ClubRunner

Website Designer - Settings Overview

Omar S. - 2023-08-01 - [Website Settings](#)

Getting Started:

This section allows you to modify settings for your website and bulletins such as Club Logo, Mailing Address, Venue Map, etc. You can also integrate your Google Analytics account to help you track your Website's traffic. It also provides you with the option to upload your own CSS files if you wish to override your current theme. Please follow the steps below to learn how to access Website Settings:

1. To start, please login to ClubRunner and go into the **Member Area**.

2. On the blue menu bar near the top, click **Website**.

3. On the grey menu bar below, click **Website Settings.**

4. You will now see several options, please click on one of the following links to learn more about each option:

Legend:
[Add Mailing Address](#)
[Upload Venue Map](#)
[Default Email Templates](#)
[Upload Club Logo](#)
[Upload Menu Home Icon](#)
[Upload Favicon](#)
[Upload Apple Touch Icon](#)
[Website Contact](#)
[Edit Meta Tags](#)
[Upload CSS](#)
[Search](#)
[Add Google Analytics](#)

General Settings - Add Mailing Address

1. To add or change the mailing address, click the **Add Mailing Address** link in the General section.

General

Add Mailing Address

The address information will be displayed at the bottom of your bulletin when it is sent out.

Upload Venue Map

Replace the Google map by uploading your own image or PDF of your meeting location.

Default Email Templates

Set the default email template for yourself or the whole account.

1. Please fill out the address fields and click the **Save** button once done.

Update Mailing Address

Note: The mailing address displays on bulletins. To remove the address from the bulletins, please click the Clear and Exit button.

Mailing Address

Address 1:	2060 Winston Park Dr *
Address 2:	Suite 400
Address 3:	
City:	Oakville *
Country:	Canada *
Province/Territory:	Ontario
Postal Code:	L6H 5R7

Cancel   Clear And Exit   Save

The mailing address will then be displayed at the bottom of your organization's bulletins.

General Settings - Upload Venue Map

Use this option top replace your Club's Google map location by uploading your own image or PDF of your meeting location.

To upload a new image of PDF file follow these steps:

1. Click the **Upload Venue Map** link from the General section.

General

Add Mailing Address

The address information will be displayed at the bottom of your bulletin when it is sent out.

Upload Venue Map

Replace the Google map by uploading your own image or PDF of your meeting location.

Default Email Templates

Set the default email template for yourself or the whole account.

1. Click the **Choose File (or Browse)** button to browse to the destination folder where the image or PDF file is located:

Update Meeting Map

Venue Map Settings

No Venue Map uploaded.   If the venue map on the home page is incorrect, you can replace it by uploading your own map as an image.

Step 1: Click **Browse** and locate the appropriate file.

Choose File   No file chosen

Step 2: Press **Save** to upload the new map to the website.

Cancel   Save

1. Double-click the image to select it, then click the **Save** button for your changes to take effect.

Update Meeting Map

Venue Map Settings

No Venue Map uploaded.   If the venue map on the home page is incorrect, you can replace it by uploading your own map as an image.

Step 1: Click **Browse** and locate the appropriate file.

[Choose File] No file chosen

Step 2: Press **Save** to upload the new map to the website.

Cancel   **Save**

To upload a new image repeat Steps 1 - 3.
If you wish to remove the image or PDF file, simply select the **Remove existing map** check-box and click the **Save** button.

Venue Map Settings

Following file is being used for Meeting Venue Map

If the venue map on the home page is incorrect, you can replace it by uploading your own map as an image.

Step 1: Click **Browse** and locate the appropriate file.

[Choose File] No file chosen

Step 2: Press **Save** to upload the new map to the website.

Or

If you want to remove your uploaded file and use the default **Google** map instead, **check** the following checkbox

☑ Remove existing map.

