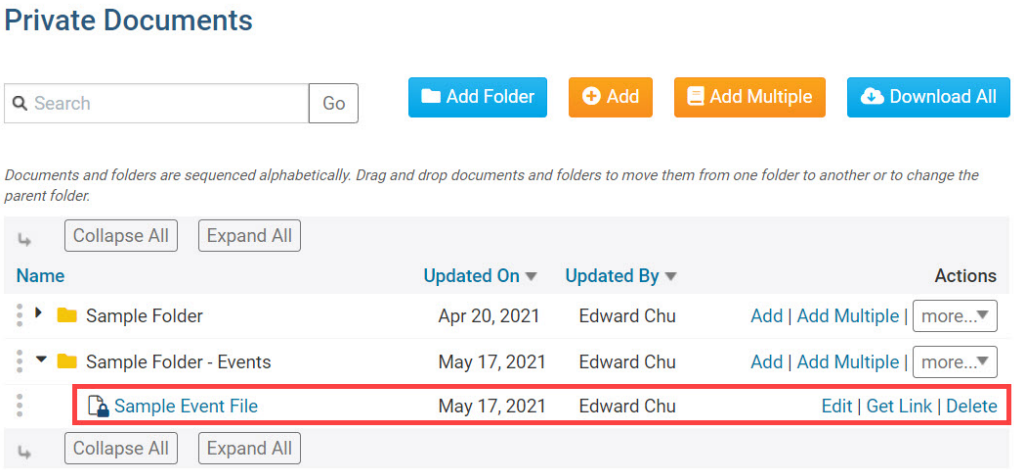
    Note: The file types you are allowed to upload are: bmp, doc, docx, eps, gif, html, htm, jpeg, jpg, pdf, png, ppt, pptx, pub, swf, tif, txt, vsd, xls, xlsx, rtf, and zip.



6. Now click on the **Save** button found in the bottom right corner.

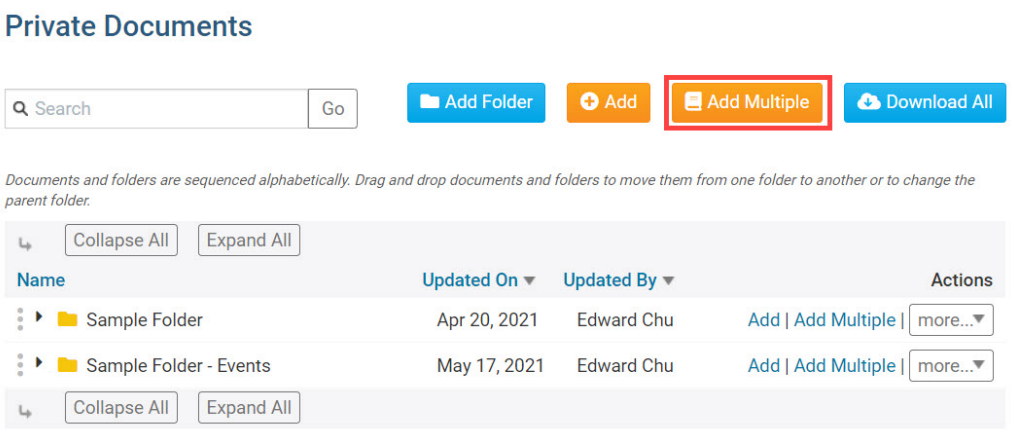


7. Once the file has been uploaded and saved you will be taken back to the**Private Documents** screen. Here you should see your new file within the list.



Adding Multiple Documents

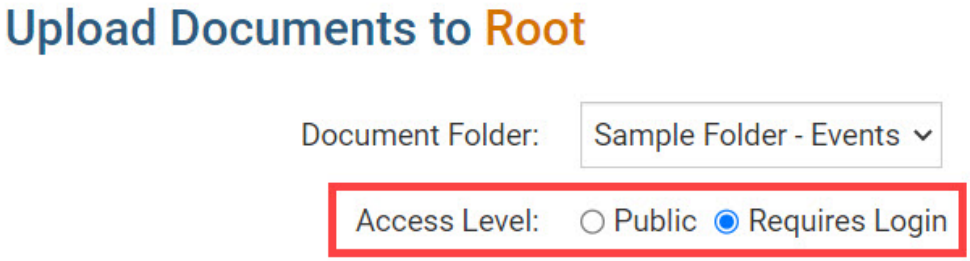
1. If you wish, you may upload several documents at once. From the **Private Documents** screen click on **Add Multiple**.



