

# ClubRunner

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## Widgets: Upcoming Club Events (District Only)

Omar S. - 2023-01-17 - Website Widgets

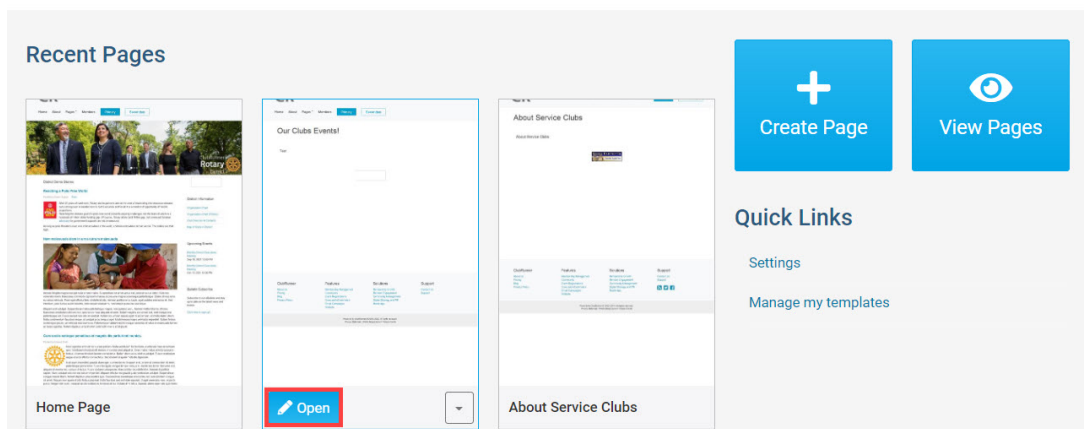
You use widgets to add content (such as stories, links and upcoming events) to your bulletin or web page. They are essential design features, and each one has a different function.

In this article we'll take a closer look at the Upcoming Club Events widget, only available for District accounts. This widget displays a list of events occurring in the future from the club accounts within your District. For a club to display the events in this widget for the district website, the club should set the **Show on District Calendar** option, from the event's Details page.

If you are using the club version of ClubRunner, use [the Widgets: Upcoming Events widget article to list your own club's events on your club's website.](#)

1. To access any widget, you will need to be logged in to your District's member area. Then, access your webpage editor through the top navigation menu, by clicking on Website, and then Designer Home.
2. In the Recent Pages section, hover-over the home page, or a custom page, then click **Open**.

