

ClubRunner

Help Articles > Website Guides > Website Content > How do I add a Download File?

How do I add a Download File?

Michael C. - 2022-09-29 - Website Content

Download Files lets you upload files from your computer to ClubRunner, so you can use them on your website or let members see them. As an example, you could put a Word Document or PDF file in Download Files and then link it in your story or a widget.







Note: Download Files are always public, exercise caution when adding files with private information.

1. To access **Download Files area** you will need to login to your member site. Once online, click on the **Website** tab on the blue menu bar.
2. Then click on **Website Content** on the grey menu bar.
3. On the Getting Started page, click on **Home Page Download Files**

Getting Started

Home Page Content

Welcome to the content area for your home page. You can add, edit, and remove content that appears on your standard home page widgets. This includes stories, news, links, photo albums, and download files. To add custom widgets, go to Libraries in the ribbon on the left.

 Home Page Stories <i>Manage your home page stories.</i>	 Home Page News <i>Manage your home page news.</i>
 Home Page Download Files <i>Manage your download files.</i>	 Home Page Photo Albums <i>Manage your photo albums.</i>
 Home Page Custom Widgets <i>Manage your home page custom widgets.</i>	 Meeting Responsibilities (Duty Roster) <i>Manage list of positions and assign members.</i>

4. This takes you to the Download Files page. From here you can **Add a Download File** by clicking on the add download file button.

- **View:** Click here to preview the content by downloading it.
- **Edit:** Use this link to choose a different file, or change the title of the download link.
- **Supporting Files:** If you upload an HTML file with embedded images, this allows you to upload those embedded images so that all the references work. This feature can be useful for users better versed in HTML coding, and is normally not needed.
- **Delete:** Remove the uploaded file from ClubRunner.

Download Files for Home Page

Drag and drop your download files to change their sequence.

[+ Add Download File](#)

Title	Owner	Date	Show On Home Page	Actions
<input type="checkbox"/> Download File A	Rayprod Stn	Dec 03, 2020		<input type="checkbox"/>
<input type="checkbox"/> MyEventRunner Guide	Kevin Cruz	Nov 13, 2019	✓	<input type="checkbox"/>
<input type="checkbox"/> Advertising guide	Kevin Cruz	Dec 03, 2020	✓	<input type="checkbox"/>
<input type="checkbox"/> ClubRunner Quickstart Guide	Test Test	Nov 20, 2015	✓	<input type="checkbox"/>
<input type="checkbox"/> Rotary Membership	John Doe	May 01, 2015	✓	<input type="checkbox"/>

How to add a Download File

1. From the Download Files page click on **Add Download File**.


Download Files for Home Page

Drag and drop your download files to change their sequence.

[+ Add Download File](#)

Title	Owner	Date	Show On Home Page	Actions
<input type="checkbox"/> Download File A	Rayprod Stn	Dec 03, 2020		<input type="checkbox"/>
<input type="checkbox"/> MyEventRunner Guide	Kevin Cruz	Nov 13, 2019	✓	<input type="checkbox"/>
<input type="checkbox"/> Advertising guide	Kevin Cruz	Dec 03, 2020	✓	<input type="checkbox"/>
<input type="checkbox"/> ClubRunner Quickstart Guide	Test Test	Nov 20, 2015	✓	<input type="checkbox"/>
<input type="checkbox"/> Rotary Membership	John Doe	May 01, 2015	✓	<input type="checkbox"/>

2. From here you can type in a **Title** for the file and then click the **Browse** button to find the file on your computer. Uncheck **Show In Home Page** if you do not want the file to go in the Home Page Download File Widget. Once done click **Save**.

 Download Files are always public, exercise caution when adding files with private information.

Add Download File for Home Page

Download File Settings

Title: *

File: No file chosen

Maximum file size for upload is 15.00 MB.

Show In Home Page:

Related Content

- [VIDEO: Website Content with Shawn P.](#)