ClubRunner

Widgets: Web links

Omar S. - 2024-08-28 - Website Widgets

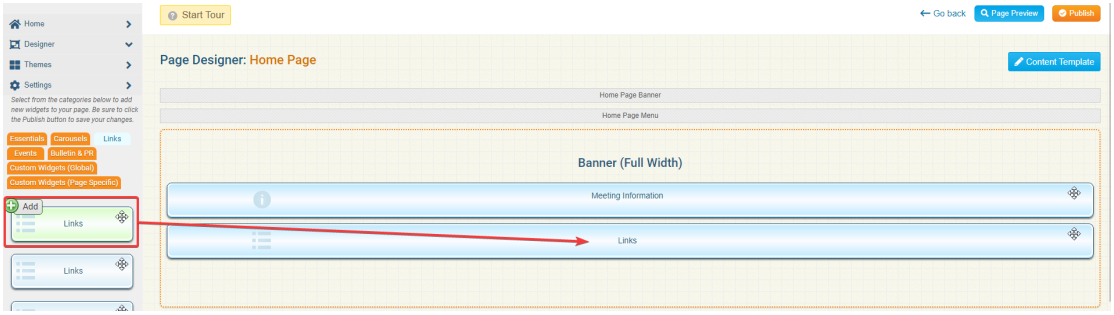
The **Links widget** is used to add both external and internal web links, or URLs.

External links are those links found outside the ClubRunner website, for example a link to a news article found at Rotary International. Internal links are links to ClubRunner pages, like a Download file, a Club event, another story, and so on.

1. To access any widget, you need to be logged into the Member Area. Then, in the top navigation menu, click on **Website**, and then **Website Designer**.

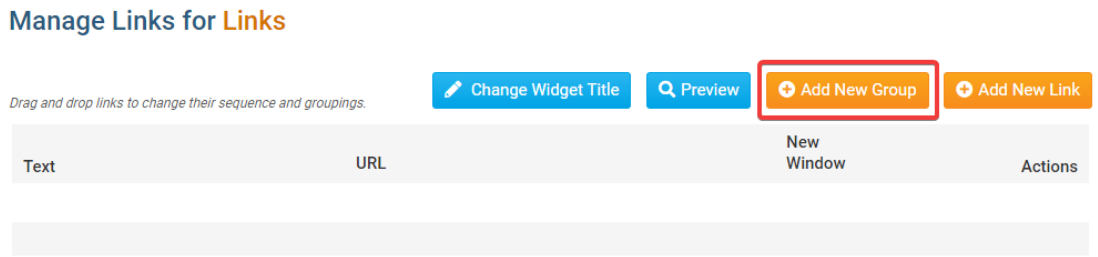
2. Now click on the orange **Edit Content** button to edit the main content of your website. This takes you to the **Page Designer** screen.

3. On the right side of the screen, you'll see a series of orange tabs: **Essentials**, **Links**, **Events** etc. Click on the **Links** tab.

