

# ClubRunner

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## [NOVA] How do I manage club documents?

Michael M. - 2025-12-18 - [My Club](#)

When you need to upload a PDF, text, Word or other files to your site so your members or guests can access it, you can put it into your Club Documents. Below are the steps on how to manage documents in ClubRunner.

### Note

- You will need Access Level 50 (Club Executive) or better (40 or 30) to add/edit/delete club documents.
- Members with access level 70 (Member) or 60 (Editor) will have read only access to the club document files.
- All documents to upload must be 30 MB or smaller.
- The file types you are allowed to upload are: bmp, doc, docx, eps, gif, html, htm, jpeg, jpg, pdf, png, ppt, pptx, pub, swf, tif, txt, vsd, xls, xlsx, rtf, and zip.

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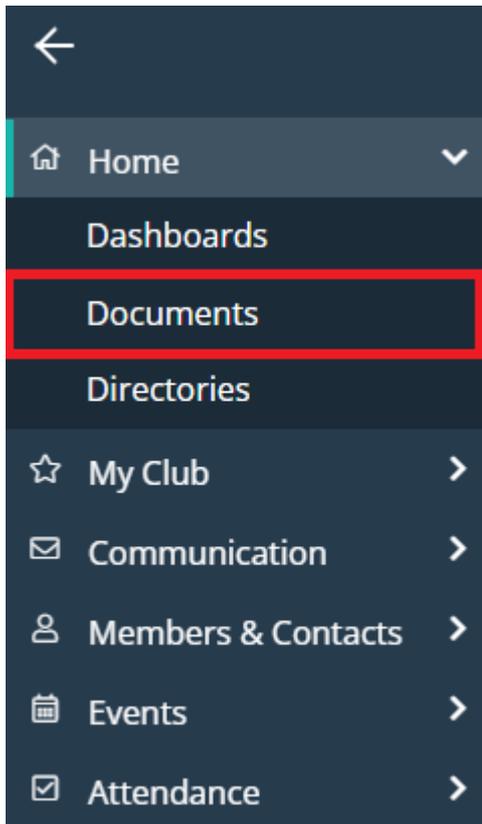
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## Navigating to Club Documents

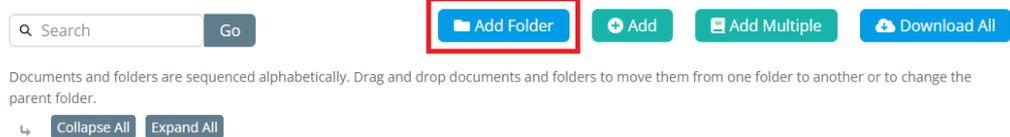
1. Log in to your account through your club homepage, then click on **Member Area** on the top right-hand corner under your club banner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. On the left-hand menu, click the arrow to the right-hand side of **Home**, then click on **Documents**.



## Adding a New Document Folder

1. To add a new document folder, click on the **Add Folder** button found in the top right-hand corner.

### Documents



2. Enter a Name for the new folder. The Permalink field will automatically populate based on the folder name. You may also enter a description of the folder.

## Folder Settings

Name:\*

Permalink:\*

Description:

3. Click on the **Subfolder Of** field if you want to place the new folder specifically within another folder.

Subfolder of:

- Top Level Folder --
- Archive
- Board Meeting Minutes
- Essentials
- Event Flyers
- Finance Folder
- Member Application Documents
- Weekly Meeting Minutes

Cancel

4. Next click on the **Save** button to create the new folder.
5. Once the folder has been saved you will be taken back to the Documents screen where you should see your new folder within the list. You may hover your cursor over the three dots to the left-hand side of the folder name to click and drag the folder to a new location.

NAME	UPDATED ON	UPDATED BY
Archive	Jun. 24, 2025	Aaron Aaronsons
Private Documents (Move to the Folder Archive)		
2024-25	Jun. 24, 2025	Aaron Aaronsons
Archiver	Jun. 24, 2025	Aaron Aaronsons
Board Meeting Minutes	Aug. 09, 2023	Aaron Aaronson
Essentials	Jun. 23, 2025	Alta Du Fray
Private Documents	Nov. 10, 2025	Cad Huckabe

## Adding a Document

1. If you want to add a document file, click on the **Add** button. You may also click the **Add** button in the

actions column to add a file directly to a specific folder.

## Documents

Search

Documents and folders are sequenced alphabetically. Drag and drop documents and folders to move them from one folder to another or to change the parent folder.

- Next enter a Title for the new file. The Permalink field will automatically populate based on the Title. You have the option to also enter a description of the file.

## Document Settings

Title:\*

Permalink:\*

Description:

- Click on the **Document Folder** field if you want to place the new file specifically within a folder.

Document Folder:

Access Level:

Search Engine Result Visibility  ?

File:\*

- Top Level Folder --
- Archive
- > 2024-25
- Board Meeting Minutes
- Event Flyers
- > Release Forms
- Finance Folder
- Member Application Documents
- Weekly Meeting Minutes

- Next you define the Access Level for the file. There are two options:

Access Level:  Public  Requires Login

Search Engine Result Visibility   Prevent document from appearing in search engine results

- Public: Any visitor can click on the link and access the document.
- Requires Login: Only members with a valid login will be able to access the document.

