ClubRunner

[NOVA] How do I use the Image Library?

Michael M. - 2026-11-20 - Website

The Image Library stores all photos uploaded by all your members. It offers an easy way to add and share pictures on the homepage or other sections of your club's website. The Image Library includes access to the Photo Album library as well, but note that the Photo Album Library is a different section within the Image Library.

REQUIREMENTS & NOTES:

- You will need Access Level 60 (Editor) or higher (level 50, 40 or 30) to add/delete/restore club images.
- Any single folder inside your Image Library can only display up to 5000 images. To upload and display more images, please create subfolders.
- All uploaded images must be 15 MB or smaller.
- These are the types of image files that can uploaded into the Image Library: bmp, gif, jpg, jpeg, png. The Image Library is unable to accept other types of image files.

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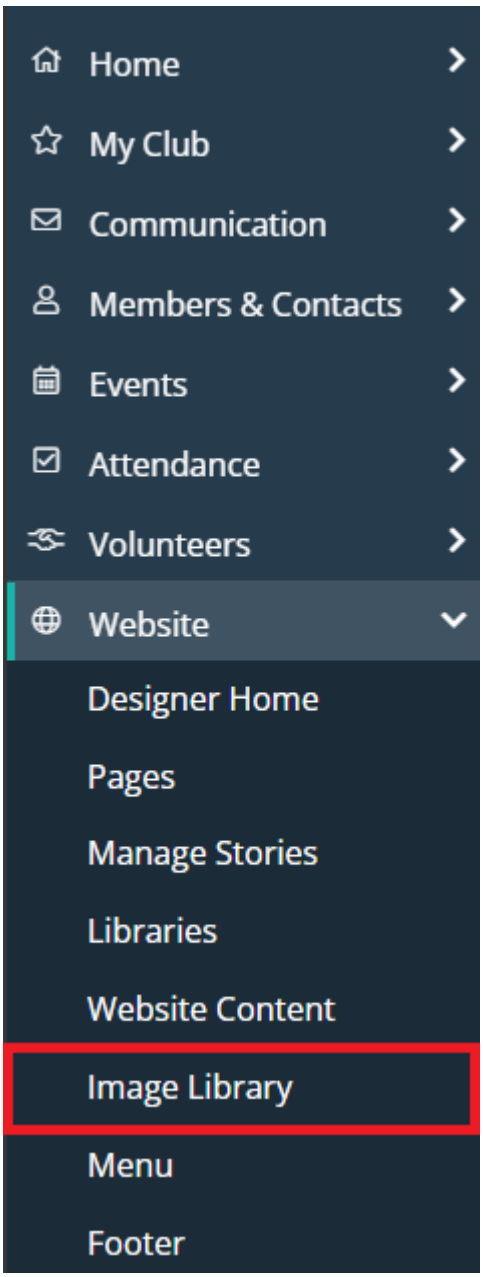
Image Library Location

To access the image library use the following one of the following set of steps:

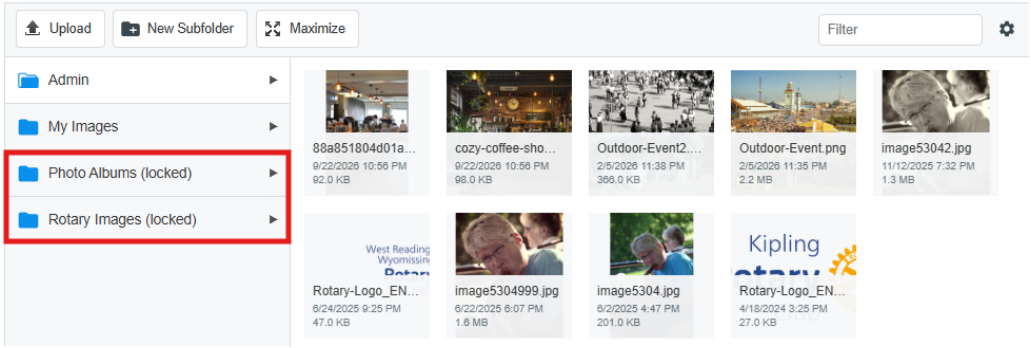
1. Log in to your account through your club homepage, then click on **Member Area** on the top right under your club banner. **Alternatively, click here to go directly to the ClubRunner login page.**
2. Click **Website** in the left-hand menu navigation, then click **Image Library**.