### Page Designer Home



1. In the Live Designer, click the **Content** tab in the top right.



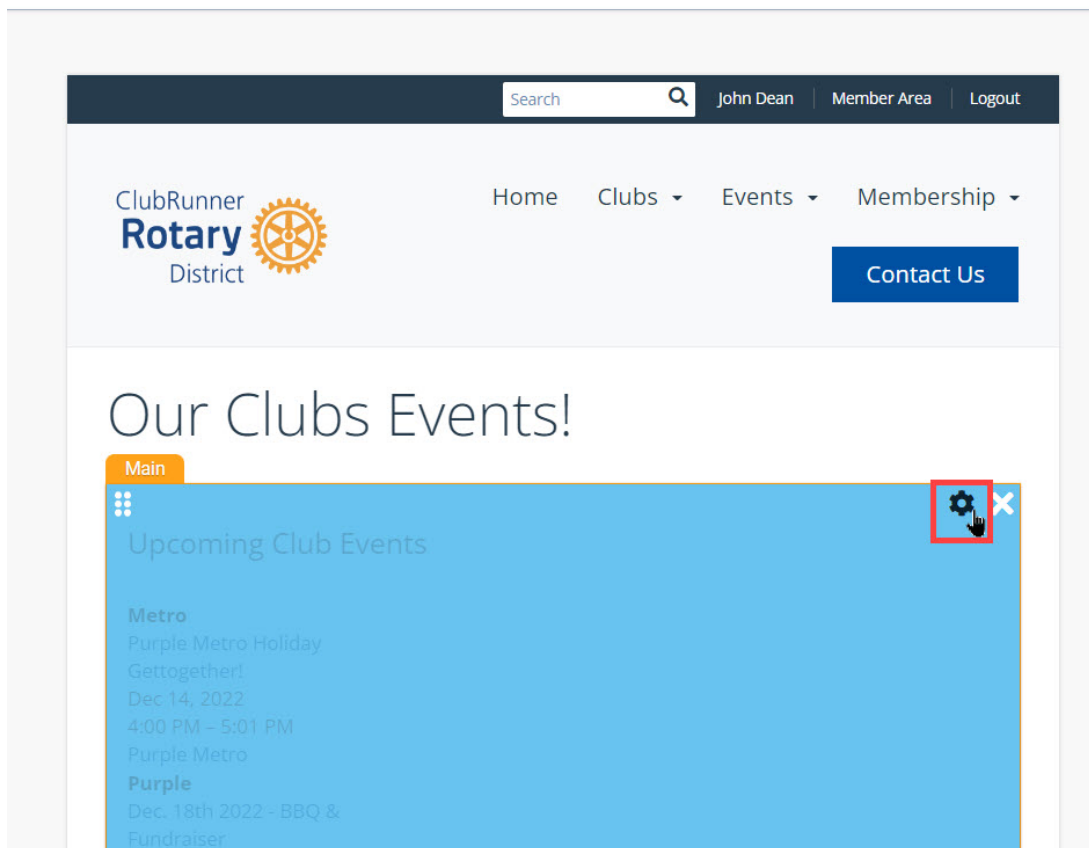
1. Click the **Events** widget group in the Content tab. You may need to scroll down the list of widgets, or click Preformatted Widgets, to minimize this group.



1. In the Events widget group, **drag-and-drop** the **Club Upcoming Events widget** into a layout section displaying Drop Here, or above-or-below another widget on the page.



1. To edit the widgets properties, hover-over the widget in the left side live designer, then click the **Gear** icon in the top right. To remove the widget from the page, click the **X** icon.



1. A properties pop-up will open. You can change the Header Properties and Settings. Click **Save** to save any updates to the widget properties.

- **Header Properties**

- **Title** - Enter text to display a title for the widget. By default, this widget's title is Upcoming Club Events.
- **Show Title** - Check this option to display the widget title. Uncheck this option to hide the title.
- **Font** - Type of font for the title.
- **Colour** - Colour of the widget's title text.
- **Background Colour** - Background colour for the widget's title.

- **Settings**

- **Items to Display** - Total number of events to display
- **Time Threshold** - How far into the future should the widget display events.

**Properties** ✕

### Properties for Upcoming Club Events Widget

Widget designs are based on the selected theme and colour scheme. You can use this screen to customize the properties of this widget.

After making a change, you can click on the "Refresh" button to see preview of the design changes.  
(Please note that this preview shows the changes you have made, but it does not include your own data).

#### Header Properties

Title:  Format

Show Title:

Font:

Colour:  Default

Background Colour:  Default

#### Settings


Items To Display:

Time Threshold:  years  months  days

Cancel Restore All to Default Save

1. To publish the changes to the page, click the orange **Publish** button in the top right of the live designer. To view the live page on the website, click the blue **View Live Page** button.

**Design Our Clubs Events!** View Live Page Publish



ClubRunner  
**Rotary**  
District

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## Our Clubs Events!


Upcoming Club Events

**Metro**  
Purple Metro Holiday  
Gettogether!  
Dec 14, 2022  
4:00 PM - 5:01 PM  
Purple Metro


**Purple**  
Dec. 18th 2022 - BBQ & Fundraiser  
Dec 23, 2022  
3:00 PM - 4:00 PM  
Green Town

Content Layouts Properties


- > For Page
- > Preformatted Widgets
- > Essentials
- > Carousels
- > Links
- > Events
 



Mini Calendar



Upcoming Events



Upcoming Club Events
- > Bulletin & PR
- > Custom Widgets (Global)
- > Custom Widgets (Page Specific)

#### Related Content

- [Widgets: Upcoming Events](#)

- [How do I create an event in Event Planner?](#)