

# ClubRunner

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## How to use or create Website Footers?

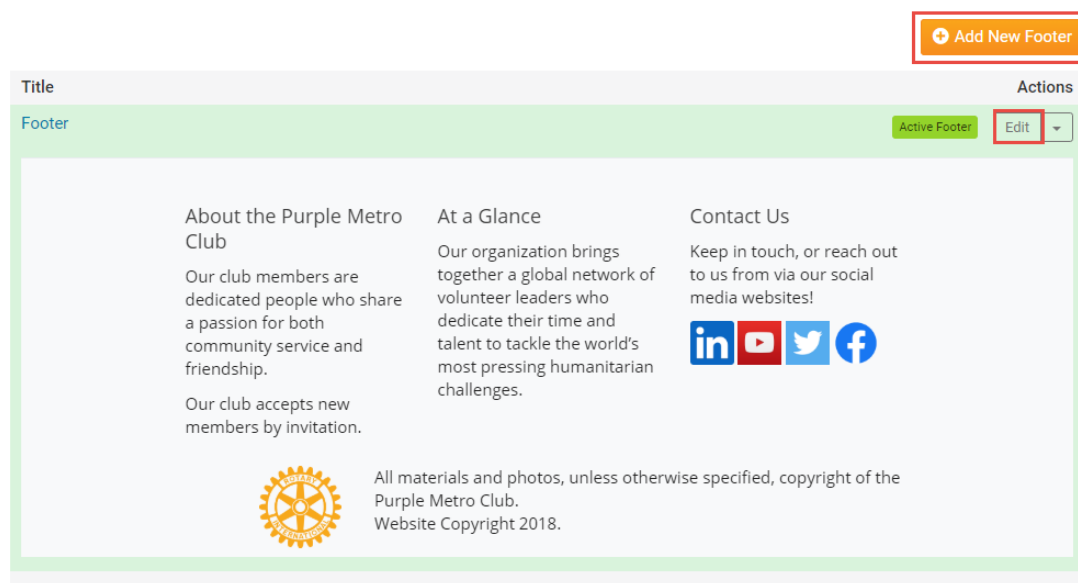
Omar S. - 2021-05-03 - [Website Designer](#)

You can create a Footer for the website. This gives you the ability to have the same content at the bottom on every web page on the site. You can access the **Manage Footers page** at any time to create new footers or edit existing ones.

1. To access the Manage Footers page, you must first login to the website. Then, click on **Member Area**.
2. Click on the **Website** tab on the grey menu bar near the top.
3. Then select **Website Designer** on the blue menu bar.
4. Click on the **Footers** link on the left side of the page under the **Designer** heading.
5. You are now on the **Manage Footers** page, where you may preview and edit existing Footers (if any) or create a new one. To create a new Footer, click on the **Add New Footer** button near the top right.

**Edit a Footer** - If you would like to edit a Footer, click on the **Edit** button to the right of the footer.

### Manage Footers



The screenshot displays the 'Manage Footers' interface. At the top right, there is an orange button labeled 'Add New Footer'. Below this is a table with two columns: 'Title' and 'Actions'. The first row shows a footer titled 'Footer' with an 'Active Footer' status and an 'Edit' button. The footer content includes:

- About the Purple Metro Club**: Our club members are dedicated people who share a passion for both community service and friendship. Our club accepts new members by invitation.
- At a Glance**: Our organization brings together a global network of volunteer leaders who dedicate their time and talent to tackle the world's most pressing humanitarian challenges.
- Contact Us**: Keep in touch, or reach out to us from via our social media websites! (Includes social media icons for LinkedIn, YouTube, Twitter, and Facebook)
- Copyright Notice**: All materials and photos, unless otherwise specified, copyright of the Purple Metro Club. Website Copyright 2018.

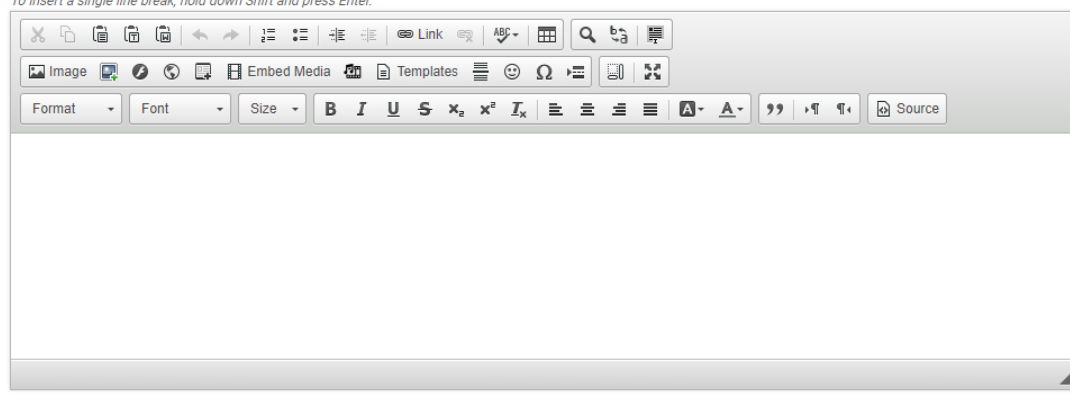
6. After clicking **Add New Footer** or **Edit**, you can enter or change the **Title** of the Footer. Then you can use the Online Editor to create or Edit the content. To learn more about the Online Editor, please read the article named [Explain The Online Editor/Tool Bar](#).

## Add New Footer

### Footer Text

Title

*To insert a single line break, hold down Shift and press Enter.*



Cancel Save Footer Save and Publish

7. Once you have finished making the Footer, you can click on one of the following options:

- **Save and Publish** - Saves the footer and makes it appear live on the website.
- **Save Footer** - Saves the footer and does not makes it appear live on the website.
- **Cancel** - Cancels the changes you did.

## Related Content

- [Website Designer - How to choose a new Theme](#)
- [How do I publish changes to the homepage?](#)