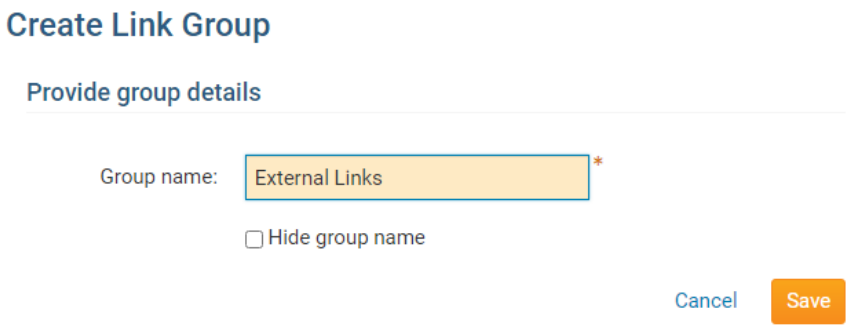


4. Take the **Links** widget with the green plus sign and drag and place it into your homepage.

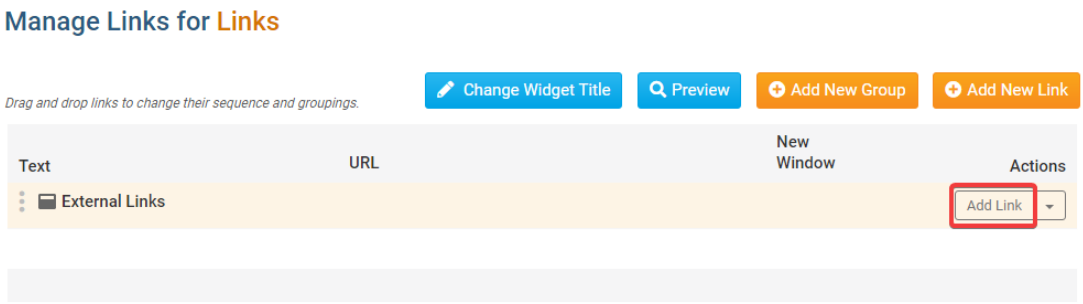
5. After you place the widget, you are taken to the **Manage Links** screen. Here you can add a new **Group** of links, or one individual link (**Add New Link**). Click **Add New Group** to create a new collection of links.



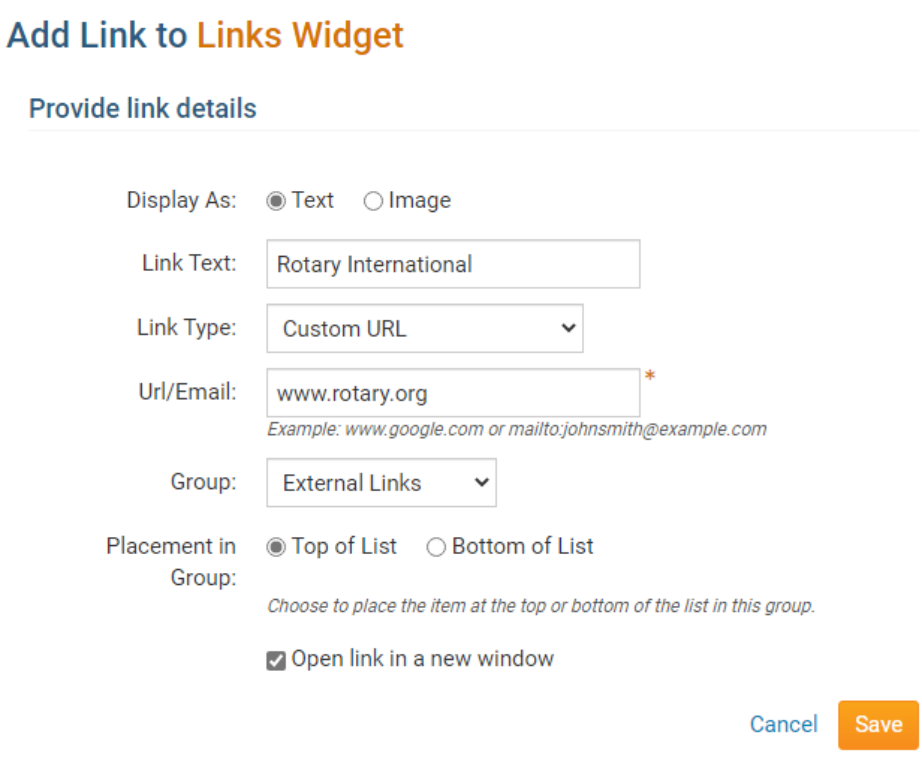
6. We'll call this grouping *External Links* to signify these are links outside of ClubRunner. There is also the option to hide the group name from the user.



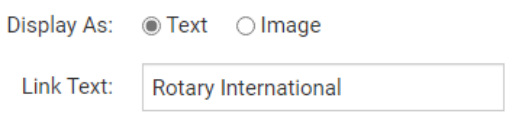
7. Now click the **Add Link** button next to *External Links* to create a link inside the *External Links* grouping.



