Club Websites – How to Insert Documents to Download

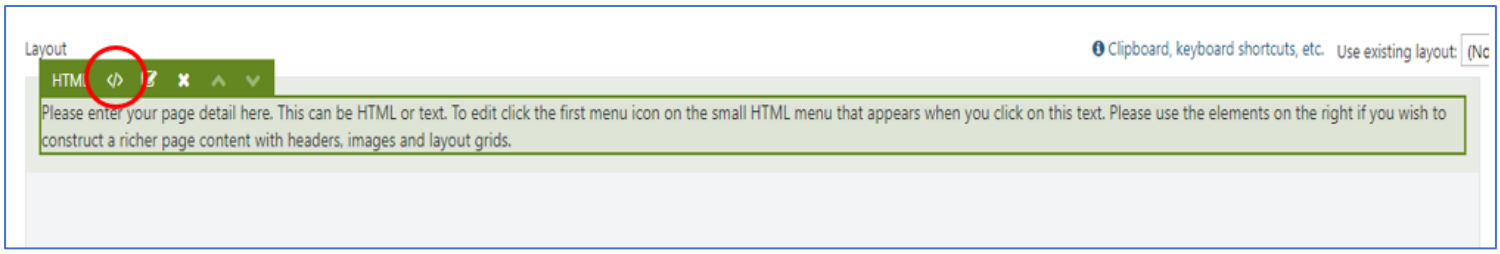
1. Using the HTML element.

