ClubRunner

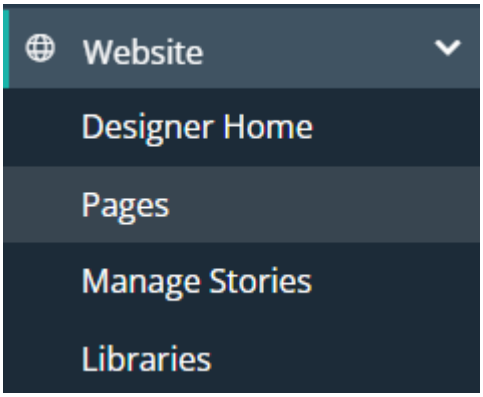
[NOVA] How do I edit the page description for custom pages?

Ryan A. - 2025-10-10 - Website

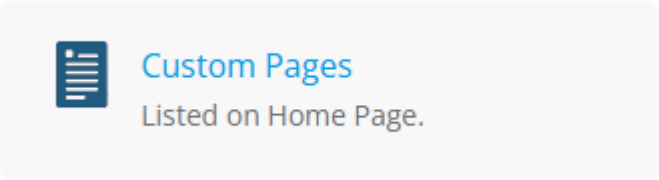
To ensure your club's custom site pages can be better found on search engines, it's suggested that you set a page description. This is intended to be a basic sentence describing the content of the page that gets added to the page meta tags which the search engines read. The instructions below show how to set the page description on custom pages.

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.**

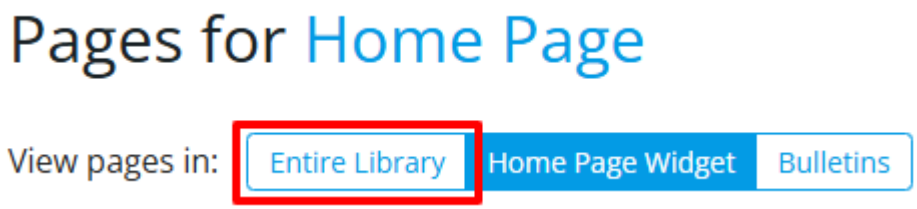
2. Once logged in, click on **Website** in the left-hand side menu and select **Pages**.



3. From here click on **Custom Pages**, this will bring up a list of all the custom pages you have created for your club site.



   By default you'll see all pages associated with the Home page. You can access the entire library of pages by clicking on **Entire Library**.



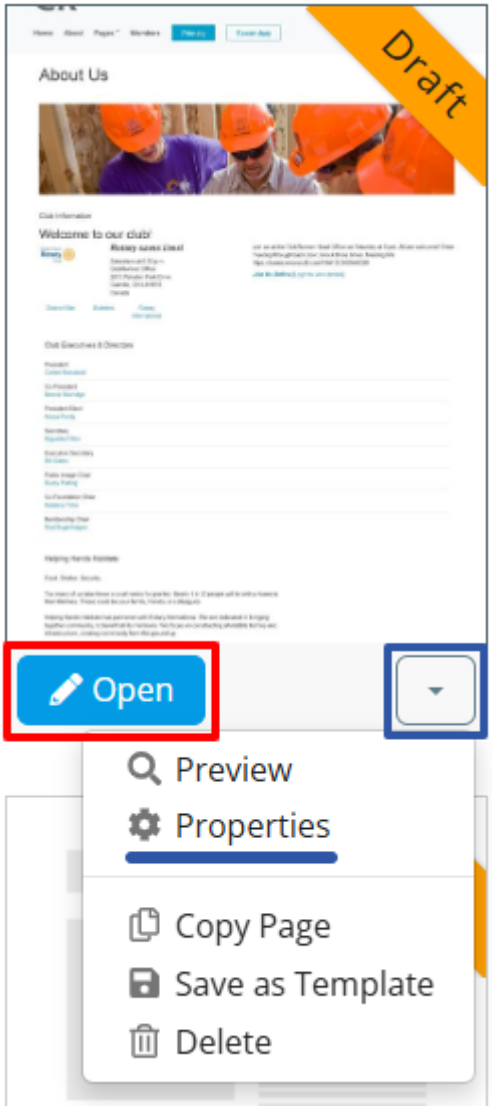
4. You'll now want to open the custom page you're looking to edit. There are two ways to do this depending on if you're viewing the list view of pages or the grid view.

