

## Widget: Links

Michael C. - 2021-03-29 - Website Widgets

To add a link under **Club Links**:

1. Navigate to your club or organization's website and login by clicking on the **Member Login** link found at the top right of the page. After entering your login information and clicking the login button, you will be brought back to your club's homepage.
2. Click on the **Member Area** link in the top right corner to access the administration page.
3. Within the top primary navigation menu, click on **Website**, and then **Website Content** just below.
4. On the left hand side of the Getting Started page, click on **Libraries**.
5. Next, click on the **Links Widget Library** to access the Links Widget Library Page, where you can manage your different links widgets.
6. To create a new links widget, click on the **Add** button.

### Manage Links Widget Library

Published Deleted			
		+ Add	
Name ^	Owner v	Date v	Actions
Links		Apr 23, 2013	▾

7. You will then be brought to a new page where you can manage and add links to your new link widget. Click on the **Change Widget Title** button to update the widget title.

### Manage Links for Links

Drag and drop links to change their sequence and grouping.

✎ Change Widget Title

🔍 Preview

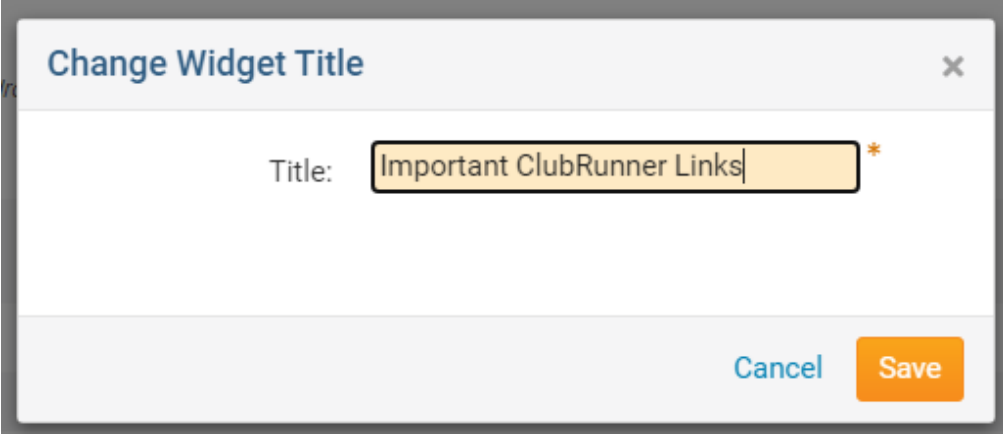
+ Add New Group

+ Add New Link

Text	URL	New Window	Actions
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8. Once you have entered in your new widget title, click the Save button to save your

changes.

A dialog box titled "Change Widget Title" with a close button (X) in the top right corner. It contains a label "Title:" followed by a text input field containing "Important ClubRunner Links" and an asterisk (\*) indicating it is required. At the bottom right, there are two buttons: "Cancel" and "Save".

Change Widget Title

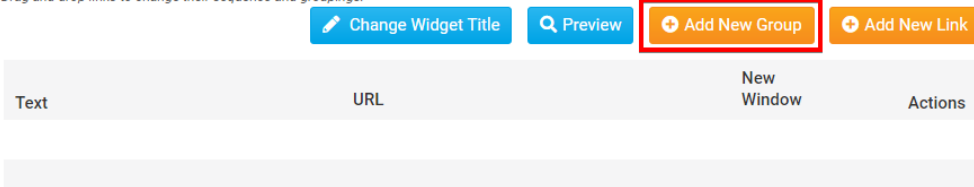
Title: Important ClubRunner Links \*

Cancel Save

9. To create a new grouping of links, click on the **Add New Group** button.

**Manage Links for Important ClubRunner Links**

*Drag and drop links to change their sequence and groupings.*

The "Manage Links" interface shows a toolbar with four buttons: "Change Widget Title" (pencil icon), "Preview" (magnifying glass icon), "Add New Group" (plus icon, highlighted with a red border), and "Add New Link" (plus icon). Below the toolbar is a table with four columns: "Text", "URL", "New Window", and "Actions". The table is currently empty.

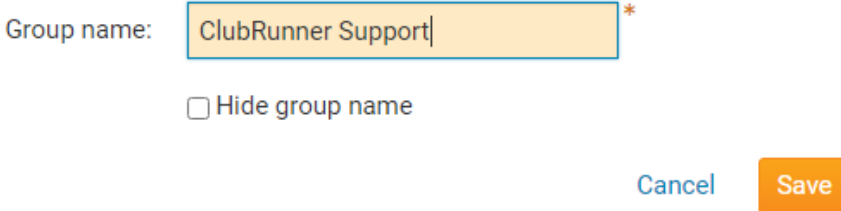
Change Widget Title Preview Add New Group Add New Link

Text	URL	New Window	Actions
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10. Enter in your new grouping name and click the Save button.

## Create Link Group

**Provide group details**

A form titled "Create Link Group" with the subtitle "Provide group details". It features a label "Group name:" followed by a text input field containing "ClubRunner Support" and an asterisk (\*) indicating it is required. Below the input field is a checkbox labeled "Hide group name". At the bottom right, there are two buttons: "Cancel" and "Save".

Group name: ClubRunner Support \*

☐ Hide group name

Cancel Save

11. In order to add a link to the your new links widget, click on either the **Add New Link** button, or **Add Link** group action link to add the link to a group directly.

## Manage Links for Important ClubRunner Links

Drag and drop links to change their sequence and groupings.

Change Widget Title

Preview

Add New Group

Add New Link

Text	URL	New Window	Actions
<div><div></div><div>ClubRunner Support</div></div>			<div>Add Link</div>

12. Fill out your link details into the Add Link form:

**Display As:** This option will allow you to select whether you would like your link to display in the form of simple text, or as an image. Depending on your selection, you will be prompted to enter the desired Link Text, or to select an image from your Image Library

**Link Type:** Link Type will define what type of content you would like to link to. Selecting "Custom URL" will allow you to type in your own URL or email address to link to, while selecting "Document" will prompt you with a list of the club's documents to select.

**Group:** Allows you to select which group you would like to add your link to.

**Placement In Group:** Decides whether or not your new link is placed at the top or bottom of it's group. Note that the order of your links can always be adjusted after creation.

## Add Link to Links Widget

### Provide link details

Display As: ☒ Text ☐ Image

Link Text:

Link Type:

Custom URL

Url/Email:

Example: [www.google.com](http://www.google.com) or  
<mailto:johnsmith@example.com>

Group:

ClubRunner Support

Placement in Group:

☐ Top of List ☐ Bottom of List

Choose to place the item at the top or bottom of the list in this group.

☒ Open link in a new window

Cancel

Save

13. Click on the **Save** button to finish create your link.

#### Related Content

- [VIDEO: Website Live Designer Widget Overview](#)