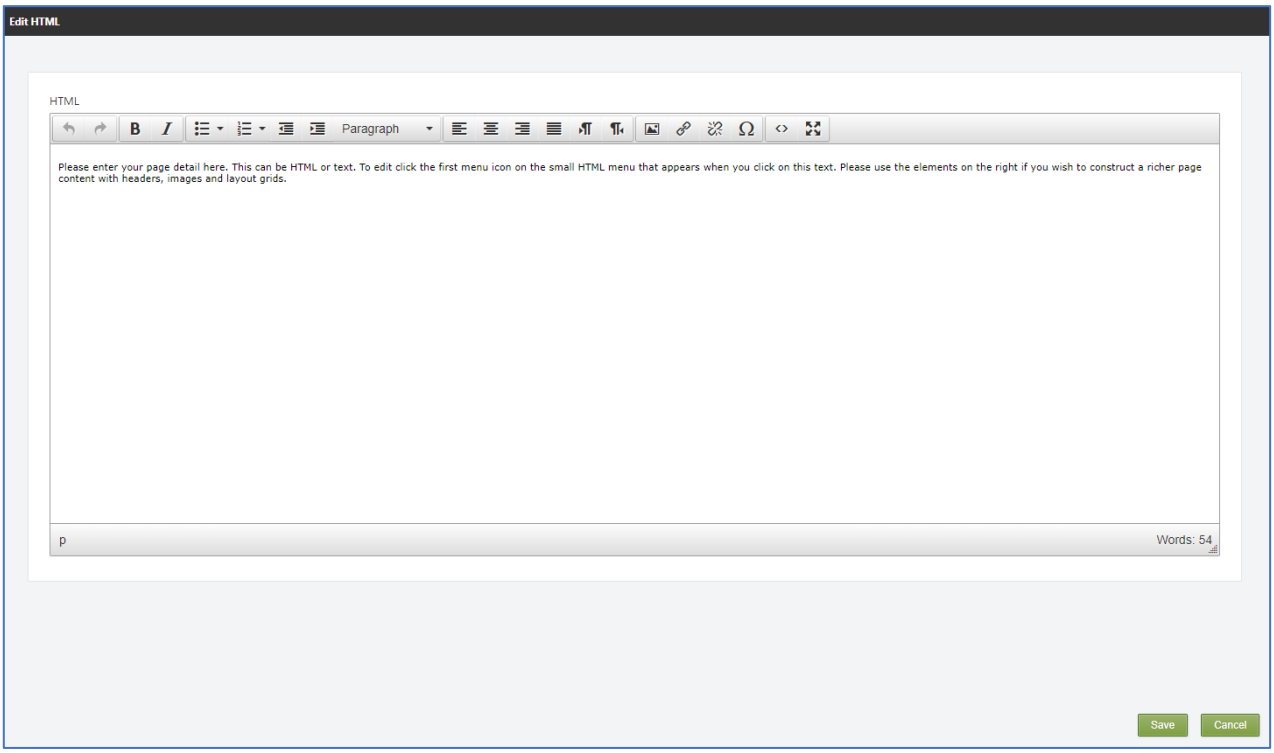
Create an Information Page

Sign In > Dashboard > Information Page

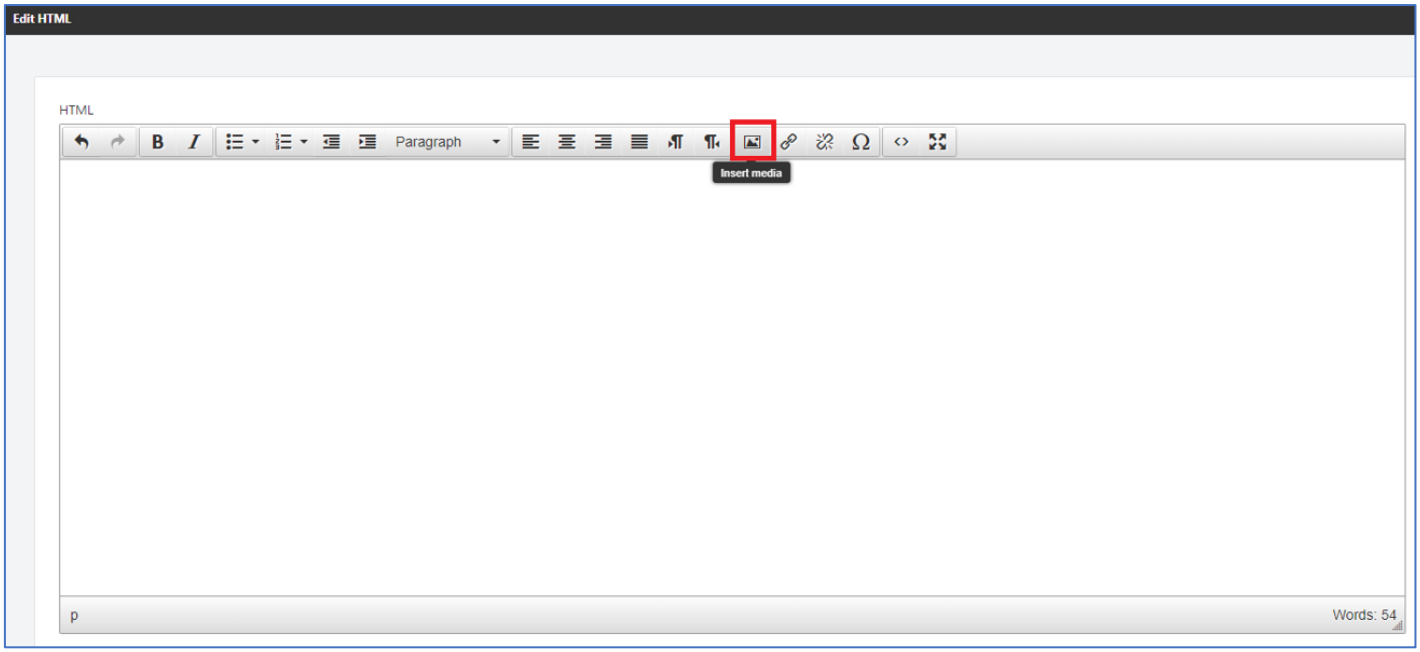
Enter a Title for the Information Page

Within the Layout click the HTML element and select the </> icon, this enables you to edit that element.





