July 12, 2023

A Step-by-Step Guide to Adding External Links in the Main Navigation

"Step by step and the thing is done." - Charles Atlas

The Lakes Country Club Association utilizes Jonas Club Software, a recognized global leader in Club Management Software. As the Executive Director of Marketing & Communications, one of my duties is to manage our website, specifically the frontend.

To make the website more efficient for our golf members, I decided to add a Book Tee Times link to the main navigation. This link is only accessible once members login, and will take members directly to ForeTees.

While it is possible to add external links to the main navigation of your website, there are a number of sequential actions needed to complete this request. These steps are outlined for you below*:

1. Visit www.thelakescc.com.

2. Click on Member Login.

3. Use enter your User Name and Password to login.

4. Click your name at the top right of the screen.

5. Click Switch to Club Central.

6. Click on Pages.

   a. Please note Club Central icons are customizable, and you can add/delete and/or customize the icon placement as per your requirements.

7. On the left hand side, click the small blue + icon next to The Lakes Lifestyle.

8. Click click the small blue + icon next to Golf.

9. Click on Golf.

10. Click the + sign under Edit at the top left of the screen.

11. Under Please select new page type, select Page (menu item).

12. Type in the desired Page name at the top of the screen.

13. Under All page templates, select 1 Column.

14. Click Save.

15. Click Properties > Navigation.

16. Under Menu actions, select URL redirection.

17. Paste the destination URL into the input field.

18. The destination URL will open in the same window by default. Click Open in New Browser if you want the URL to open in a new window.

19. Click Save.

20. Click Publish. The page will not appear on the website until it has been published.

I hope this step-by-step guide will help the next time you need to add an external link to your website. You can also use this white paper when training your staff on how to better manage your website.

If you are using Jonas Club Software, and have any questions on this or other features of your website, please call 888-789-9073 or email support@jonasclub.com.

*These are the exact steps I took to add Book Tee Times to The Lakes Lifestyle > Golf. You would follow these same steps to add other external links to your website. Please note this is the processI used on July 12, 2023, and is subject to change.