

ClubRunner

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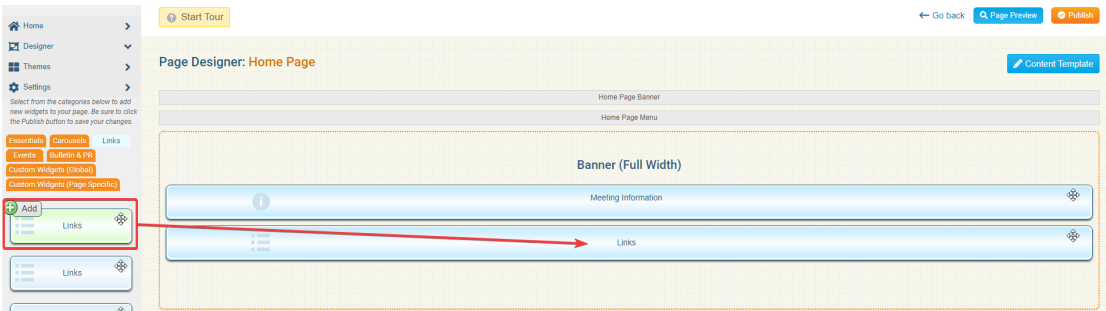
Widgets: Web links

Omar S. - 2024-08-28 - [Website Widgets](#)

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

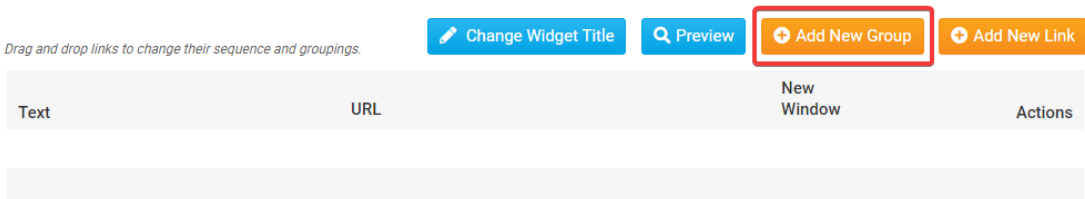
External links are those links found outside the ClubRunner website, for example a link to a news article found at Rotary International. Internal links are links to ClubRunner pages, like a Download file, a Club event, another story, and so on.

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.

Manage Links for 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.

Create Link Group

Provide group details

Group name:

☐ Hide group name

Cancel

Save

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

Manage Links for 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
External Links			Add Link

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

Add Link to Links Widget

Provide link details

Display As: ☒ Text ☐ Image

Link Text:

Link Type:

Url/Email:
Example: www.google.com or mailto:johnsmith@example.com

Group:

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

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

Display As: ☒ Text ☐ Image

Link Text:

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.

Link Type: Custom URL ▼

Url/Email: Custom URL

Group: Built-in Page

Placement in Group: Custom Page

Document

Event

Home Page Download File

Home Page Link

Photo Album

Signup Lists

Site Page

Speaker

Story

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

Link Type: Custom URL ▼

Url/Email: *

Example: www.google.com or mailto:johnsmith@example.com

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

Url/Email: *

Example: www.google.com or mailto:johnsmith@example.com

Group: ▼

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**.

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](#)

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?](#)