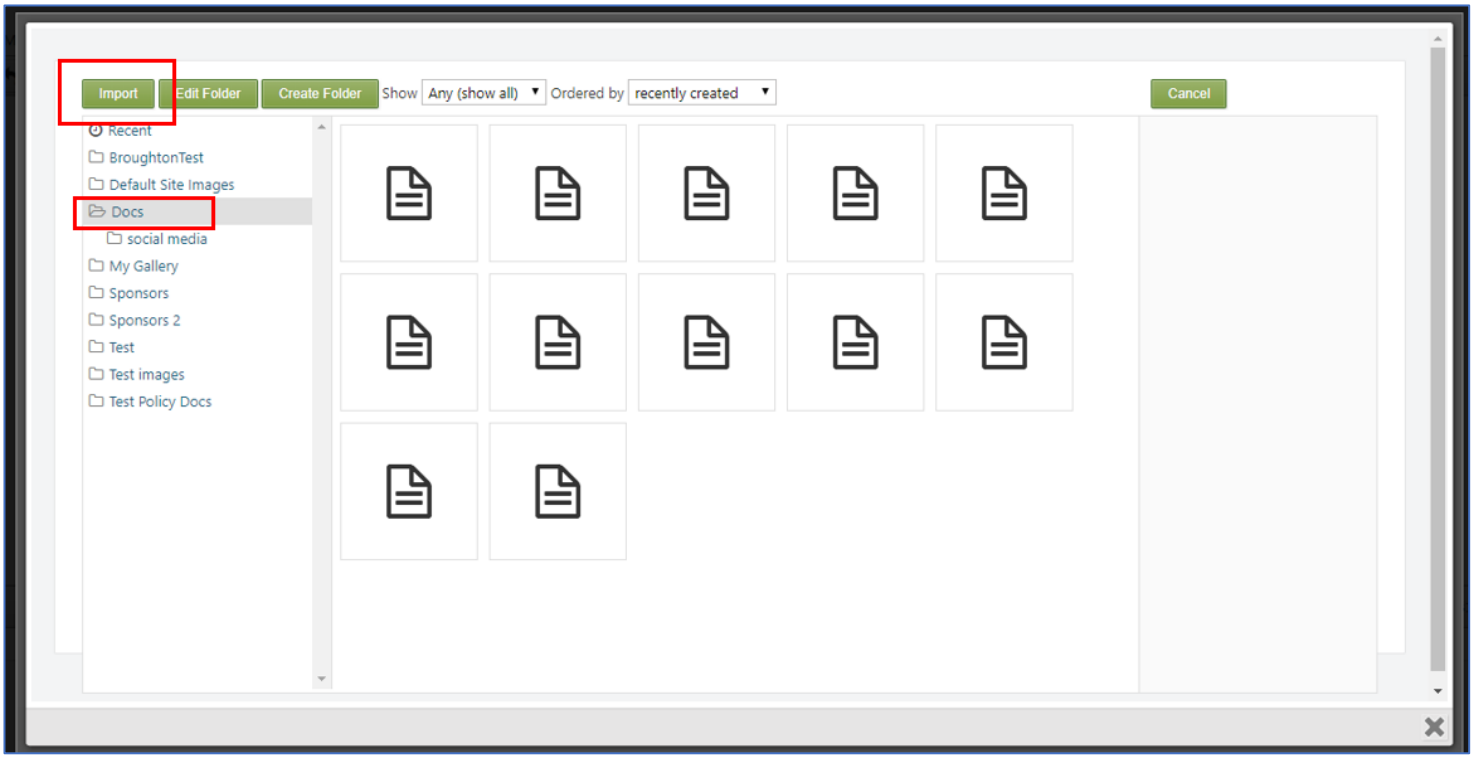
Remove the text within the HTML element, and click the media icon.



This will display the media library where, if you haven't already done so, will need to import the document(s) to.

