

ClubRunner

[Help Articles](#) > [Website Guides](#) > [Website Widgets](#) > [Widget: Links](#)

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

Name ^	Owner v	Date v	Actions
Links		Apr 23, 2013	 

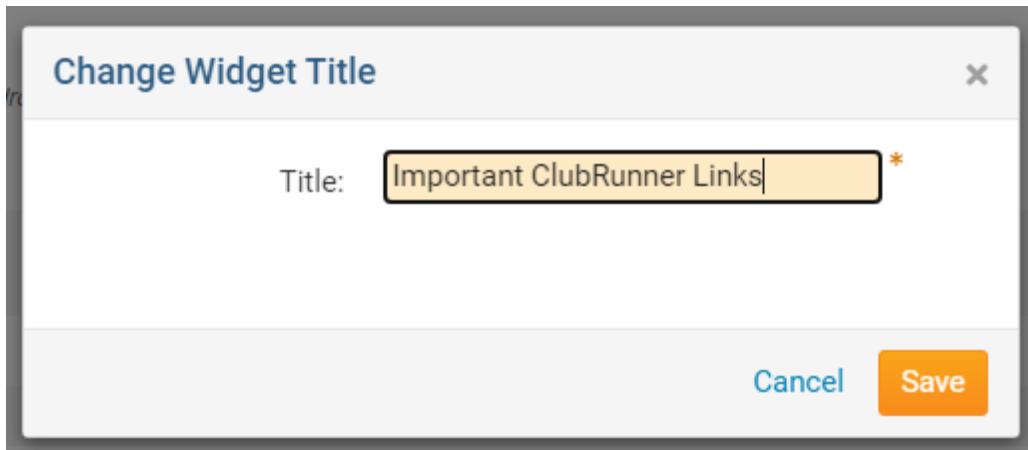
7. You will then be brought to a new page where you can manage and add links to your new link widget. Click on the **Change Widget Title** button to update the widget title.

Manage Links for Links

Drag and drop links to change their sequence and groupings.

			
Text	URL	New Window	Actions

8. Once you have entered in your new widget title, click the Save button to save your changes.



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.

Change Widget Title Preview Add New Group Add New Link

Text	URL	New Window	Actions

10. Enter in your new grouping name and click the Save button.

Create Link Group

Provide group details

Group name: ClubRunner Support*

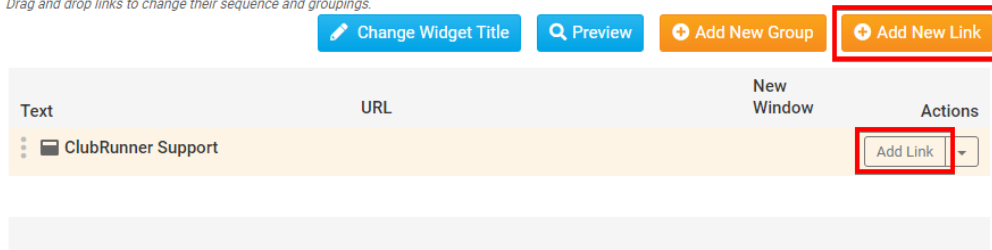
Hide group name

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.



The screenshot shows a management interface for links. At the top, there are four buttons: 'Change Widget Title' (blue), 'Preview' (blue), 'Add New Group' (orange), and 'Add New Link' (orange, highlighted with a red border). Below these is a table with the following structure:

Text	URL	New Window	Actions
☰ ClubRunner Support			Add Link

The 'Add Link' button in the Actions column is also highlighted with a red border.

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

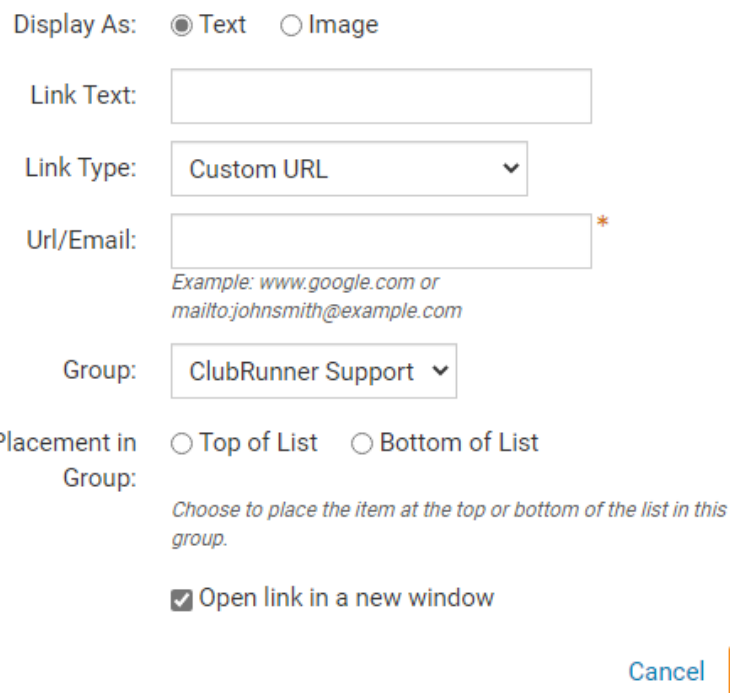
Link Type: Link Type will define what type of content you would like to link to. Selecting "Custom URL" will allow you to type in your own URL or email address to link to, while selecting "Document" will prompt you with a list of the club's documents to select.

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



The 'Add Link' form contains the following fields and options:

- Display As:** Radio buttons for Text and Image
- Link Text:** Text input field
- Link Type:** Dropdown menu with 'Custom URL' selected
- Url/Email:** Text input field with an asterisk (*) and an example: *Example: www.google.com or mailto:johnsmith@example.com*
- Group:** Dropdown menu with 'ClubRunner Support' selected
- Placement in Group:** Radio buttons for Top of List and Bottom of List
- Open link in a new window:** Checked checkbox

At the bottom right, there are 'Cancel' and 'Save' buttons.

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