ClubRunner

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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.

🕜 Website Content	
	Expand your digital reach with current and relevant content to engage your members. Home Page Content -> Content Libraries -> (?) Help
Story Library + Create Story Story Comments Story Tags Sponsors	Photo Albums + Create Photo Album Pages + Create Page Download Files + Add Download File Image Library

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

Home Page Content	>
E Libraries	~
Libraries	
Getting Started	
Photo Album Library	
Global Custom Widgets	
Links Widget Library	
Image Library	
Stories and Blogs	
Story Library	
Comments	
Tags	
Sponsorship	
Website Sponsors	
Sponsorship Guide	
Settings	
📙 Pages	>

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.

Sponsorship Guide

Sponsorship Guide Settings	
The Sponsorship Guide is a document that gives potential sponsors further information on how to beco document is linked to wherever sponsor ads are displayed. We have placed a default link with general in that you upload your own custom guide, and include rates, policies and contact information.	
Current Sponsorship Guide: Commonguide.html Replace with: Choose File No file chosen	
	Cancel Say

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

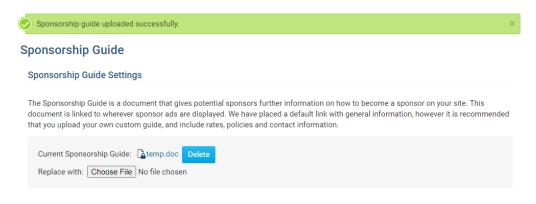
Sponsorship Guide

Sponsorship Guide Settings

The Sponsorship Guide is a document that gives potential sponsors further information on how to become a sponsor on your site. This document is linked to wherever sponsor ads are displayed. We have placed a default link with general information, however it is recommended that you upload your own custom guide, and include rates, policies and contact information.

		Delete	e: 🗳 temp.doc	Current Sponsorship Guide	
Replace with: Choose File No file chosen			ile No file choser	Replace with: Choose File	

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



Save

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?