You may also select the checkbox to prevent the document from appearing in search engine results, which is recommended for any files containing personally identifiable information.

5. Now it's time to upload the file. Click on the **Choose File** button and select the file from your computer. Double-click on the file name to select it.

File:\*  No file chosen

Maximum file size for upload is 30.00 MB.

6. Click on the **Save** button found in the bottom right-hand corner.

Document Folder:

Access Level:  Public  Requires Login

Search Engine Result Visibility   Prevent document from appearing in search engine results

File:\*  Meeting Minutes

Maximum file size for upload is 30.00 MB.

Cancel

7. Once the file has been uploaded and saved you will be taken back to the Documents screen where you should see your new file within the list.

## Adding Multiple Documents

1. If you wish, you may upload several documents at once. From the Documents screen click on the **Add Multiple** button at the top of the page. You may also click the **Add Multiple** button in the actions column to add multiple files directly to a specific folder.

### Documents

Documents and folders are sequenced alphabetically. Drag and drop documents and folders to move them from one folder to another or to change the parent folder.

2. You are taken to the upload interface. First, identify the folder to which you wish to upload your documents using the **Document Folder** drop-down menu.

## Upload Documents to Root

Document Folder: -- Top Level Folder --

Access Level: -- Top Level Folder --

Search Engine Result Visibility ?

Select files

1. Drag and drop your files from your computer to the upload field. To select multiple files, hold down the **Ctrl** key and click on each file. To select a group of files, click on the first file, then hold down the **Shift** key and click on the last file.

Tip: To select multiple files, hold down the **Ctrl** key and click on each file. To select a group of files, click on the first file, then hold down the **Shift** key and click on the last file.

Maximum file size for upload is 30.00 MB.

Supported extensions: png,gif,bmp,jpg,jpeg,doc,docx,xls,xlsx,zip,rar,dobx,xlbc,pobc.

2. Click on the **Start upload** button.

Archive

--> 2024-25

Board Meeting Minutes

Event Flyers

--> Release Forms

Finance Folder

Member Application Documents

Weekly Meeting Minutes

3. Next, select the Access Level for the documents by clicking on **Public** or **Requires Login**. If you select Public, non-members can potentially access the document. If you select Requires Login, only logged in members may view it. You may also select the checkbox to prevent the document from appearing in search engine results, which is recommended for any files containing personally identifiable information.

Document Folder: -- Top Level Folder --

Access Level:  Public  Requires Login

Search Engine Result Visibility ?  Prevent document from appearing in search engine results

4. Now you may add multiple documents to the upload queue. There are two possible methods for this:

Filename	Size	Status
1 Drag files here.		

2 Add files Start upload 0 b 0%

- You may directly drag and drop files from a folder on your computer into the upload field. To select multiple files, hold down the **Ctrl** key and click on each one. To select a group of files, click on the first file, then hold down the **Shift** key and click on the last file.
  - Alternately, you may click on the **Add Files** button. You will need to add the files one at a time with this method.
5. When you have selected all the necessary files, click **Start Upload**. If the upload is successful, a confirmation message will appear and you are returned to the Documents page.

Filename	Size	Status
Board Meeting Minutes.txt	15 b	0%
Meeting Minutes.txt	15 b	0%
<a href="#">Add files</a>   <a href="#">Start upload</a>		30 b 0%

## Downloading Documents

1. You have the option to download files by folder or all at once. To download the contents of a given folder, click on the **More** drop-down menu under the Actions column, then select **Download**. Your files will automatically start downloading in the form of an archived ZIP file.

Board Meeting Minutes	Aug. 09, 2023	Aaron Aaronson	<a href="#">Add</a>   <a href="#">Add Multiple</a>   <a href="#">more...</a>
Event Flyers	Apr. 05, 2023	Rusty Cutting	<a href="#">Add</a>   <a href="#">Add Multiple</a>
Finance Folder	Mar. 07, 2024	Charles Hampton	<a href="#">Add</a>   <a href="#">Add Multiple</a>
Member Application Documents	Apr. 05, 2023	Rusty Cutting	<a href="#">Add</a>   <a href="#">Add Multiple</a>
Weekly Meeting Minutes	Jun. 21, 2025	Red Bugenhagen	<a href="#">Add</a>   <a href="#">Add Multiple</a>

More:

- [Download](#)
- [Add Subfolder](#)
- [Edit](#)
- [Delete](#)

2. To download all your club documents at once, click on the **Download All** button above the file and folder list. All your files will be archived in a single ZIP folder and downloaded to your computer. If there are no documents available to download, the Download All button will not be available.

## Documents

Documents and folders are sequenced alphabetically. Drag and drop documents and folders to move them from one folder to another or to change the parent folder.

### Note

The save location of your downloaded files is dependent on your software and personal settings.

For many users the default save location is their Downloads folder, but this can vary.