ClubRunner

Help Articles > Website Guides > Stories & Online Editor > Where can I manage comments left on our website?

Where can I manage comments left on our website?

Omar S. - 2021-03-05 - Stories & Online Editor

We have created a page which allows you to be able to view and delete one or more comments. To learn how to use this page please follow the steps below:

Note: To turn comments on a story please create or edit a story and click **Enable Comments** located near the bottom of the page.

- 1. To view the comments that have been posted on a story within your website, you will first need to login to your website and access the **Member Area**.
- 2. In the navigation menu at the top of the Member Area, click on the **Website** option, and then select **Website Content**.
- 3. On the left hand side of the page, click on **Libraries**.
- 4. You will then be brought to the Getting Started page. To proceed, click on the **Comments** link.
- This will take you to the **Comment Management** page, where you will be able to review any comments made on your website.

Comments Management



- 6. There are three different displays you can choose from:
 - Show Deleted This displays deleted comments.
 - Show All This displays all comments.
 - **Show Active** This displays non-deleted comments.

Comments Management



- 7. The chart has 5 different headings:
 - Comment This is the comment.
 - Creator The person who wrote the comment.
 - Created Date The date the comment was written.
 - Modified Date The date when it was modified.

Note: If this field is blank then it was not modified.

- Actions If you click on the arrow button you can choose two options:
 - **View** This lets you view the comment on the page it was commented on.
 - **Delete** Removes the comment from the page.

Comments Management



8. To delete a comment from your website, click on the drop down menu underneath the **Actions** column, and select the **Delete** option

Comments Management



Related Content

- How do I delete and restore stories?
- How do I create and edit a story?