VenueMap.png

Cancel   Save

General Settings - Default Email Templates

You can set your own default email template or all of the members with a default email template so all of the emails sent from ClubRunner would be similar. To learn how to do this please follow the steps below:

1. Click the **Default Email Templates** link from the General section.

General

Add Mailing Address

The address information will be displayed at the bottom of your bulletin when it is sent out.

Upload Venue Map

Replace the Google map by uploading your own image or PDF of your meeting location.

Default Email Templates

Set the default email template for yourself or the whole account.

1. From here you can set your own default email template or all users default email template by clicking on the **Select Group**, then selecting **Custom.**

Modify Email Settings

Default Email Templates

Your default email template:	-- Select Group -- ▾
Default email template for all users:	-- Select Group -- ▾

Save

1. Select the **Template** you created from the list.

Modify Email Settings

Default Email Templates

Your default email template:	Custom ▾ New Member Template ▾ Remove
Default email template for all users:	-- Select Group -- ▾

Save

1. Click **Save** to save the changes.

Graphics - Upload Club Logo

The purpose of this feature is to allow the Club to define the current year Club logo. Acceptable image types are GIF, JPG and PNG. To change an Existing Logo please follow these steps:

1. Click **Upload Club Logo** in the Graphics section.

1. Click on the **Load from Image Library** link to select a new Club Logo from your Image Library.
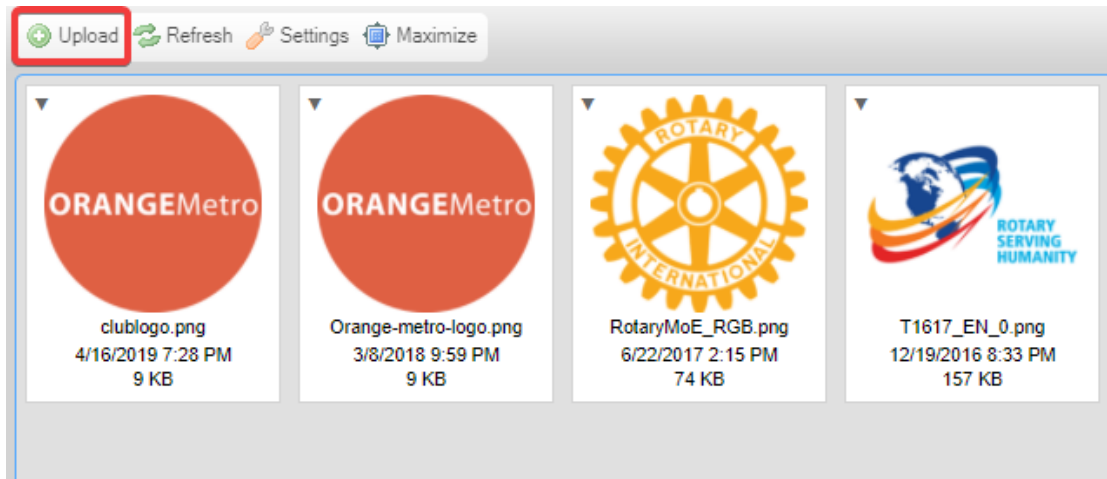
Update Club Logo

