

ClubRunner

Help Articles > Website Guides > Website Content > How to view club documents

How to view club documents

Michael C. - 2021-01-25 - Website Content

Your club may maintain an online directory of documents. These documents can include anything the clubs feels is needed for the membership, such as information and event brochures or a history of the organization. You can access these documents through ClubRunner.

1. To access your club documents, you must first go to your club homepage and log in. You will see the log in button at the top right on your club home page. Click **Member Login** and, when prompted, enter your username and password.
2. Then, click on **Member Area** on the top right, under your club banner.
3. Along the top of the screen you will see several tabs. Click on **Organization**.
4. Next, click on **Documents**.
6. On the **Private Documents** page, you can download and view any uploaded club document by clicking on the name of the document.

Private Documents

Documents and folders are sequenced alphabetically. Drag and drop documents and folders to move them from one folder to another or to change the parent folder.

| Name | Updated On ▼ | Updated By ▼ | Actions |
|-------------------------------------|--------------|--------------|--|
| ▼ Club Brochures and Handouts | May 13, 2015 | Edward Smith | Add Add Multiple more... |
| 📄 Christmas Carnival Flyer | Apr 02, 2018 | Mickey D | Edit Get Link Delete |
| 📄 Community Hike Trail Map | Apr 13, 2018 | Mickey D | Edit Get Link Delete |
| 📄 Gernsback Scholarship Application | May 13, 2015 | Edward Smith | Edit Get Link Delete |
| ▶ Meeting Minutes and Notes | May 13, 2015 | Edward Smith | Add Add Multiple more... |

7. You also have the option to download all your club documents by clicking on **Download All**. An archived ZIP of the files is created and then downloaded to your computer.

Private Documents

 [Add Folder](#)[Add](#)[Add Multiple](#)[Download All](#)

Documents and folders are sequenced alphabetically. Drag and drop documents and folders to move them from one folder to another or to change the parent folder.

| Collapse All | | Expand All | |
|-------------------------------------|--------------|--------------|--|
| Name | Updated On | Updated By | Actions |
| ▼ Club Brochures and Handouts | May 13, 2015 | Edward Smith | Add Add Multiple more... |
| 📄 Christmas Carnival Flyer | Apr 02, 2018 | Mickey D | Edit Get Link Delete |
| 📄 Community Hike Trail Map | Apr 13, 2018 | Mickey D | Edit Get Link Delete |
| 📄 Gernsback Scholarship Application | May 13, 2015 | Edward Smith | Edit Get Link Delete |
| ▶ Meeting Minutes and Notes | May 13, 2015 | Edward Smith | Add Add Multiple more... |

Related Content

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