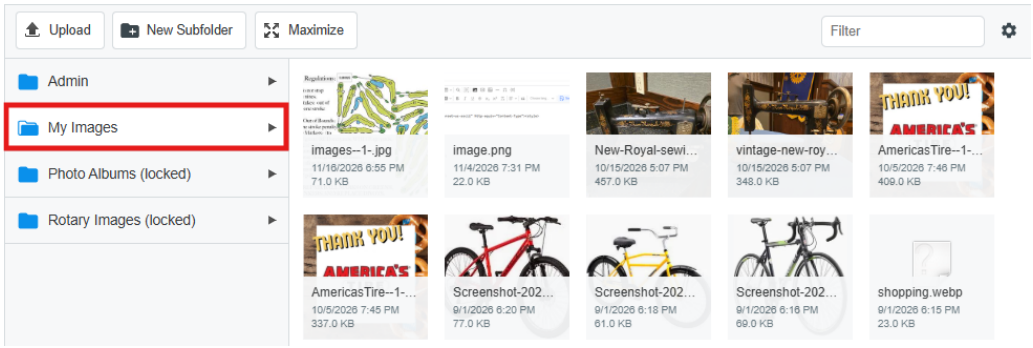
Using the Image Library

Each time a picture is uploaded to ClubRunner, it will be archived in the Image Library where it can be reused on other sections of your club's website. Here, you will find a number of folders containing images.

1. The Rotary Images folder is locked as that is organized by our team in conjunction with Rotary International. Feel free to use any of the images the folder contains, but you cannot upload images to these folders, or delete images stored here. The Photo Albums folder is also locked as its contents can only be edited through the Photo Albums Library.



2. The My Images folder is where you and your club members can upload your own club images.



Note

- On club websites, the Admin Image Library folder and its images may only be modified by a member with the greatest access level 30 - Site Administrator.
- Website Editors with the access level 60 - Editor or better will be able to use the images from the Admin folder on other website stories & emails, but will not be able to add or delete images from the Admin Image Library folder. Learn more about club access levels from our **What Access Levels are available in ClubRunner guide.**
- On district websites, any members with the Website Content Editor access right have access to use the images, but may not add or delete images from the Admin Image Library Folder. Learn more about district access rights from our **Introduction to district access rights guide.**

3. The menu bar at the top of the Image Library has the following options:



- Upload - This button allows you to add pictures. You can also drag and drop images from your device into the Image Library folder to upload the images.
- New Subfolder - This button can be used to create folders within the Admin or My Images folders to help organize files.
- Maximize - This button expands the Image Library window to full-screen.
- Filter - This box searches the library for image files by name.
- Gear Icon - You may click this icon to adjust the view, display, and sorting options for the Image

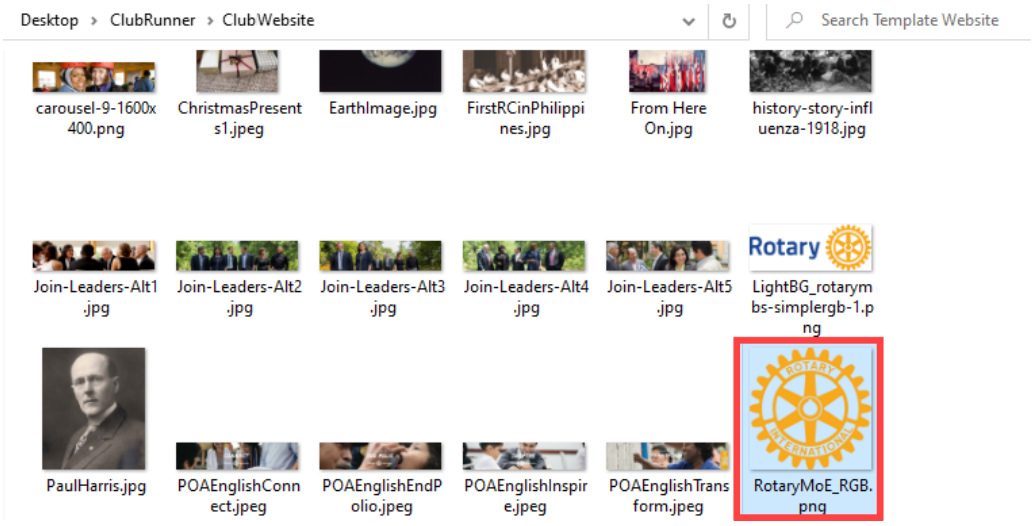
Library.

