

# ClubRunner

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## How to use or create Website Footers?

Omar S. - 2023-05-04 - Website Designer

You can create a Footer for the website. This gives you the ability to have the same content at the bottom on every web page on the site. You can access the **Manage Footers page** at any time to create new footers or edit existing ones.

1. To access the Manage Footers page, you must first login to the website. Then, click on **Member Area**.
2. Click on the **Website** tab on the grey menu bar near the top.
3. Then select **Designer Home** on the blue menu bar.
4. Click on the **Footers** link on the left side of the page under the **Designer** heading.
5. You are now on the **Manage Footers** page, where you may preview and edit existing Footers (if any) or create a new one. To create a new Footer, click on the **Add New Footer** button near the top right.

**Edit a Footer** - If you would like to edit a Footer, click on the **Edit** button to the right of the footer.

### Manage Footers

The screenshot shows the 'Manage Footers' interface. At the top right, there is a red-bordered button labeled 'Add New Footer'. Below this is a table with two columns: 'Title' and 'Actions'. The first row has 'Footer' in the 'Title' column and 'Active Footer' and 'Edit' in the 'Actions' column. Below the table is a preview of the footer content. The preview area has a light green border and contains three columns of text: 'About the Purple Metro Club', 'At a Glance', and 'Contact Us'. The footer also includes a logo for Purple Metro Club and a copyright notice: 'All materials and photos, unless otherwise specified, copyright of the Purple Metro Club. Website Copyright 2018.'

6. After clicking **Add New Footer** or **Edit**, you can enter or change the **Title** of the Footer. Then you can use the Online Editor to create or Edit the content. To learn more about the

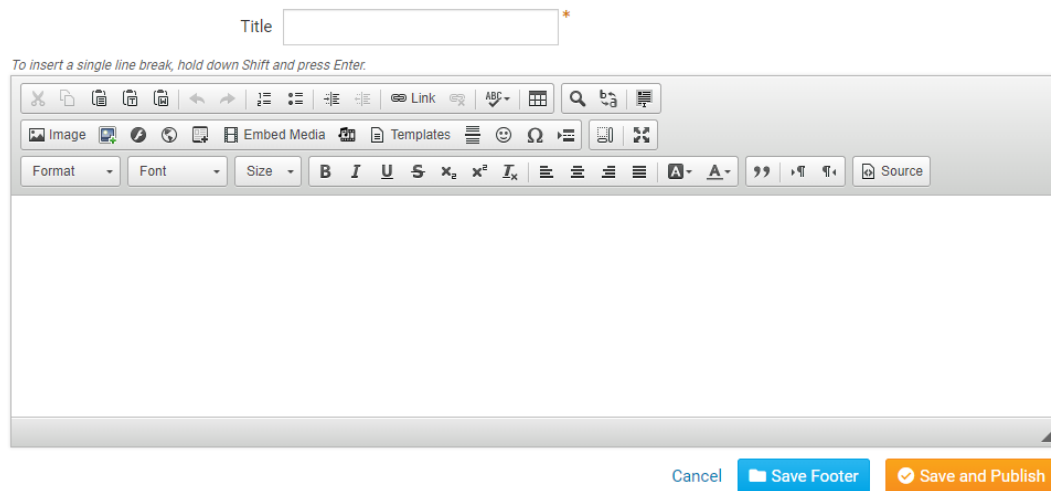
Online Editor, please read the article named [Explain The Online Editor/Tool Bar](#).

## Add New Footer

### Footer Text

Title

*To insert a single line break, hold down Shift and press Enter.*



Cancel

7. Once you have finished making the Footer, you can click on one of the following options:

- **Save and Publish** - Saves the footer and makes it appear live on the website.
- **Save Footer** - Saves the footer and does not makes it appear live on the website.
- **Cancel** - Cancels the changes you did.

### Related Content

- [How do I publish changes to the homepage?](#)
- [How to choose a new Theme](#)