

Custom Sections

Introduction

Quick Answer

- To add a new custom section, login to your **Club Control Panel**.
- Click the **Site Content** tab.
- Select **Custom Sections** from the left-hand menu.
- Click **Add Section**.

Custom sections are a great way for your club to add custom content to your website.

Documents can be attached, with images and formatting included to further personalise the content to your club's needs. These custom section pages will all display under the 'Information' navigation header on your club website.

Single Page

Access your Club Control Panel and click the 'Site Content' tab, then select 'Custom Sections' from the left-hand menu.

Click the green 'Add Section' button on the right-hand side.

The screenshot displays the Club Control Panel for Boston United Football Club. The top navigation bar includes the club logo, name, and URL, along with a 'LIVE' status indicator and a 'Need some help? Visit the Help Centre' link. Below this is a main navigation menu with tabs for Dashboard, Site Content (highlighted with a red notification badge), Teams, Membership (with a red notification badge), Payments, Communication, Performance, Packages, and Settings. The left-hand sidebar under 'Site Content' lists various content types: News, Events, Polls, Photos (with a red notification badge), Videos, Sponsors, Documents, Links, Shop, Forum, Custom Sections (highlighted with a blue box), and Staff & Officials (with a red notification badge). The main content area is titled 'Custom Sections' and features a green 'Add Section' button. Below the button is a table listing existing custom sections.

Section Name	Type	Status	
Vanarama	Single Page	Active	
Commercial 2015-2016	Multi Page	Active	
Super Draw Lottery	Multi Page	Active	
The Pilgrim Lounge	Multi Page	Active	
United in the Community	Multi Page	Active	
Centre of Excellence	Multi Page	Active	
The Jakemans Stadium	Multi Page	Active	
Who's Who 2015-2016	Multi Page	Active	
Matchday Programme	Multi Page	Active	
Social Media	Multi Page	Active	

On the right side of the interface, there is a 'Support' section with links for 'About Custom Sections', 'Private sections', 'Ordering Club Info', 'Delete page', and 'More help'.

Next, click the grey 'Single Page' button.

The screenshot shows the 'Add Section' interface. On the left is a 'Site Content' sidebar with a list of categories: News, Events, Polls, Photos (with a red notification badge), Videos, Sponsors, Documents, Links, Shop, Forum, Custom Sections, and Staff & Officials (with a red notification badge). The main area is titled 'Add Section' and 'Step 1: Pick your section type'. It features two options: 'Single Page' (described as 'A single page with an image.') and 'Multi Page' (described as 'With navigation', 'Create multiple pages within one section.', and 'Include an image with each page.'). Below these descriptions are buttons for 'Single Page' and 'Multi Page'. The 'Single Page' button is highlighted with a blue border. On the right, there is a 'Support' section with links: 'About Custom Sections', 'Private sections', 'Ordering Club Info', 'Delete page', and 'More help'.

Complete the required title, status and main body, then add an image and any relevant documents.

The screenshot shows the 'Edit Section' form. The 'Section Title' field contains 'New Article'. The 'Status' is set to 'Active' (radio button selected). The 'Body' field is a large text area with a rich text editor toolbar above it. Below the body field, there is an 'Image' section with a link 'Add / Edit Image'. There is also a 'Documents' section with a search bar and the text 'You can add/edit documents here (opens in a new window)'. At the bottom, there is an 'Add Pages' section with the text 'Want more pages? Convert to multi page.' The form is framed by a blue border. At the bottom of the form are three buttons: 'Back', 'Preview', and 'Save' (highlighted in green). On the right, there is a 'Support' section with links: 'About Custom Sections', 'Private sections', 'Ordering Club Info', 'Delete page', and 'More help'.

Finally, click the green 'Save' button.

This content will then be displayed under the 'Information' navigation menu on your Club's website.

Top tips

- To view how the content displays after saving, click the grey 'Preview' button next to 'Save'.
- If the text requires extra fonts and styling, use the formatting options above the main text box.
- To increase the prominence of a custom section on your website, create a quick link on your

homepage and attach links within related news items.

Multi Page

Access your Club Control Panel and click the 'Site Content' tab, then select 'Custom Sections' from the left-hand menu.

Click the green 'Add Section' button on the right-hand side.