2. You are taken to the upload interface. First, identify the folder to which you wish to upload your documents using the**Document Folder** drop down menu.

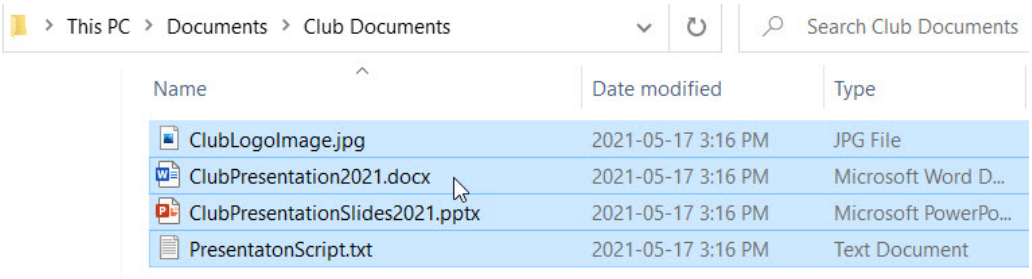


3. Next, select the**Access Level**for the documents by clicking on **Public** or **Requires Login**. If you select **Public**, non-members can potentially access the document. If you select R**equires Login**, only logged in members may view it.



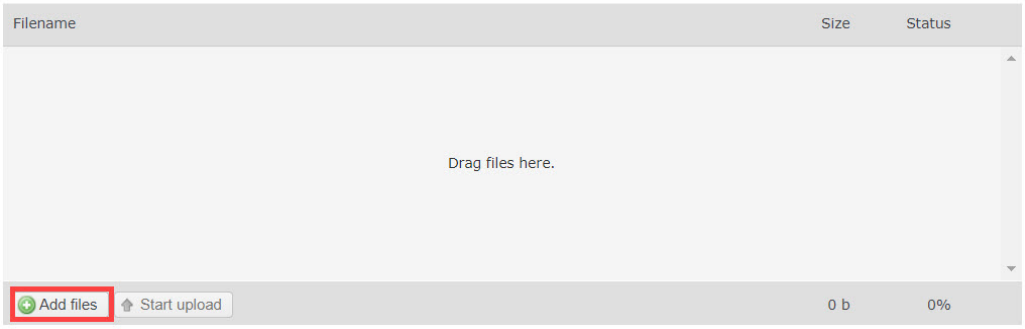
4. Now, you may add multiple documents to the upload queue. There are two possible methods for this.

5. You may directly drag and drop files from a folder on your computer into the upload field. To select multiple files, hold down the **Ctrl key** and click on each one. To select a group of files, click on the first file, then hold down the **Shift key** and click on the last file.



6. Alternately, you may click on the **Add File** button. You will need to add the files one at a time with this

method.

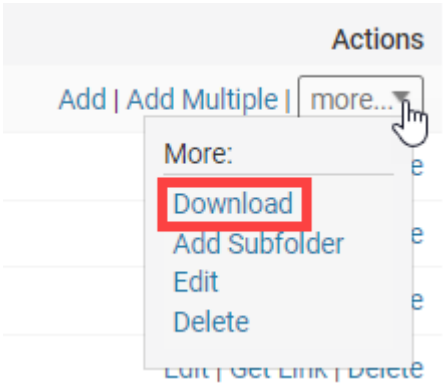


7. When you have selected all the necessary files, click **Start Upload.**If the upload is successful, a confirmation message will appear and you are returned to the **Private Documents** page.



Downloading Files

1. You have the option to download files by folder or all at once. To download the contents of a given folder, click on the More drop down menu under the Actions header. Then select **Download.** Your files will automatically start downloading in the form of an archived ZIP file.



2. To download all the District documents at once, click on the **Download All** button above the file and folder list. All your files will be archived in a single ZIP folder and downloaded to your computer.

   Note: The save location of your downloaded files is dependent on your software and personal settings. For many users the default save location is their **Downloads** folder, but this can vary.

Private Documents

Search Go

Add Folder | Add | Add Multiple | Download All

Documents and folders are sequenced alphabetically. Drag and drop documents and folders to move them from one folder to another or to change the parent folder.

Collapse All Expand All

Name	Updated On	Updated By	Actions
Sample Folder	Apr 20, 2021	Edward Chu	Add | Add Multiple | more...
Sample Folder - Events	May 17, 2021	Edward Chu	Add | Add Multiple | more...

Collapse All Expand All