

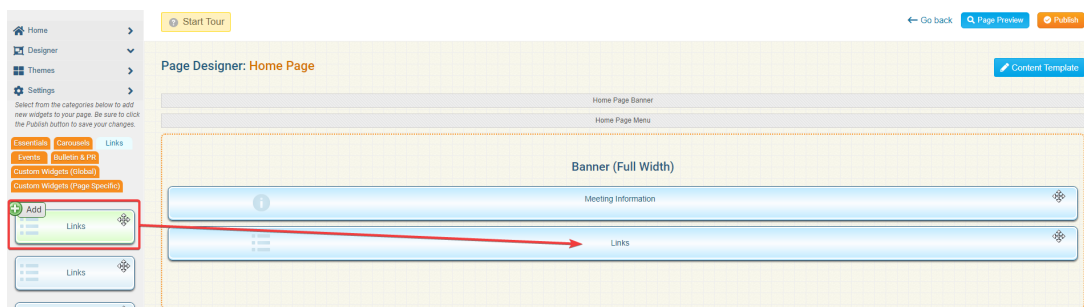
## Widgets: Web links

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

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

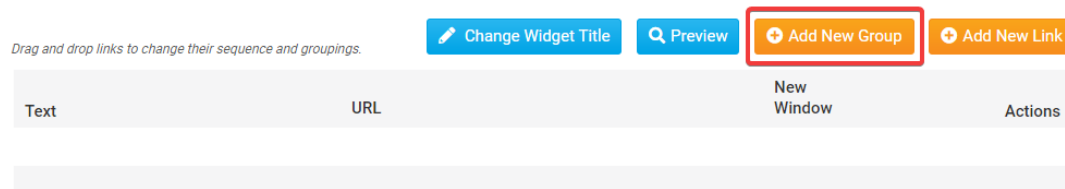
External links are those links found outside the ClubRunner website, for example a link to a news article found at Rotary International. Internal links are links to ClubRunner pages, like a Download file, a Club event, another story, and so on.

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](http://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:** Custom Page

**Placement in Group:** 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:** www.rotary.org \*

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

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

**Url/Email:** www.rotary.org \*

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

**Group:** External Links ▼

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?](#)