Adding Pictures to the Image Library

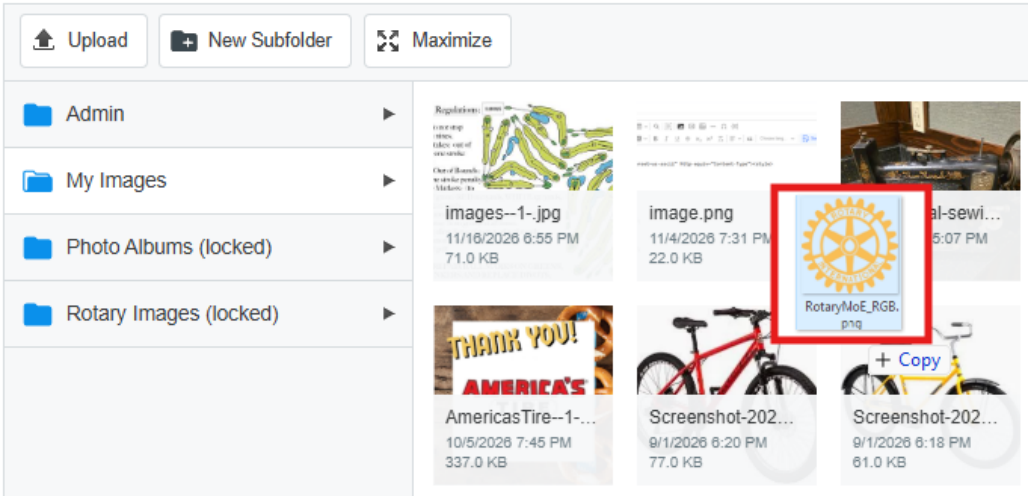
There are two methods to upload pictures from your computer:

- Drag and drop
- Upload Button

1. To add a photo using the Drag and Drop method, open the file folder where you are pictures are stored.

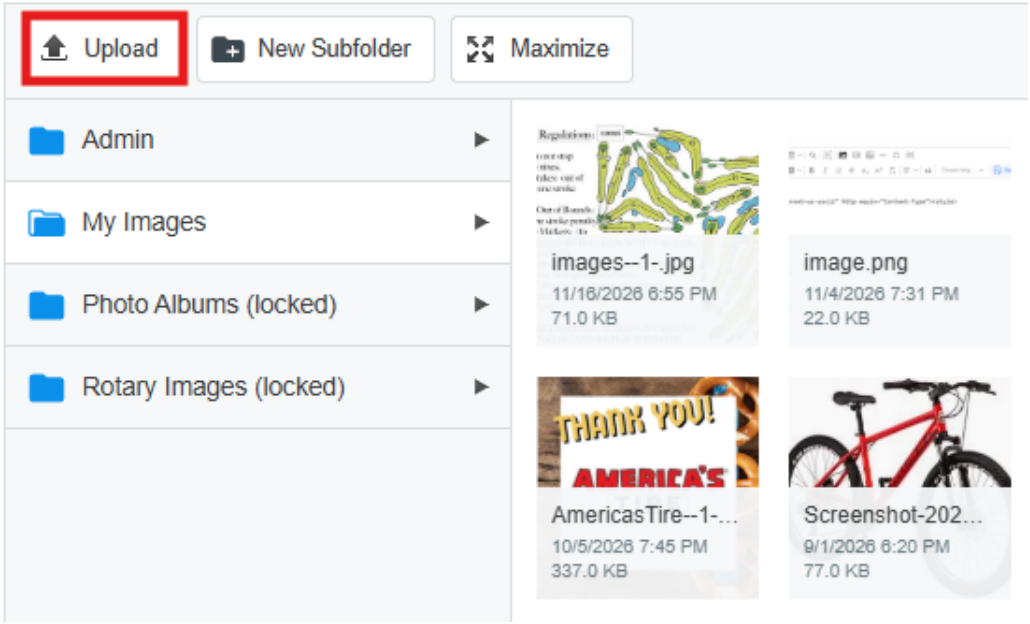


2. Click on an image and hold down the primary mouse button. Drag the photo to the Image Library window on ClubRunner, then let go of the primary mouse button. If you want to move multiple photos, hold down the CTRL key and click each photo on your device, then drag the group of images into the Image Library window.



