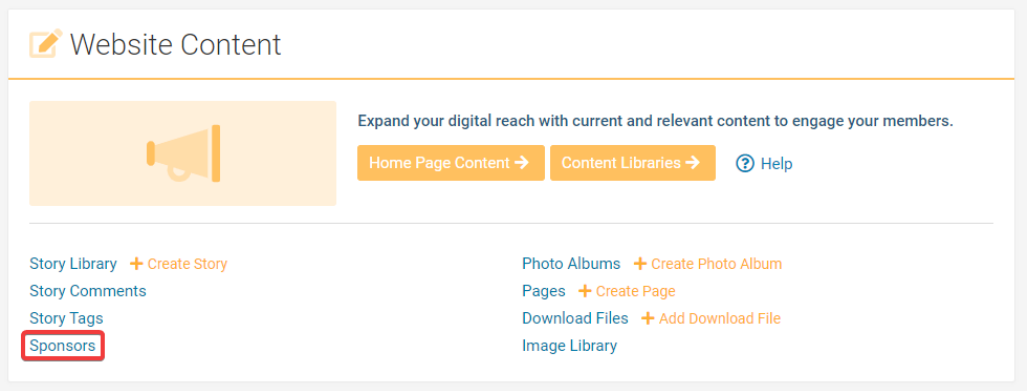
ClubRunner

How to edit the sponsorship guide in ClubRunner

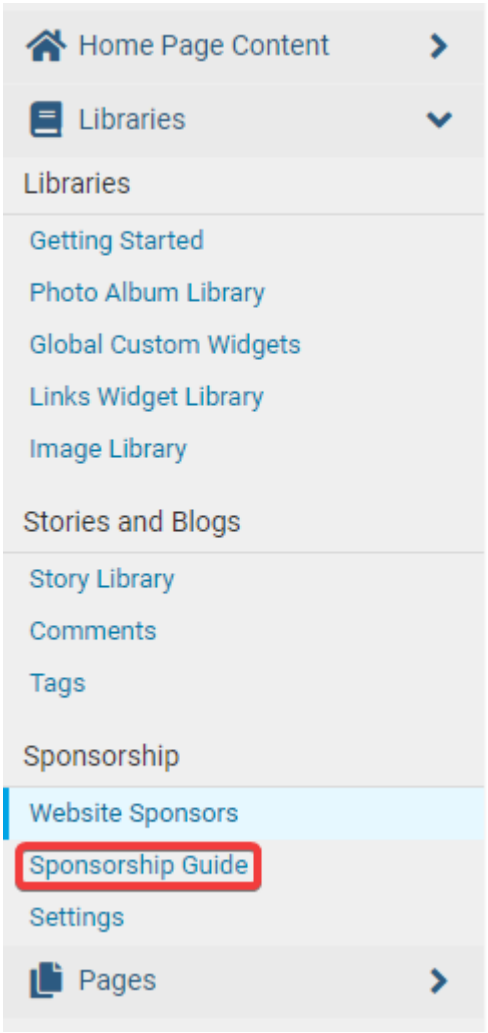
Omar S. - 2021-03-10 - Website Sponsors

The Sponsorship Guide is a document that explains your policies and rates for placing Web Sponsors on your site. We have placed a default document which you can view. However, please feel free to prepare your own document and upload it. Below are the steps on how to edit your Sponsorship Guide:

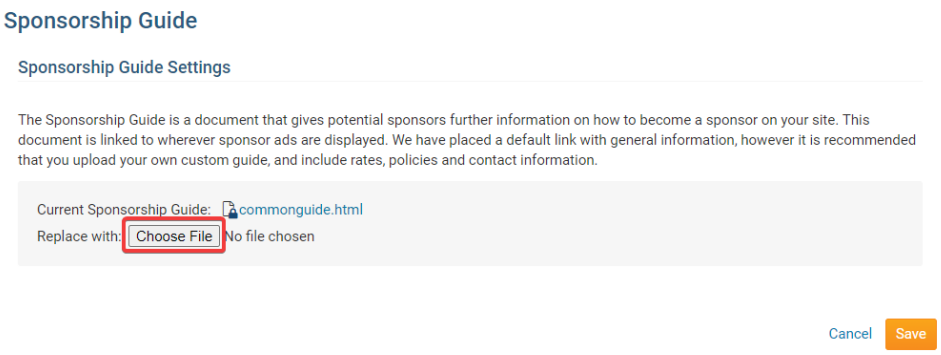
1. Login to your ClubRunner website. Click on the **Member Login** link found in the top right corner of the homepage.
2. Next you will be taken to the Login screen. Here enter you **Login Name** and **Password**.
3. Now back on the homepage click on the **Member Area** link found in the top right corner.
4. On the **Administration** screen; scroll down and under the **Website Content** section click on the **Sponsors** link.



