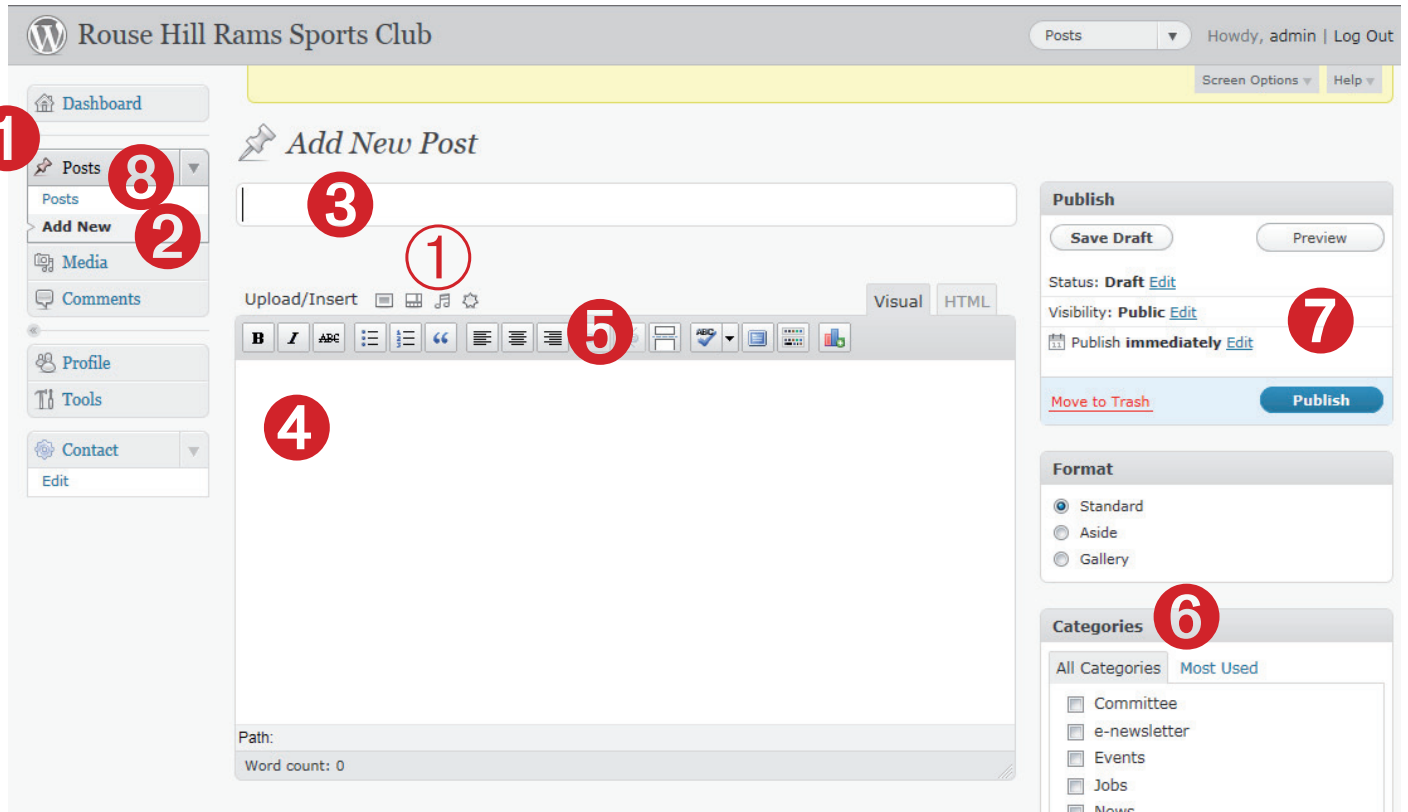




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



Click the **LOG IN** button, found in the bottom right corner of **YOUR SPORTS' DIVISION** site and **LOG IN** with your Username and Password supplied by your committee. If you don't have a username and password email Orion, info@orioncreative.com.au

Replacing **NEWS** from old site is; adding a **POST** (note the latest post is always on top):

- 1 Once logged in, on the left is the **POSTS** button (see 1 above).
- 2 Under Posts, click the **ADD NEW** sub tab. Note if you wish to edit an existing Post, click on it.
- 3 Start by entering a title (try and keep this below 60 characters).
- 4 Directly below this, there is a box for writing the main content of the post. Click in the box and start writing your post.
- 5 Please ensure you keep the formatting clean and ensure the spelling and grammar is correct and you use the styling icons correctly.
- 6 Once you have written the Post, on the far right hand side you'll see a panel called **CATEGORIES**. It is important to select the category that relates to your Post, it can be posted in multiple categories if needed. If you want a Post included in the monthly Rams E-Newsletter email, please ensure you click on this category also.
- 7 You can **PREVIEW** the Post before it goes live by clicking **PREVIEW**. When ready to go live with the Post, click the blue **PUBLISH** button.
- 8 You can view/delete/edit any Posts you have created by clicking on the blue **POSTS** tab. Hovering over a post gives you these options.