3. To add a photo using the Upload button, click **Upload.** In the folder explorer on your device, navigate to

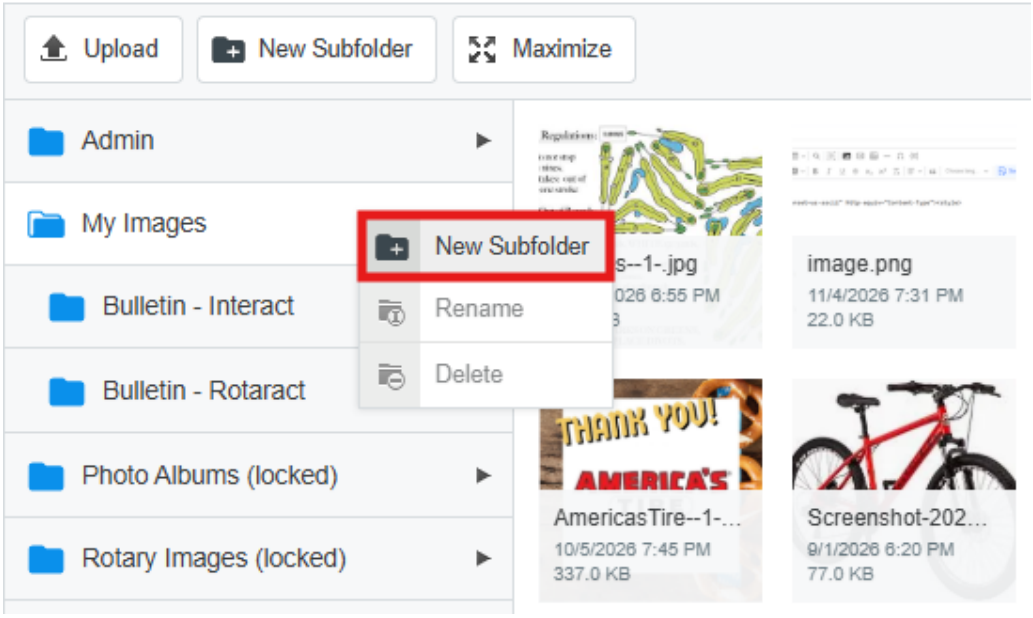
the images, click the images once to highlight the images, then click **Open** to upload the images to the Image Library.



Managing & Organizing Images

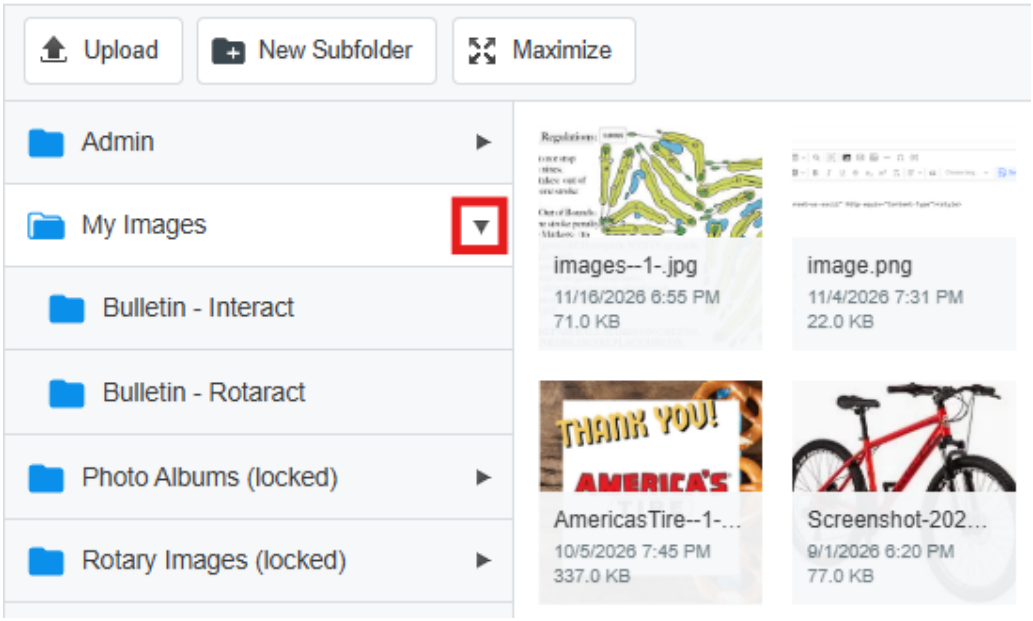
You can manage and organize images in the My Images folder by creating a subfolder. To create a subfolder, please use the following steps:

1. Right-click the My Images folder, and click **New Subfolder**.

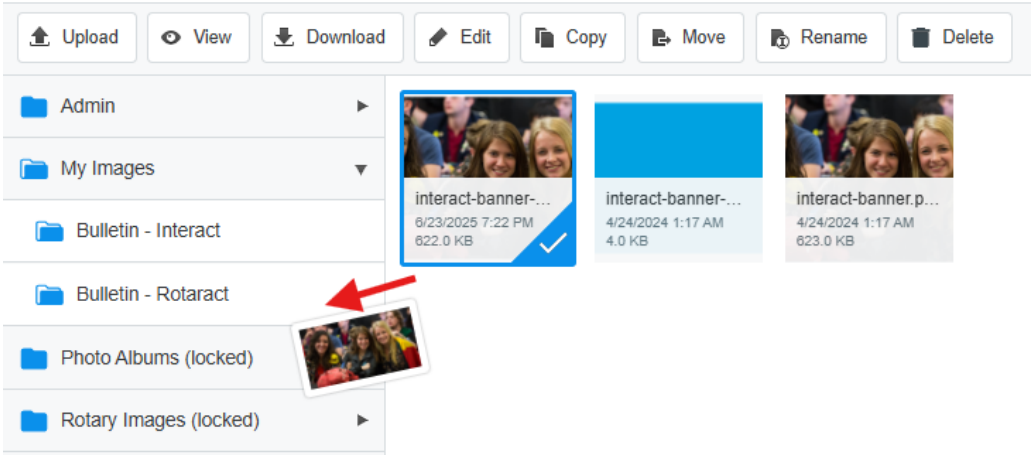


2. In the dialog window, type the new subfolder name and click **OK**.

3. The new folder is now created. To view all of the subfolders in the My Images folder, click the arrow icons to the right-hand side of the folder names.



4. To move or copy an image from one folder to another, drag-and-drop the image from the existing folder into the new folder.



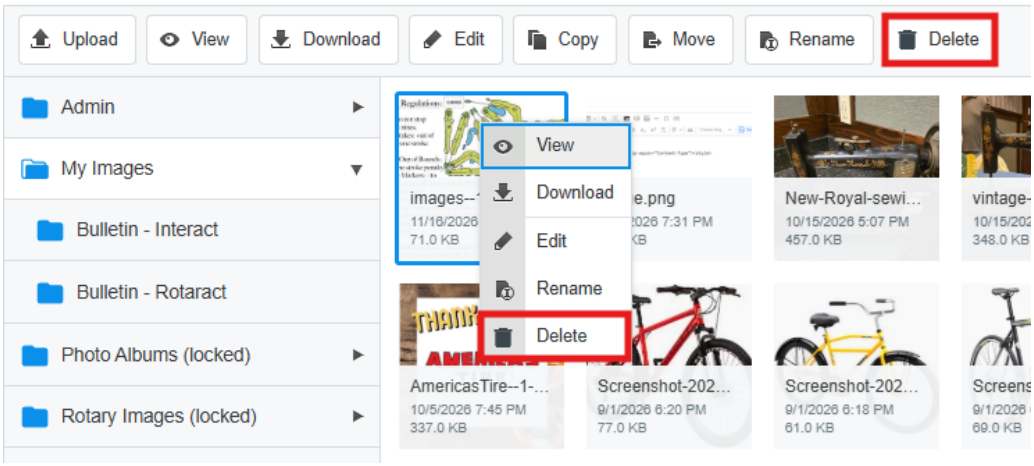
5. When you release your mouse button, you may click **Copy Here** to copy the image into the new folder, or click **Move Here** to move the image from the existing folder into the new folder.