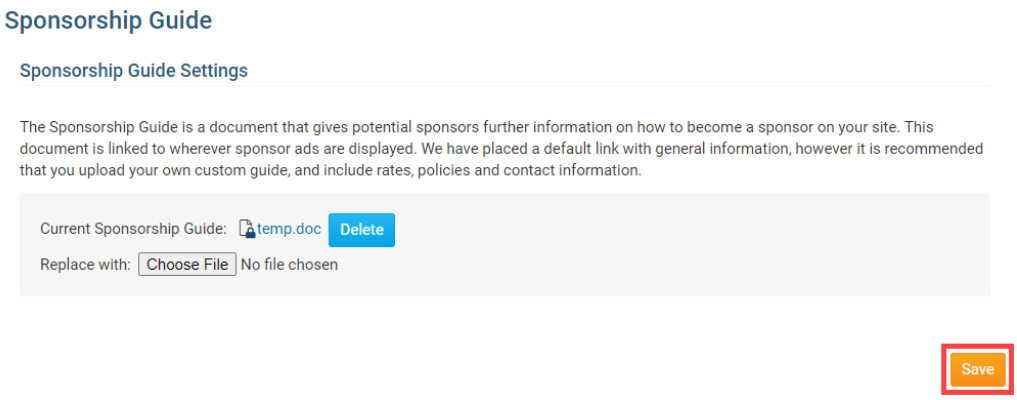
5. On the Sponsors Page, click on the **Sponsorship Guide** link on the left side of the page, underneath the **Sponsorship** heading.



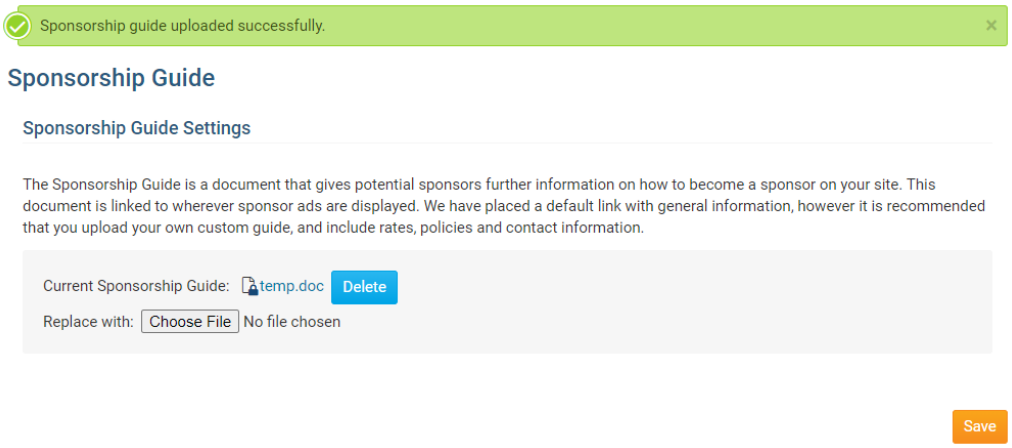
6. On the Sponsorship Guide page click on the **Browse**... or **Choose File** button and select the file from your machine. The file types you can upload are: PDF, DOC, DOCX, JPG, TXT, PNG, XLS.



7. Now click on the **Save** button.



8. Once it is done you will see a message at the top of the screen indicating that the guide was successfully loaded.



Related Content

- How do I disable the sponsorship guide link?
- How do I change where the sponsorship guide is displayed?
- How do I configure our website sponsors?