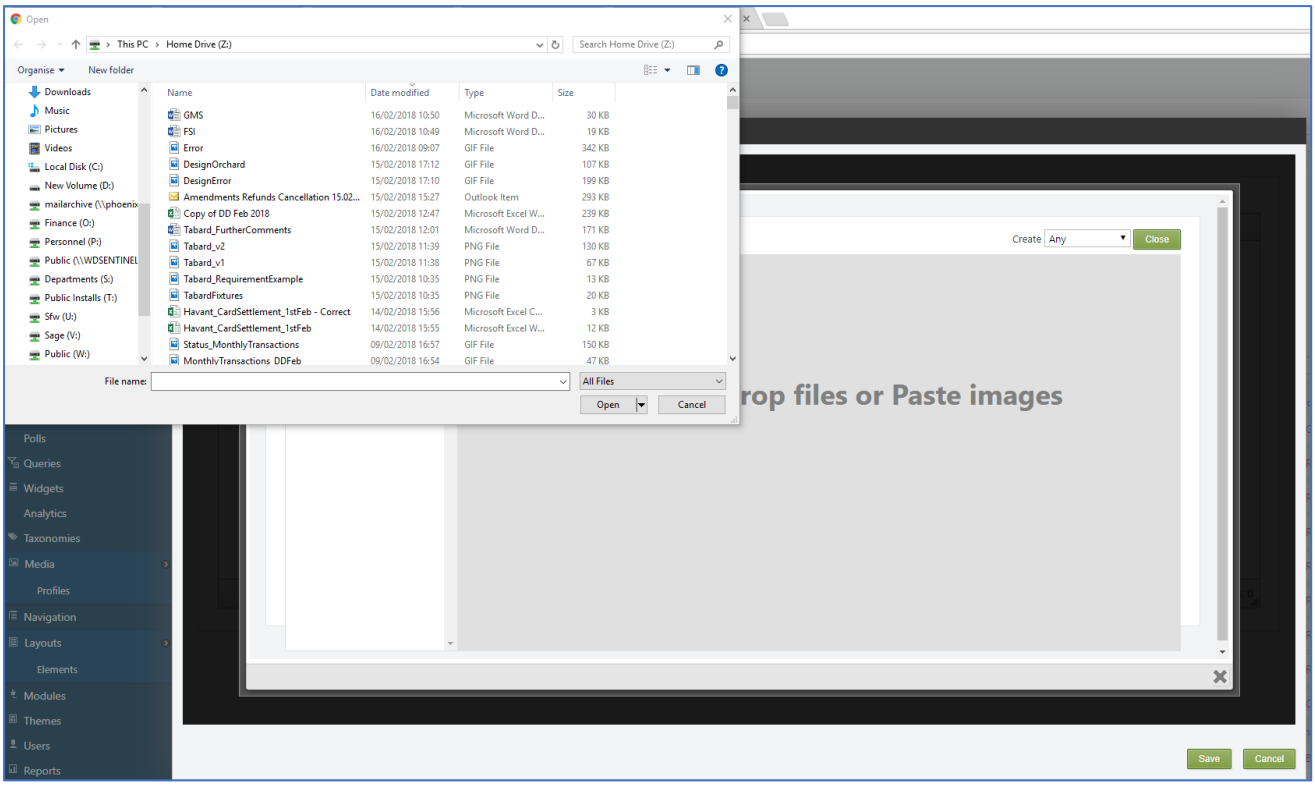
You can either create a new folder by selecting 'Create Folder' or import them into a folder that has been created.

Select the folder you want to Import your documents to > Import button.