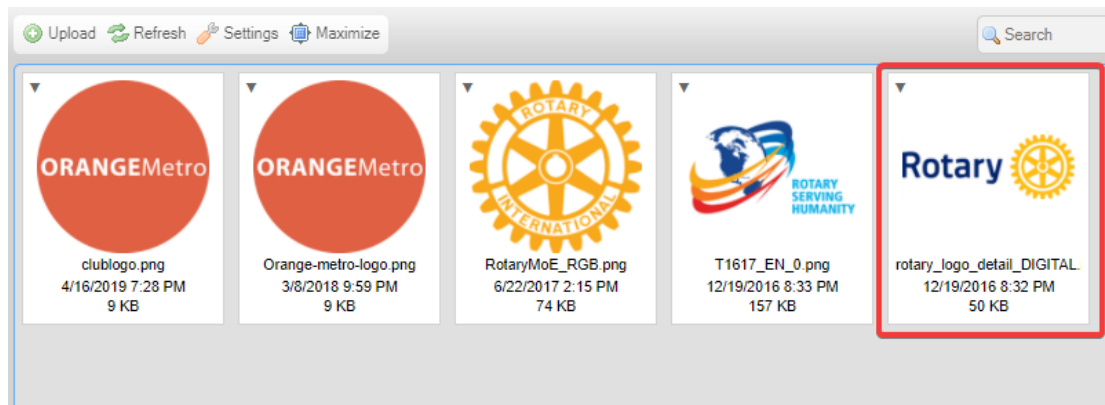## Logo Settings

Existing Club Logo:

ORANGEMetro

Change Logo: Load from Image Library

Logo will be resized to 100 pixels wide. File types accepted are .GIF, .JPG and .PNG.

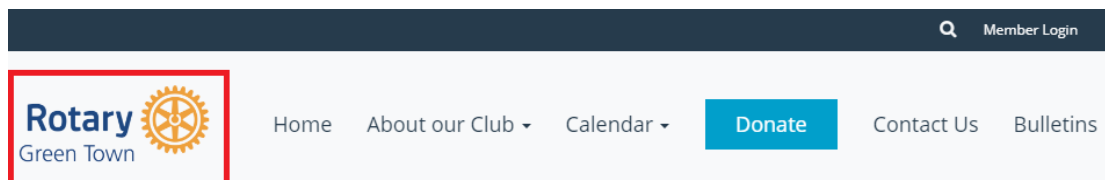1. You can select an existing image or upload a new one using the **Upload** button:

⊕ Upload   ⭮ Refresh   🔧 Settings   ▣ Maximize

clublogo.png	Orange-metro-logo.png	RotaryMoE_RGB.png	T1617_EN_0.png
4/16/2019 7:28 PM	3/8/2018 9:59 PM	6/22/2017 2:15 PM	12/19/2016 8:33 PM
9 KB	9 KB	74 KB	157 KB

1. Double-click on the image you wish to select as the new Club logo and the new image is automatically saved.

Upload Menu Home Icon

The Menu Home Icon is used in ClubRunner's newer themes. The icon is located near the top right of the website like this:

To add the Menu Home icon to the website, please see our dedicated article here.

Graphics - Upload Favicon

The purpose of a Favicon is to display an icon associated with the website on the internet browser's tab and when the site is bookmarked. At times it is also called the favorites icon. A Favicon is a small icon usually 16 x 16 pixels. By default the ClubRunner logo is assigned to all Websites. If you wish to update your Club's Favicon please follow these steps:

1. Under the Graphics area click **Upload Favicon**.

1. Click the **Choose File** (**or Browse**) button to browse to the destination folder where the favicon image is located:

Edit Portal FavIcon

Portal Favicon Settings

A favicon is a small icon, usually 16 x 16 pixels. It is used by browsers for display in the browser's address bar and bookmarks.

You do not currently have a favicon uploaded. The default browser icon **CR** will be used instead.

Please click on the 'Browse' button and locate the favicon (.ico) file on your computer and select 'Open'

[Choose File] No file chosen

Cancel   **Save**

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1. Click the **Save** button for your changes to take effect.

Edit Portal FavIcon

Portal Favicon Settings

A favicon is a small icon, usually 16 x 16 pixels. It is used by browsers for display in the browser's address bar and bookmarks.

You do not currently have a favicon uploaded. The default browser icon **CR** will be used instead.

Please click on the 'Browse' button and locate the favicon (.ico) file on your computer and select 'Open'

[Choose File] No file chosen

Cancel   **Save**

If you wish to **remove** or **delete** the Favicon image, simply click the **Delete** button next to the icon.