Adding a **FILE** such as a PDF or an **IMAGE** such as a JPEG to a **POST**:

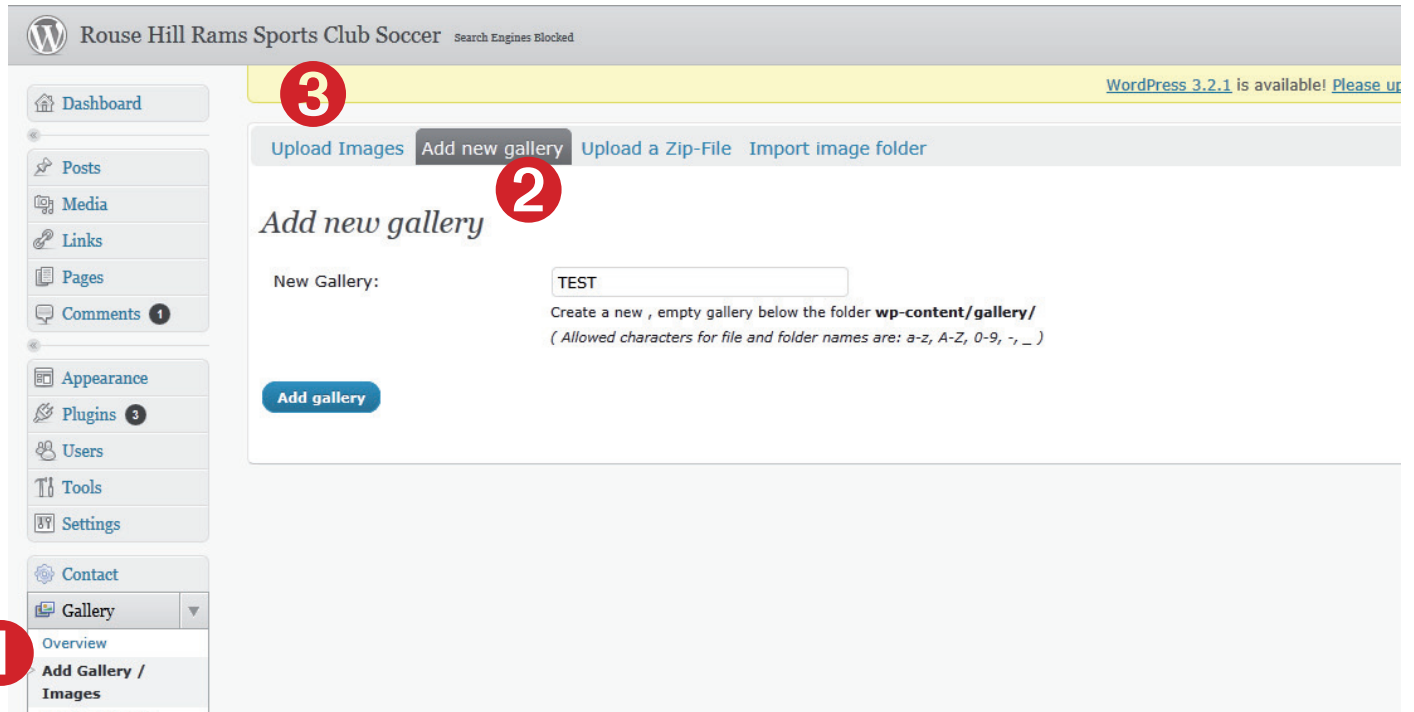
- 1 To add a link to a PDF, wipe over the word that you'd like the file attached to, and just above the styling icons you'll see **Upload/Insert**.
- 2 Click the 4th icon  browse to the file on your computer, select the file. Name the file, put a caption and description if you want and then click the **INSERT INTO POST** button. The link is now complete.
- 3 To add an image into a post, place your cursor where you'd like the image, and then just above the styling icons you'll see **Upload/Insert**.
- 4 Click the 1st icon  browse to the file on your computer, select the file. Name the file, put a caption and description if you want and then click the **INSERT INTO POST** button. The image now appears is now complete. You can scale the image by dragging the handles.





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WordPress 3.2.1 is available! [Please update now!](#)

Upload Images **Add new gallery** Upload a Zip-File Import image folder

Add new gallery

New Gallery:

Create a new , empty gallery below the folder **wp-content/gallery/**
(Allowed characters for file and folder names are: a-z, A-Z, 0-9, -, _)

Add gallery

1 2 3

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Adding an **IMAGE** or **IMAGES** to the Gallery:

Images uploaded to the Gallery will be added to the pool of images featured on the front page slider of Divisional sites.