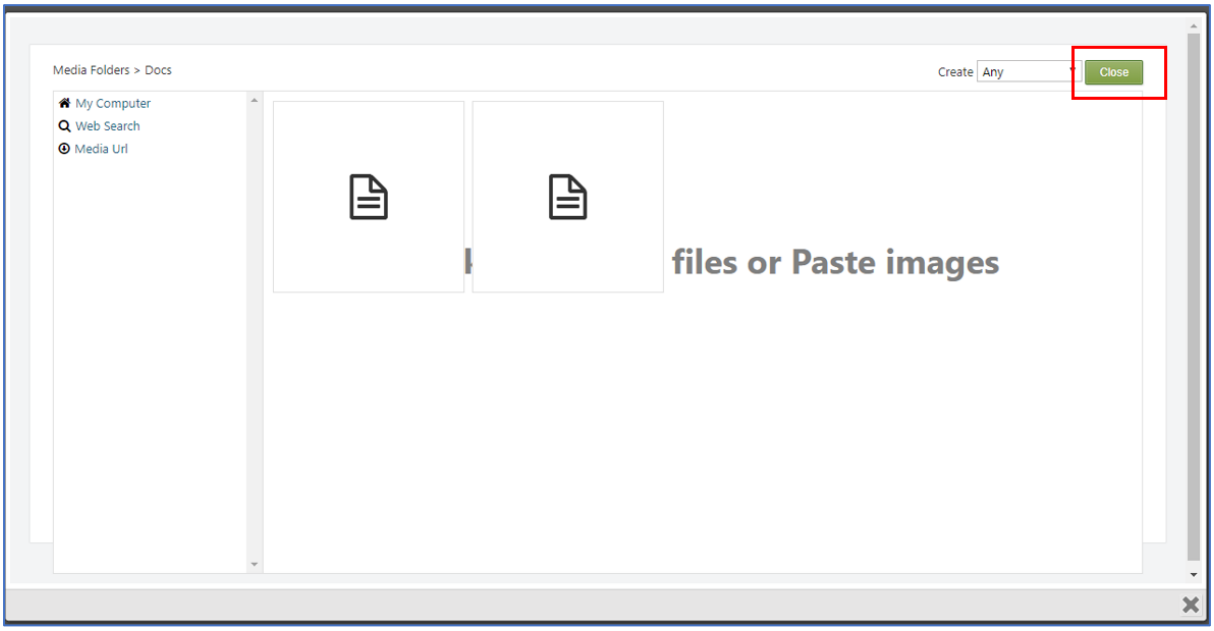


Click the 'Click here, Drop files or Paste images' > this will display your desktop.

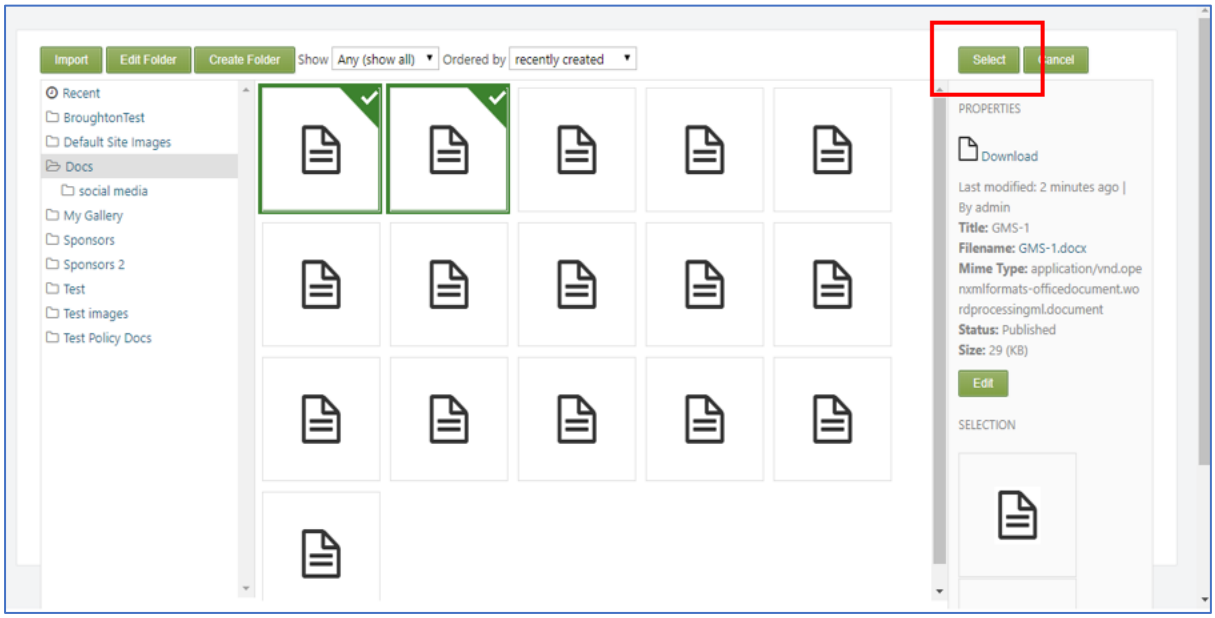
