ClubRunner

[NOVA] How do I use the Story Library in Nova?
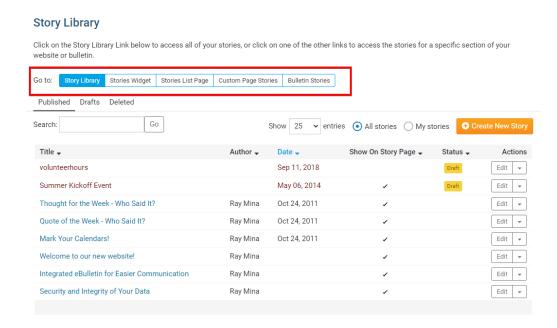
Michael M. - 2025-08-26 - Website

The Story Library is a convenient way to archive previously used Stories on your website. You can also repost any old Stories to your home page without the trouble of recreating or re-entering them.

1. To begin, 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 **Manage Stories**.
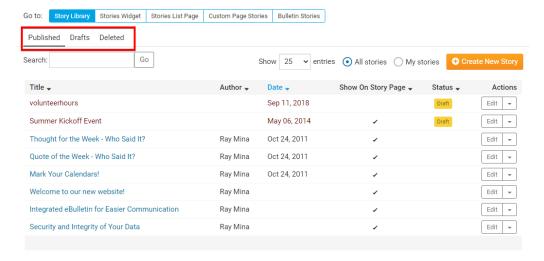
Functions of the Story Library

1. You will see a list of draft and published stories created by your club, if any have been made. Above this you'll see links that let you filter your view of the stories that are only to be displayed on certain widgets such as **Stories List Page**, or **Bulletin Stories**.

2. Below this, you will see tabs:

   - **Published** - Displays the published stories. These stories could be displayed on the website or bulletin.

   - **Drafts** - Displays the stories in draft. These stories are not displayed on the website or bulletin.

   - **Deleted** - Displays stories which were deleted within three months. After three months, deleted stories will be erased.

Story Library

Click on the Story Library Link below to access all of your stories, or click on one of the other links to access the stories for a specific section of your website or bulletin.

Go to: **Story Library** | Stories Widget | Stories List Page | Custom Page Stories | Bulletin Stories

Published Drafts Deleted

Search: [____] Go   Show 25 entries ⦿ All stories ○ My stories   ⊕ Create New Story

Title ▾	Author ▾	Date ▾	Show On Story Page ▾	Status ▾	Actions
volunteerhours		Sep 11, 2018		Draft	Edit ▾
Summer Kickoff Event		May 06, 2014	✓	Draft	Edit ▾
Thought for the Week - Who Said It?	Ray Mina	Oct 24, 2011	✓		Edit ▾
Quote of the Week - Who Said It?	Ray Mina	Oct 24, 2011	✓		Edit ▾
Mark Your Calendars!	Ray Mina	Oct 24, 2011	✓		Edit ▾
Welcome to our new website!	Ray Mina		✓		Edit ▾
Integrated eBulletin for Easier Communication	Ray Mina		✓		Edit ▾
Security and Integrity of Your Data	Ray Mina		✓		Edit ▾

3. **Create New Story** allows the user to add a new story to the library.
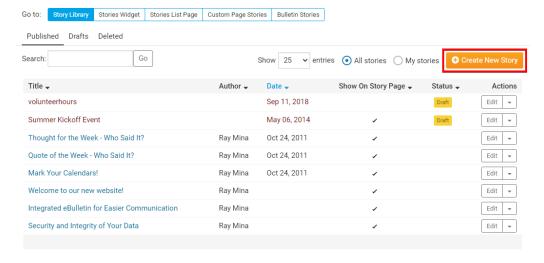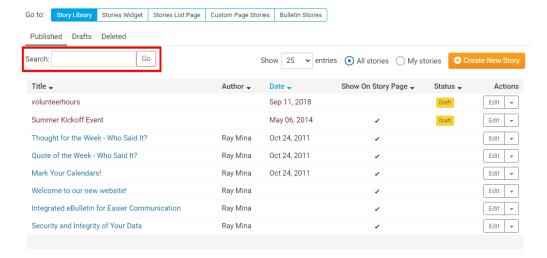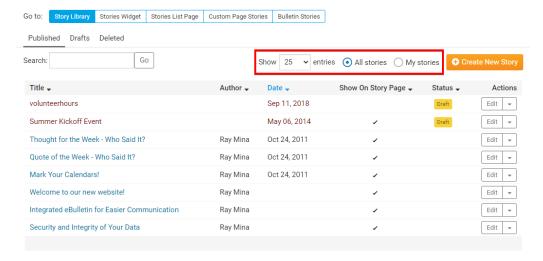

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Integrated eBulletin for Easier Communication	Ray Mina		✓		Edit ▾
Security and Integrity of Your Data	Ray Mina		✓		Edit ▾

4. The **Search** field lets you locate a story.

5. The **Show Entries** field lets you dictate how many stories are displayed on the library screen at a given time. You can pick to show **All Stories** stories to display all of the stories or **My Stories** to view only the stories you have added.

6. The actions area lets you preform several actions:

- **Preview** - Displays a preview of the story.

- **Edit** - Allows you to change/edit the story.

- **More** - Drop down box to access more options.

   - **Links** - Include external links in your story.

- **Files** - Add a downloadable file to your story.

- **Copy Story** - Replicate the article.

- **Move to Draft** - Unpublish to story and put it draft mode.

- **Display Options** - Determine where the article will appear. (Eg. Homepage, Bulletin, Story List)

- **Delete Story** - Removes the story from the Story Library and adds it in the **Deleted** area. Stories may be retrieved from the deleted area within three months, after which they are removed permanently.