# ClubRunner

Help Articles > Website Guides > Website Widgets > Widgets: Upcoming Club Events (District Only)

# Widgets: Upcoming Club Events (District Only)

Omar S. - 2023-01-17 - Website Widgets

You use widgets to add content (such as stories, links and upcoming events) to your bulletin or web page. They are essential design features, and each one has a different function.

In this article we'll take a closer look at the Upcoming Club Events widget, only available for District accounts. This widget displays a list of events occurring in the future from the club accounts within your District. For a club to display the events in this widget for the district website, the club should set the **Show on District Calendar** option, from the event's Details page.

If you are using the club version of ClubRunner, use the Widgets: Upcoming Events widget article to list your own club's events on your club's website.

- 1. To access any widget, you will need to be logged in to your District's member area. Then, access your webpage editor through the top navigation menu, by clicking on Website, and then Designer Home.
- 2. In the Recent Pages section, hover-over the home page, or a custom page, then click **Open**.

Recent Pages	Ver Cute Levels	And Berio Club Anadora Club Anadora United	Create Page View Pages Quick Links	
And the second s	Collinear         Participant         Review         Support         Support	Na ana ana ana ana ana ana ana ana ana a	Manage my templates	
Home Page		About Service Clubs		

### **Page Designer Home**

1. In the Live Designer, click the **Content** tab in the top right.

Design Our Clubs Events!	$\Box \Box \Box$	View Live Page Publish
	Search Q John Dean Member Area Logout	Content. Layouts Properties
ClubRunner		> For Page
Rotary 💮	Home Clubs - Events - Membership - Contact Us	> Preformatted Widgets
District		> Essentials
Our Clubs	Events	> Carousels
Our Clubs		> Links
		> Events
DROP HERE		> Bulletin & PR

1. Click the **Events** widget group in the Content tab. You may need to scroll down the list of widgets, or click Preformatted Widgets, to minimize this group.

Design Our Clubs Events!	$\Box \Box \Box$	View Live Page Publish
	Search Q John Dean   Member Area   Logout	Content Layouts Properties X
ClubRunner Rotary District Home	Clubs • Events • Membership • Contact Us	<ul> <li>&gt; For Page</li> <li>&gt; Preformatted Widgets</li> <li>&gt; Essentials</li> </ul>
Our Clubs Event	s!	<ul><li>Carousels</li><li>Links</li></ul>
	DROP HERE	Events     Bulletin & PR

1. In the Events widget group, **drag-and-drop** the **Club Upcoming Events widget** into a layout section displaying Drop Here, or above-or-below another widget on the page.

Design Our Clubs Events!		₽00		View	w Live Page Publish
	Search	Q John Dean Member Area	Logout	Content	×
ClubRunner Rotary District	Home Clubs	<ul> <li>Events - Memb</li> <li>Conta</li> </ul>	ership 👻	<ul> <li>&gt; For Page</li> <li>&gt; Preformatted Widgets</li> <li>&gt; Essentials</li> </ul>	
Our Clubs E	vents!			<ul> <li>&gt; Carousels</li> <li>&gt; Links</li> <li>&gt; Events</li> </ul>	
	DROP HERE				Upcoming Club

1. To edit the widgets properties, hover-over the widget in the left side live designer, then click the **Gear** icon in the top right. To remove the widget from the page, click the **X** icon.

## **Design Our Clubs Events!**



1. A properties pop-up will open. You can change the Header Properties and Settings. Click **Save** to save any updates to the widget properties.

#### • Header Properties

- **Title** Enter text to display a title for the widget. By default, this widget's title is Upcoming Club Events.
- **Show Title** Check this option to display the widget title. Uncheck this option to hide the title.
- Font Type of font for the title.
- **Colour** Colour of the widget's title text.
- Background Colour Background colour for the widget's title.
- Settings
  - Items to Display Total number of events to display
  - Time Threshold How far into the future should the widget display events.

#### Properties

Properties for Upcoming Club Events Widget				
Widget designs are based on the selected theme and colour scheme. You can use this screen to customize the properties of this widget. After making a change, you can click on the "Refresh" button to see preview of the design changes. (Please note that this preview shows the changes you have made, but it does not include your own data).				
Header Properties				
Title	Upcoming Club Events	Format		
Show Title				
Font	Default ~			
Colour	Default			
Background Colour	う Default			
Settings				
Items To Display	10			
Time Threshold	0 vears 2 months 0 da	iys		
	Cancel Restore All to Defau	tSave		

 To publish the changes to the page, click the orange **Publish** button in the top right of the live designer. To view the live page on the website, click the blue **View Live Page** button.

Design Our Clubs Events!	⊒ □ □	View Live Page Publish
	earch Q John Dean Member Area Logout	Content     Image: Layouts     Properties     X
ClubRunner Ho Rotary District	ome Clubs • Events • Membership • Contact Us	<ul> <li>&gt; For Page</li> <li>&gt; Preformatted Widgets</li> <li>&gt; Essentials</li> <li>&gt; Carousels</li> </ul>
Our Clubs Event	ts!	Links     VEvents
Upcoming Club Events Metro Purple Metro Holiday Gettogetheri Dec 14, 2022 4:00 PM - 5:01 PM Purple Metro		Mini Calendar Bulletin & PR Custom Widgets (Global)
Purple           Dec. 18th 2022 - BBQ &           Fundraiser           Dec 23, 2022           3:00 PM - 4:00 PM           Green Town		> Custom Widgets (Page Specific)

# **Related Content**

- <u>Widgets: Upcoming Events</u>
- How do I create an event in Event Planner?

X