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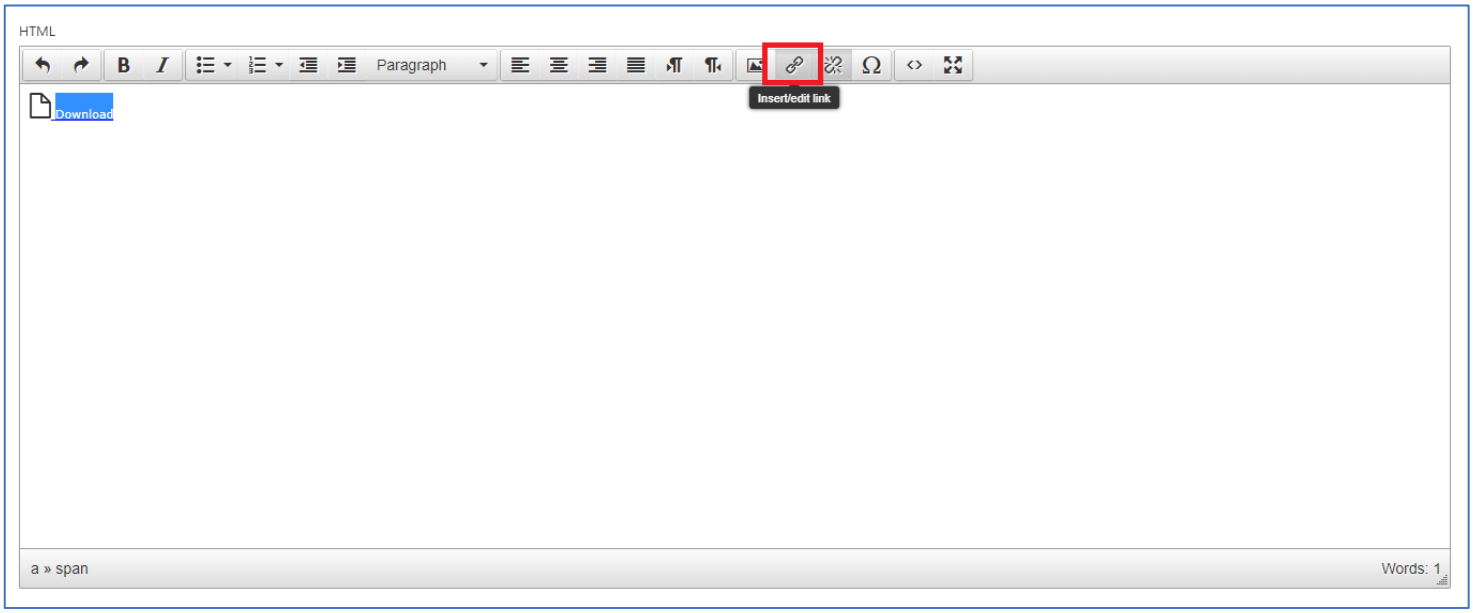
Find the document you want to Import > Open, this will Import those docs into the folder > Close.