8. There are several options you may choose when adding a link. Let's look at some of them.

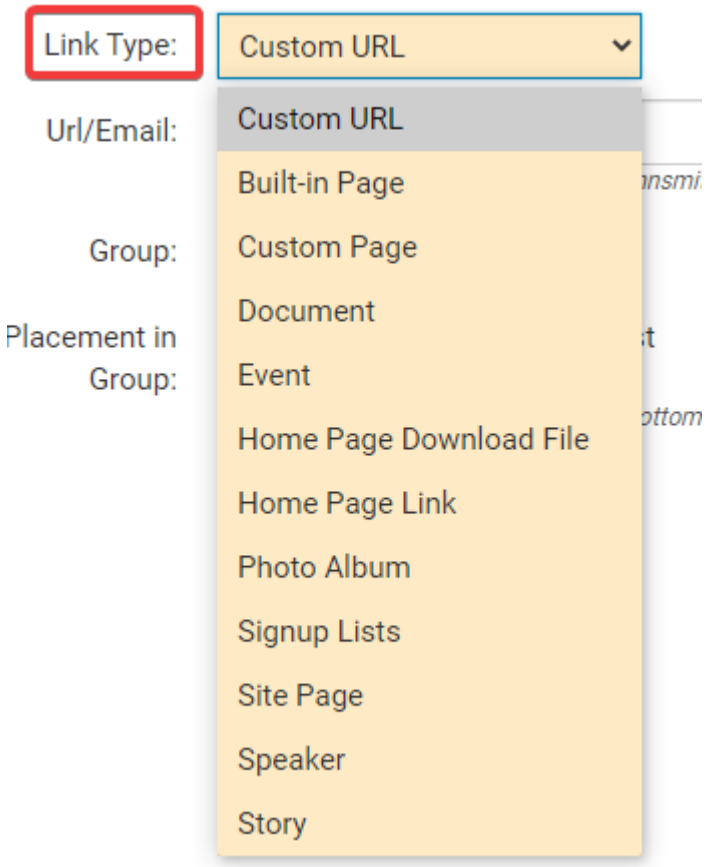


9. **Display as** means display the link as a line of text, or add the link to an image



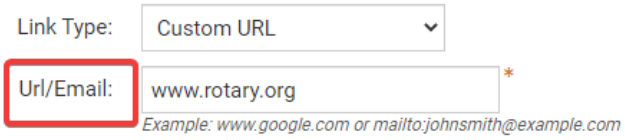
10. **Link Type** refers to the type of link. Here you can see all the various forms of content:

- **Custom URL:** Allows you to enter in any URL or website address which will redirect visitors to that site. Be sure to include the http:// in front of the website address. Target lets you specify whether to open that link in the same window or a new one.
- **Built-in Page**: Built-in pages are system created pages that update automatically.
- **Custom Page**: This allows you to link to a custom page you have created within the website
- **Document**: Allows you to select a file for download from the club's documents area.
- **Download File**: Allows you to select a file for download from the Download Files area.
- **Email**: Allows you to enter in an email address, which could have a default subject and message.
- **Event**: Displays a dropdown list of events from Event Planner and MyEventRunner.
- **Photo Album**: This activates a dropdown menu, in which you may select a link to a photo album to display on the homepage menu.
- **Signup Lists**: Displays a dropdown list for a volunteer signup list.
- **Site Page**: This allows you to link to a site page you have created within the website.
- **Speaker**: Displays a dropdown list of Speakers which you can select.
- **Story**: This activates a dropdown menu, in which you may select a link to an existing story to display.

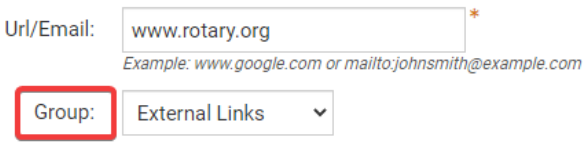


11. **URL/Email** is the actual weblink, or the story, photo album, etc, that you choose.

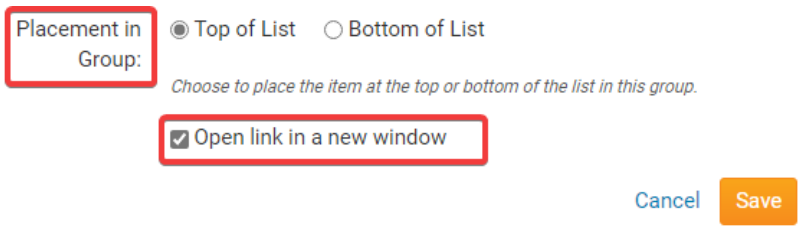
Note: If you selected **Custom URL** as the type, you can enter in the standard allowed characters for URLs



12. **Group** is the collection of links where this should appear



13. You can also choose to place this link at the **Top** or **Bottom** of the list of links; and also check the box to open in a **new window**.



14. Now click **Save** to save this individual link. Repeat this process to create more Groups and Links.

15. Once you are finished please click **Publish** near the top right to make the changes go live.

Related Content

- How do I use the search tool?