Edit Portal FavIcon

Portal Favicon Settings

A favicon is a small icon, usually 16 x 16 pixels. It is used by browsers for display in the browser's address bar and bookmarks.

Your current favicon is **CR** [Delete]

If you delete the current favicon, the default browser icon **CR** will be used instead.

Please click on the 'Browse' button and locate the favicon (.ico) file on your computer and select 'Open'

[Choose File] No file chosen

Cancel   **Save**

Graphics - Upload Apple Touch Icon

Similar to favicons, the Apple-Touch Icon displays a web page icon associated with your website but only when browsing online with Apple mobile devices such as iPod Touch, iPad, and iPhone. ClubRunner's browser Apple-Touch icon is assigned to all Clubs by default. If you wish to update your Club's Apple-Touch icon please follow these steps:

1. Under the Graphics area click **Upload Apple Touch Icon**.

1. Click the **Choose File (or browse)** button to browse to the destination folder where the Apple-Touch icon is located:

Edit Apple-Touch Icon

Apple-Touch Icon Settings

An Apple-Touch icon is 144 x 144 pixels png file used for a web page icon on the Apple iPhone, iPod Touch, and iPad. When someone bookmarks your web page or adds your web page to their home screen this icon is used. If this file is not found these Apple products will use the screen shot of the web page, which often looks like no more than a white square.

You do not currently have an Apple-Touch Icon uploaded. The default Apple-Touch icon   **CR**   will be used instead.

Please click on the 'Browse' button and locate the Apple-Touch Icon (.png) file on your computer and select 'Open'

Choose File | No file chosen

Cancel   Save

1. Double-click the favicon image to select it and click the **Save** button for your changes to take effect.

Edit Apple-Touch Icon

Apple-Touch Icon Settings

An Apple-Touch icon is 144 x 144 pixels png file used for a web page icon on the Apple iPhone, iPod Touch, and iPad. When someone bookmarks your web page or adds your web page to their home screen this icon is used. If this file is not found these Apple products will use the screen shot of the web page, which often looks like no more than a white square.

You do not currently have an Apple-Touch Icon uploaded. The default Apple-Touch icon   **CR**   will be used instead.

Please click on the 'Browse' button and locate the Apple-Touch Icon (.png) file on your computer and select 'Open'

Choose File | No file chosen

Cancel   Save

1. To upload a new Apple-touch icon repeat Steps 1 - 2. If you wish to remove the Apple-touch icon, simply click the **Delete** button next to the icon.

Edit Apple-Touch Icon

Apple-Touch Icon Settings

An Apple-Touch icon is 144 x 144 pixels png file used for a web page icon on the Apple iPhone, iPod Touch, and iPad. When someone bookmarks your web page or adds your web page to their home screen this icon is used. If this file is not found these Apple products will use the screen shot of the web page, which often looks like no more than a white square.

Your current Apple-Touch icon is **CR** [Delete]

If you delete the current Apple-Touch icon, the default Apple-Touch icon **CR** will be used instead.

Please click on the 'Browse' button and locate the Apple-Touch Icon (.png) file on your computer and select 'Open'

[Choose File] No file chosen

Cancel [Save]

Website Contact

The website contact is the person who would receive an email when a person uses the **Contact Us** Built-in page. To learn more about built-in pages please read the article called **What are Built-in Pages?**

1. Click **Website Contact** under the Website area.

Website

Website Contact
Define the website contact who will receive inquiries from the general contact us form.

Edit Meta Tags
Add a description and other keywords that will be used and displayed in search engine results.

Upload CSS
Advanced users only. Upload a modified stylesheet to override the current theme.

Search
Show or hide Search field on your website.

1. This takes you to a page where you can update the Website Contact. By default, the system automatically assigns the current year Secretary as the website contact. If one is not specified the system will then look to the next year Secretary, then the current year President or Governor. To choose a specific website contact, please use the drop down box to select the member.