From that folder select the documents you want to add to your Info Page. You can select more than one by hitting the CTRL + clicking each document using your mouse. Click Select.



This will display in the HTML element as download, but can be renamed by highlighting the Download and selecting the insert/edit link icon.

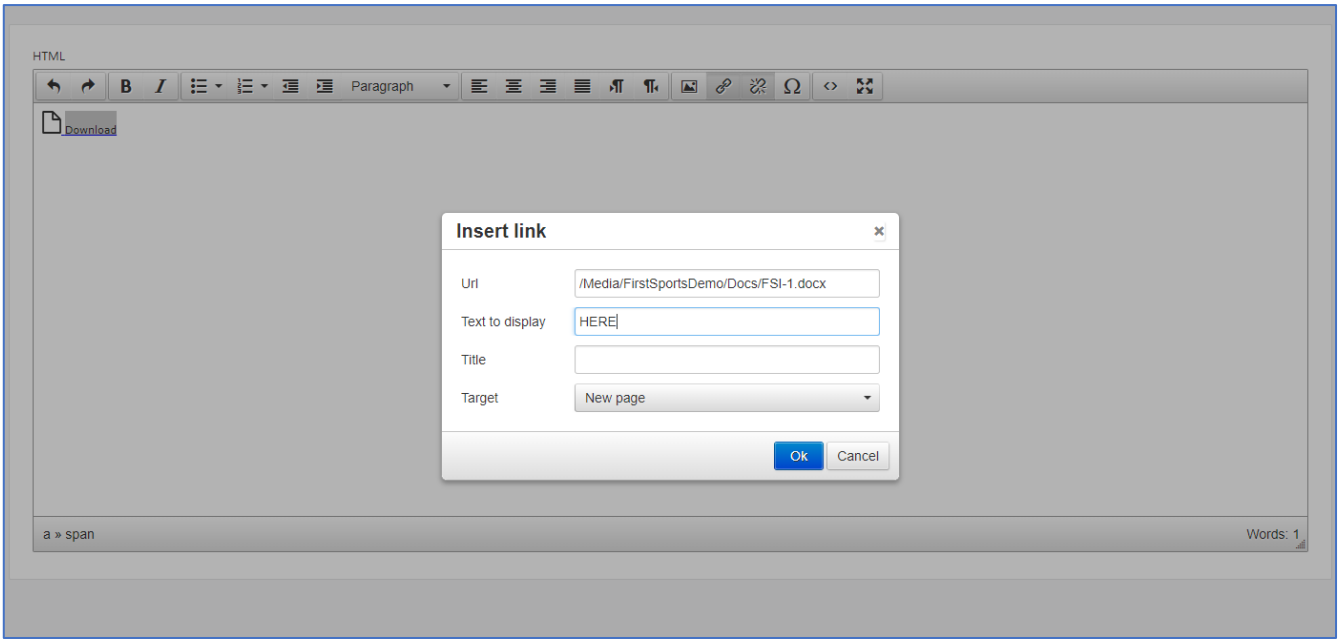


Under Text to display, add the text you want to rename the download too.

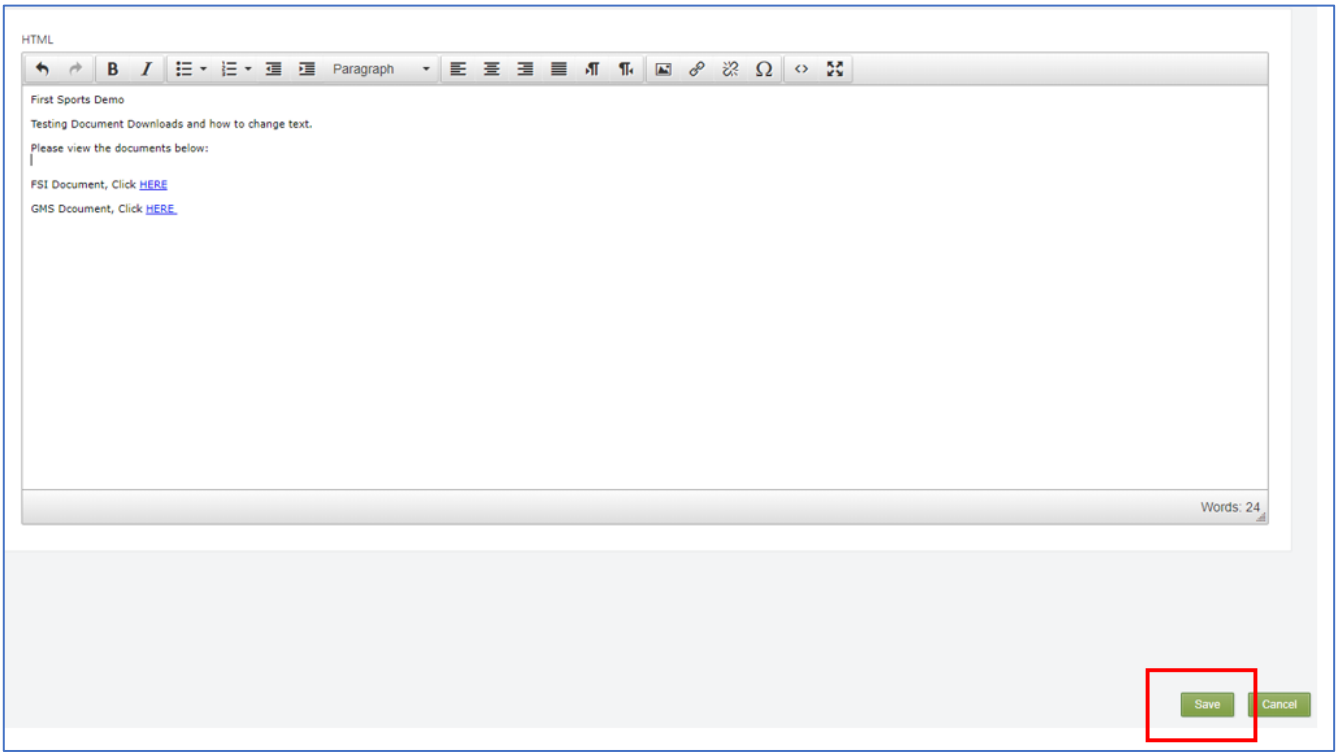
e.g. HERE or document name.

And hit Ok.

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Once all documents and information have been added, click Save.



Scroll down, select Publish Now and Save.

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Select View Website > select the Info page you have just created.

