

# ClubRunner

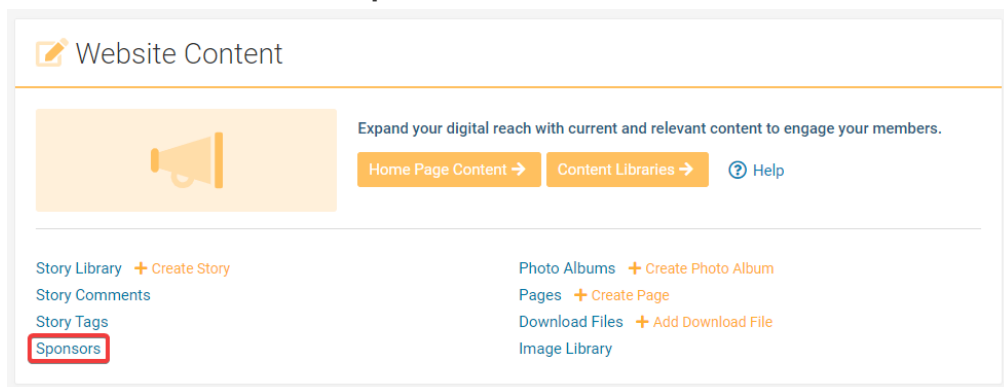
Help Articles > Website Guides > Website Sponsors > How to edit the sponsorship guide in ClubRunner

## How to edit the sponsorship guide in ClubRunner

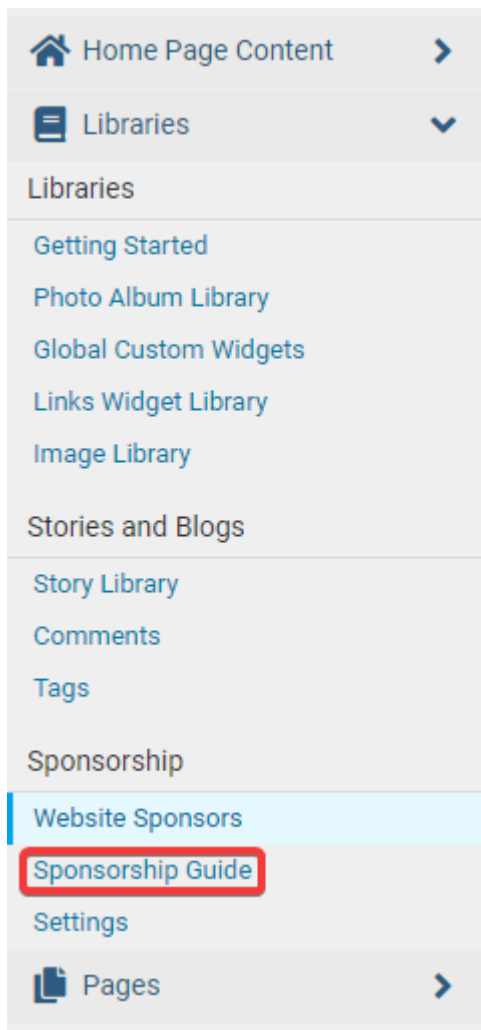
Omar S. - 2021-03-10 - Website Sponsors

The Sponsorship Guide is a document that explains your policies and rates for placing Web Sponsors on your site. We have placed a default document which you can view. However, please feel free to prepare your own document and upload it. Below are the steps on how to edit your Sponsorship Guide:

1. Login to your ClubRunner website. Click on the **Member Login** link found in the top right corner of the homepage.
2. Next you will be taken to the Login screen. Here enter your **Login Name** and **Password**.
3. Now back on the homepage click on the **Member Area** link found in the top right corner.
4. On the **Administration** screen; scroll down and under the **Website Content** section click on the **Sponsors** link.



5. On the Sponsors Page, click on the **Sponsorship Guide** link on the left side of the page, underneath the **Sponsorship** heading.




6. On the Sponsorship Guide page click on the **Browse...** or **Choose File** button and select the file from your machine. The file types you can upload are: PDF, DOC, DOCX, JPG, TXT, PNG, XLS.

### Sponsorship Guide

#### Sponsorship Guide Settings

The Sponsorship Guide is a document that gives potential sponsors further information on how to become a sponsor on your site. This document is linked to wherever sponsor ads are displayed. We have placed a default link with general information, however it is recommended that you upload your own custom guide, and include rates, policies and contact information.

Current Sponsorship Guide:  commonguide.html

Replace with:  No file chosen


Cancel

7. Now click on the **Save** button.

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Current Sponsorship Guide:  temp.doc [Delete](#)

Replace with:  No file chosen

[Save](#)


8. Once it is done you will see a message at the top of the screen indicating that the guide was successfully loaded.

 Sponsorship guide uploaded successfully. ×

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Current Sponsorship Guide:  temp.doc [Delete](#)

Replace with:  No file chosen

[Save](#)

## Related Content

- [How do I disable the sponsorship guide link?](#)
- [How do I change where the sponsorship guide is displayed?](#)
- [How do I configure our website sponsors?](#)