Website - Edit Meta Tags

Meta Tags are tags used in HTML or XHTML documents to provide structured metadata about a Web page. They provide information about your website, which helps it be found using Internet search engines, such as Google, Yahoo, and Bing.

Note

Adding meta tags is an optional action. If you choose not to do so, ClubRunner will set default keywords for you based on your information.

1. To go to the Meta Tag page, please click **Edit Meta Tags** under the Website area.

1. To create new Meta tags, click the **Add** button.

1. On the Add Meta Tag page you'll have 4 Meta tag types to choose from:

- **Keywords:** Enter main keywords for your website, using a comma to separate the values. Do not insert any HTML tags as they are already predetermined by the system.

- **Description:** Enter your main website description as a sentence. Do not insert any HTML tags as they are already predetermined by the system.

- **Author:** Enter names to easily find the right person responsible for the Website or published stories. Do not insert any HTML tags as they are already predetermined by the system.

- **Custom:** Similar to the Keywords type with the difference that HTML tags are not predetermined by the system. You'll require medium to high HTML knowledge in order to use this option.

Select the meta tag type you wish to use and enter the information in the Content section. The preview section will display your information in HTML format. Once you are finished, click the **Save** button to save your changes.

Add Meta Tag

Settings

Meta tag type: Keywords

Content:

Preview: *<meta name="keywords" content="">*

Cancel Save

1. While viewing the Meta Tags you can click the **Edit** button to edit the tag or the **Delete** button to remove the tag.

Meta Tags | Actions
`<meta name="keywords" content="Our Club Site">`

Edit
Delete

`<meta name="keywords" content="Club">`

`<meta name="keywords" content="ClubRunnerSupport">`

Website - Upload CSS

The purpose of the **Upload CSS** is to allow you to use your custom CSS within your ClubRunner site.

Note

The use of custom CSS is recommended for advanced users only. In the event of any unwanted behaviour, deactivate all custom CSS and ensure that themes are enabled.

1. Under the Website area click **Upload CSS**.

Website

Website Contact

Define the website contact who will receive inquiries from the general contact us form.

Edit Meta Tags

Add a description and other keywords that will be used and displayed in search engine results.

Upload CSS

Advanced users only. Upload a modified stylesheet to override the current theme.

Search

Show or hide Search field on your website.

1. Click on the **Add CSS File** button.

CSS File	Actions
No CSS files uploaded.	

Drag and drop your css files to change the sequence

⊕ Add CSS File

1. Select the CSS file you wish to use by clicking the **Select File** button. You will be prompted to choose a file from your computer or local network.

Note

If you upload a CSS file with the same name, it will write over the existing named CSS file.

Upload CSS File

File   Choose File   No file chosen

Make active ☐

Cancel   **Save**

1. Next, click on the **Make Active** check box if you wish to immediately activate your custom CSS file once it is uploaded.

Upload CSS File

File   [Choose File] No file chosen

Make active ☐

Cancel   **Save**

1. Click **Save** to upload the file. Click **Cancel** if you wish to discard your uploaded file.

Upload CSS File

File   [Choose File] No file chosen

Make active ☐

Cancel   **Save**

1. When you upload a CSS, it overrides the built-in CSS themes pre-loaded with ClubRunner. You have the option to disable all system themes, rather than simply overriding them. To do so, click on the **Disable Theme Setting** button under the heading **Theme Setting.** You may enable the system themes again later by clicking on Edit Setting again.

Theme Setting

Theme Setting: **Enabled**

Disable the system theme if you wish to have your custom css replace, instead of override, the current theme.

Edit Setting

Related Content

- [How to migrate from Google Universal Analytics to Google Analytics 4](#)
- [What are built-in pages?](#)
- [How do I manage the privacy policy?](#)
- [How to track website statistics with Google Analytics](#)
- [How to find a location's latitude & longitude in Google Maps](#)
- [How do I upload the Menu Home Icon?](#)