Note

You can select multiple images from a folder to move or copy by holding down the CTRL key and clicking the additional images.

Deleting Images

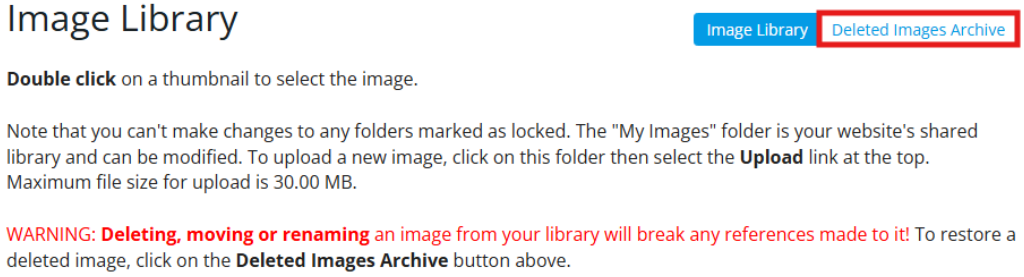
1. Right-click on the image you want to delete and then click **Delete** to delete the image. You may also first click on the file and then use the **Delete** button in the menu at the top of the Image Library.



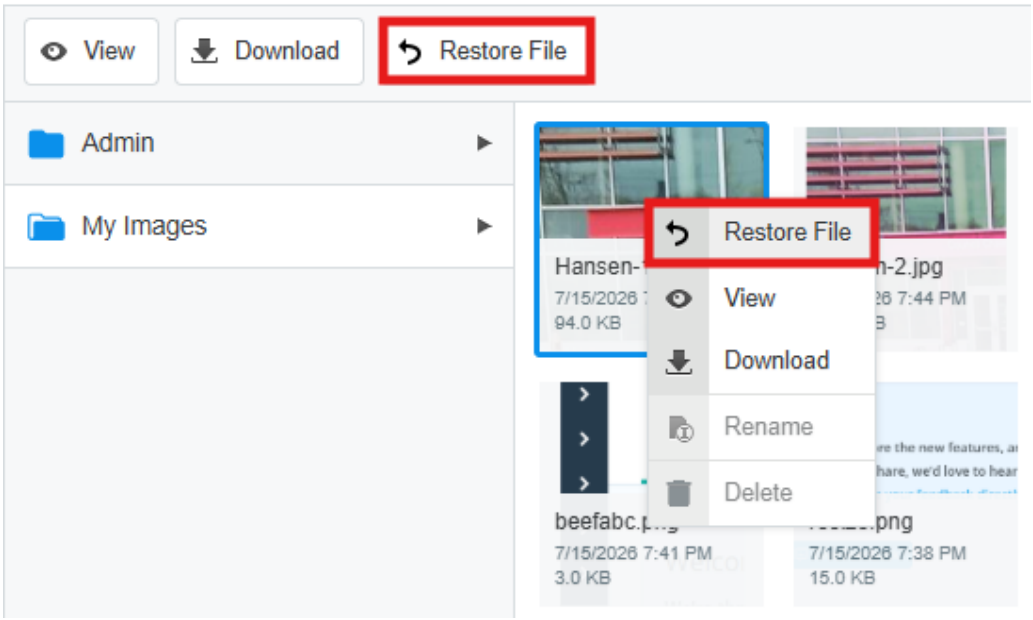
2. A dialog box will pop up. Click **OK** to confirm that you want it deleted.

Restoring Deleted Images

1. In the Image Library, click the **Deleted Images Archive** tab at the top of the page.



2. This will take you to the Deleted Images Archive. Right click on the image you want to undelete and click **Restore File**, or you may click on the file and click **Restore File** in the menu at the top of the Deleted Images Archive.



3. You will get a dialog box asking you if you are sure you want to restore the image. Click **OK** to restore it.

Note

Did you know that you can edit images directly within the Image Library? To learn more, please read the support article: **How can I edit images that I've uploaded?**