County League Master
## News and Email Links and Attachments

WEB PAGE LINKS

Most people will be familiar with adding attachments to emails and also that if you include a web site address or email address in the body of the message, it will automatically be converted to a **hyperlink**. It can do this because it recognises the format of an email address and also because it recognises www. as the conventional start of a web page.

However, most email programs also allow you to turn any text into a hyperlink. In Outlook, for instance, you highlight some text then select **Hyperlink** from the **Insert** menu.

County League Master (**CLM**) provides exactly the same functionality for **News** items and for **Emails**, including being able to attach a hyperlink to any text.

If you highlight some text and click on the **Link** button (circled in red below) it brings up a link selection box.
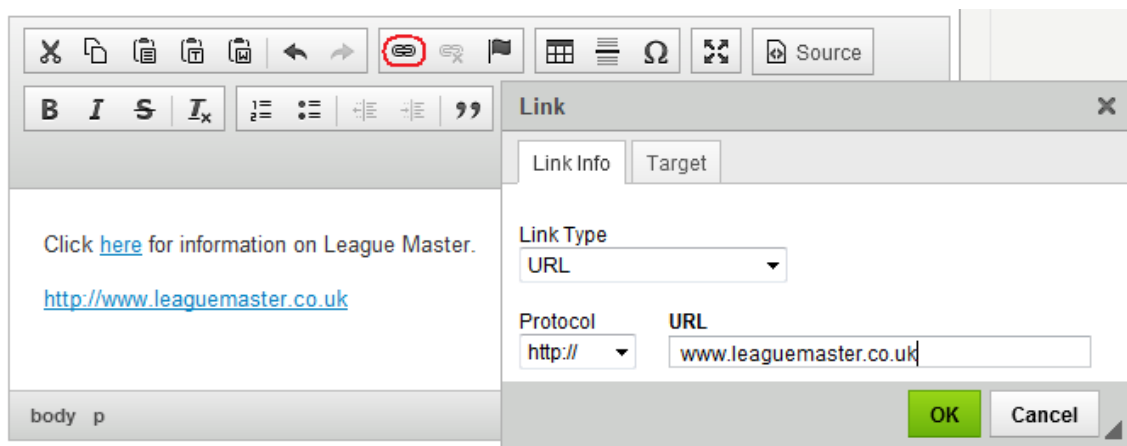
(Strictly speaking, the full address for any web site should start with http:// or https:// but that is beyond the scope of this document. However, note that it is included as the Protocol.)

In the above example, the word here has been converted into a link using the Link button, and the link below it is created simply by typing in www.leaguemaster.co.uk.

FILE LINKS

You can also use **hyperlinks** to link to a file. The issue, though, is that a file must be hosted somewhere for the link to work. With an attachment, it is actually sent with the email, whereas a hyperlink simply says where to find the target, be it a web page or a file. This is commonly used when you want to send a very large file which is too big to send as an attachment. You can save the file to a program such as Dropbox and then send someone a link to the file.

If you want to include links to self-hosted files in News items or Emails in **CLM**, you can use the above to do so. However, **CLM** also provides a file storage area that allows you to upload files for use on the web site.

If enabled, you will see a link to Files List on both the Emails page and also the News item page.

This takes you to the **Files** page where you can upload files to the store.

These files can now be linked to within your News item or Email. By default, clicking on the Link button will bring up the user file location for your league, which in the example is http://demo.countyleagues.co.uk/userfiles/.

All you need to do is add the file name and your link is created. For example:

http://demo.countyleagues.co.uk/userfiles/2010_racketball_closed_poster.pdf

GOOGLE CHROME BROWSER

If you are using Internet Explorer, Mozilla Firefox or most of the other standard internet browsers, you will be able to attach documents to your emails as you would expect. However, Chrome does not encode web pages in the same way and you cannot send emails using the normal email page.

The solution, of course, is either to not use Chrome or to send a hyperlink to a stored file instead of attaching it, as shown above.

You will need to change the **Send Attachments** setting in **System** options via the **Master login** but once done you can emails using Chrome.