   List View: Click on the **title of the page**, or select **Edit** from the actions arrow drop-down. Please note

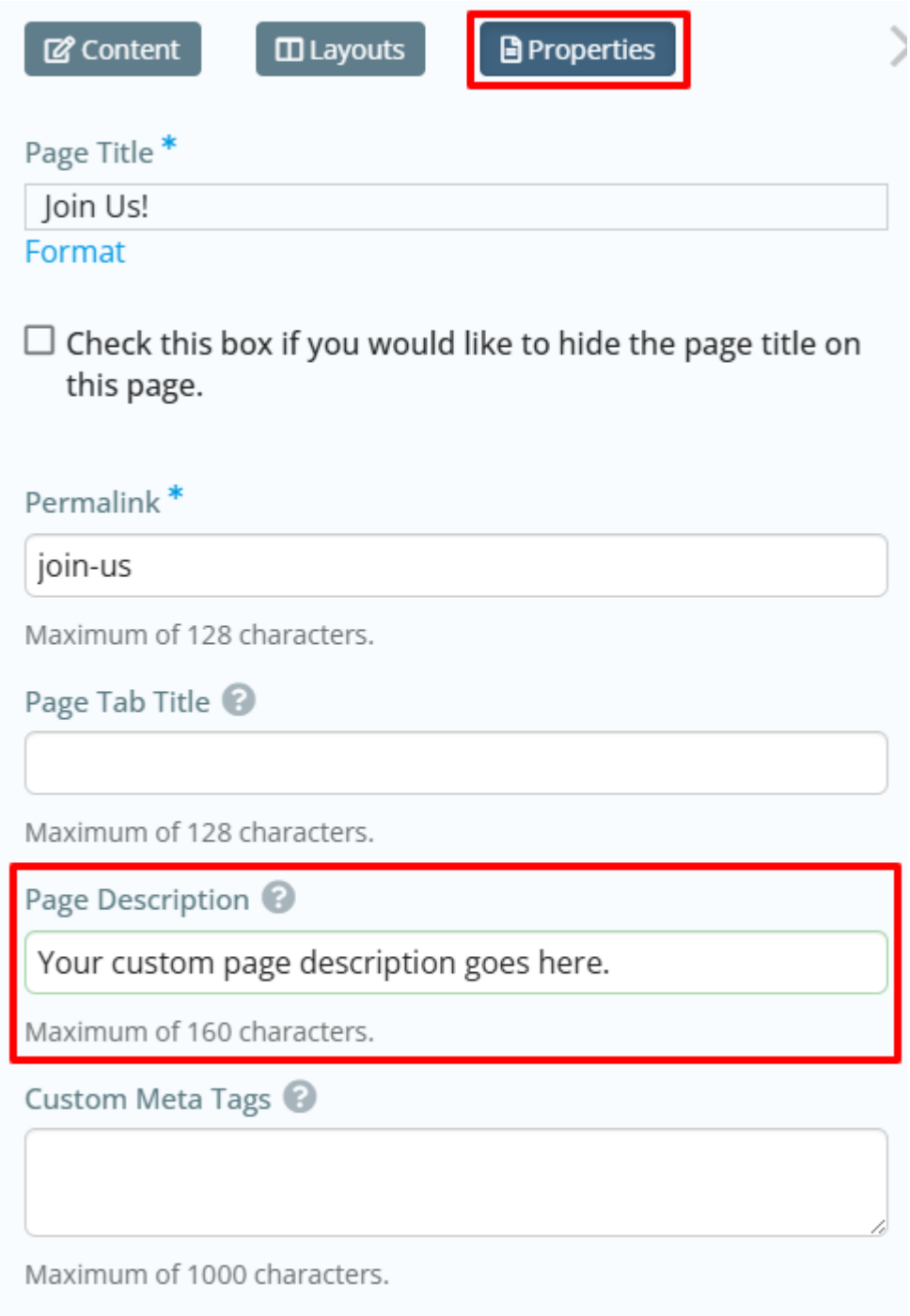
that you can also click on **Properties** and directly edit the page description from here.



Grid View: Hover over the page and click **Open**. Please note that you can also click on **Properties** from the arrow drop-down menu and directly edit the page description from here.



5. When in the custom page edit mode, in the right-hand side panel click on the **Properties** button. Here you'll see a section titled "Page Description", this is where you place the custom page description that then gets used as a meta tag for search engines.



6. When you've completed setting the page description be sure to click **Publish** in the top right-hand corner of the page, otherwise the change will not be made on the live website.