The screenshot shows the Club Control Panel for Boston United Football Club. The top navigation bar includes 'Dashboard', 'Site Content' (with a red notification badge '19'), 'Teams', 'Memberships' (with a red badge '90'), 'Payments', 'Communication', 'Performance', 'Packages', and 'Settings'. The left-hand menu under 'Site Content' lists 'News', 'Events', 'Polls', 'Photos' (with a red badge '1'), 'Videos', 'Sponsors', 'Documents', 'Links', 'Shop', 'Forum', 'Custom Sections' (highlighted with a blue box), and 'Staff & Officials' (with a red badge '18'). The main area is titled 'Custom Sections' and features a green 'Add Section' button. Below it is a table with columns 'Section Name', 'Type', 'Status', and an action icon.

Section Name	Type	Status	Action
Vanarama	Single Page	Active	[Icon]
Commercial 2015-2016	Multi Page	Active	[Icon]
Super Draw Lottery	Multi Page	Active	[Icon]
The Pilgrim Lounge	Multi Page	Active	[Icon]
United in the Community	Multi Page	Active	[Icon]
Centre of Excellence	Multi Page	Active	[Icon]
The Jakemans Stadium	Multi Page	Active	[Icon]
Who's Who 2015-2016	Multi Page	Active	[Icon]
Matchday Programme	Multi Page	Active	[Icon]
Social Media	Multi Page	Active	[Icon]

On the right, there is a 'Support' section with links: 'About Custom Sections', 'Private sections', 'Ordering Club Info', 'Delete page', and 'More help'.

Next, click the grey 'Multi Page' button.

The screenshot shows the 'Add Section' page in the Club Control Panel. The top navigation bar and left-hand menu are identical to the previous screenshot. The main area is titled 'Add Section' with the subtitle 'Step 1: Pick your section type'. There are two options: 'Single Page' and 'Multi Page'. The 'Multi Page' option is highlighted with a blue box. Below each option is a description and a button.

Section Type	Description	Button
Single Page	A single page with an image.	Single Page
Multi Page	With navigation Create multiple pages within one section. Include an image with each page.	Multi Page

On the right, there is a 'Support' section with links: 'About Custom Sections', 'Private sections', 'Ordering Club Info', 'Delete page', and 'More help'.

This content will then be displayed under the 'Information' navigation menu on your Club's website.

If you want to add a subsequent page, click the 'Add page' button and repeat the process above.

Top tip

- To convert a single page section into a multi page section, click the blue 'Convert to multi page' link at the bottom of the 'Edit Section' page. For more information on editing custom sections, please see below.

Editing a Section

Access your Club Control Panel and click the 'Site Content' tab, then select 'Custom Sections' from the left-hand menu.

Hover over the grey spanner icon to the right of the relevant custom section and click 'Edit Section' or 'Delete Section'.

The screenshot displays the 'Boston United Football Club' Club Control Panel. The top navigation bar includes 'Dashboard', 'Site Content' (highlighted with a red notification badge '19'), 'Teams', 'Membership' (with a red badge '90'), 'Payments', 'Communication', 'Performance', 'Packages', and 'Settings'. The left-hand menu under 'Site Content' lists 'News', 'Events', 'Polls', 'Photos' (with a red badge '1'), 'Videos', 'Sponsors', 'Documents', 'Links', 'Shop', 'Forum', 'Custom Sections' (highlighted with a blue box), and 'Staff & Officials' (with a red badge '18'). The main area is titled 'Custom Sections' and features a table with columns for 'Section Name', 'Type', and 'Status'. The table lists several sections, including 'Vanarama' (Single Page, Active), 'Commercial 2015-2016', 'Super Draw Lottery', 'The Pilgrim Lounge' (Multi Page, Active), 'United in the Community' (Multi Page, Active), 'Centre of Excellence' (Multi Page, Active), 'The Jakemans Stadium' (Multi Page, Active), 'Who's Who 2015-2016' (Multi Page, Active), and 'Matchday Programme' (Multi Page, Active). A context menu is open over the 'The Pilgrim Lounge' row, showing options: 'Edit Section', 'Preview Section', and 'Delete Section'. A green 'Add Section' button is located at the top right of the table. On the right side, there is a 'Support' section with links for 'About Custom Sections', 'Private sections', 'Ordering Club Info', 'Delete page', and 'More help'.

Section Name	Type	Status
Vanarama	Single Page	Active
Commercial 2015-2016		
Super Draw Lottery		
The Pilgrim Lounge	Multi Page	Active
United in the Community	Multi Page	Active
Centre of Excellence	Multi Page	Active
The Jakemans Stadium	Multi Page	Active
Who's Who 2015-2016	Multi Page	Active
Matchday Programme	Multi Page	Active

After editing a custom section, click the green 'Save' button to confirm these changes.

Please note

Once deleted, a custom section cannot be recovered.