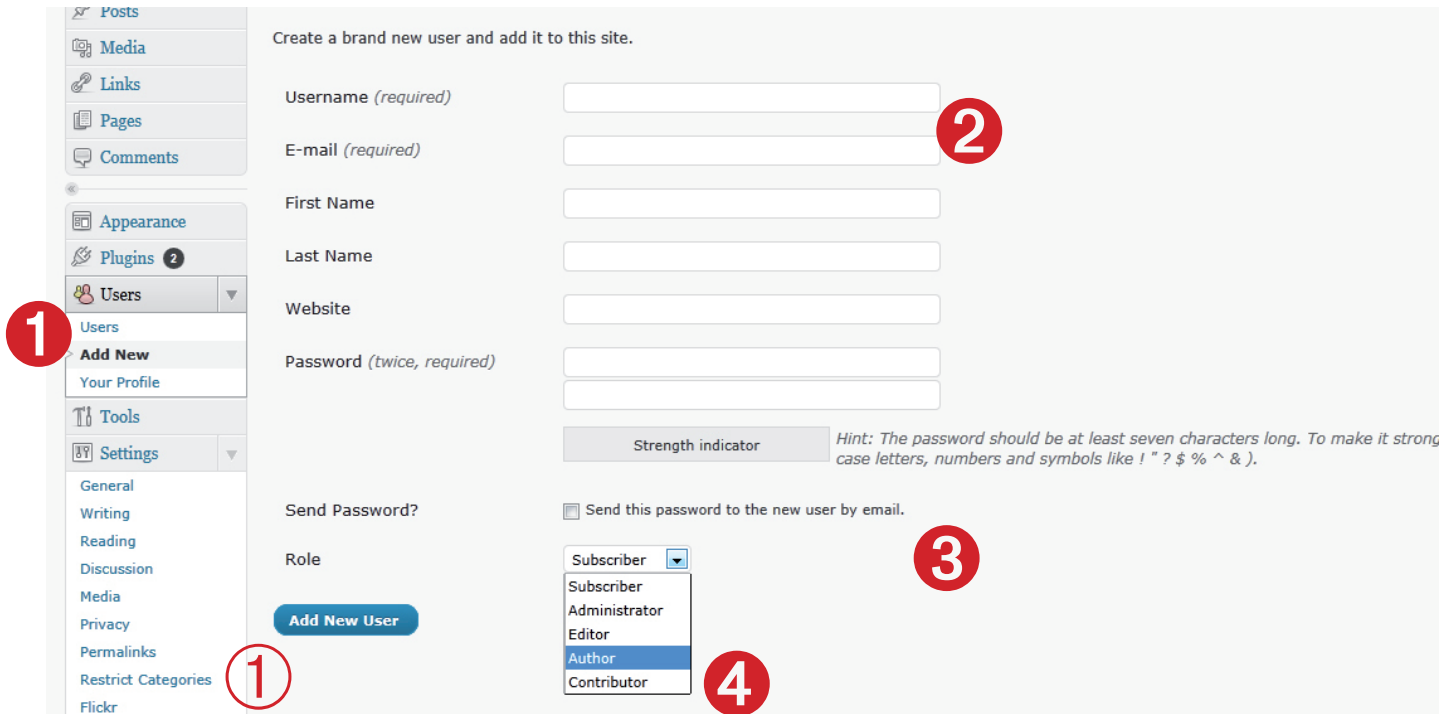
- 1 Click on the **GALLERY** button in the left navigation panel and click **ADD GALLERY/IMAGES**.
- 2 Click on the **ADD NEW GALLERY** option in the top header and name your Gallery.
- 3 Click on the **UPLOAD IMAGES** option in the top header and click the **BROWSE** button and select the images you'd like to upload. You can shift click multiple images. Select the Gallery you want them to go into, then click **UPLOAD IMAGES**.





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The screenshot shows the WordPress dashboard's 'Add New User' form. On the left is a navigation menu with 'Users' highlighted (callout 1) and 'Add New' selected. The main form area has the following elements:

- Header: 'Create a brand new user and add it to this site.'
- Fields: Username (required), E-mail (required), First Name, Last Name, Website, Password (twice, required). Username and E-mail fields are marked with callout 2.
- Strength indicator: A grey box with the text 'Strength indicator' and a hint: 'Hint: The password should be at least seven characters long. To make it strong case letters, numbers and symbols like ! " ? \$ % ^ &).'
- Send Password? section: A checkbox labeled 'Send this password to the new user by email.' is checked. This section is marked with callout 3.
- Role: A dropdown menu with options: Subscriber, Administrator, Editor, Author (highlighted), Contributor. This section is marked with callout 4.
- Buttons: 'Add New User' (blue) and 'Cancel' (grey).

Adding a **USER**:

- 1 Once in the Dashboard, click the **USERS** button, in the left navigation panel.
- 2 Enter in the required details. Username and e-mail has to be unique (an email address cannot already be used by another user).
- 3 Tick the box to send the password to the user's e-mail address.
- 4 Select role of **AUTHOR**. This will limit what the user can see and do. They'll only be able to add and edit their own posts.

Restricting a **USER** to a **CATEGORY**:

You will want to restrict which categories a coach can write to (e.g. U12s)

- 1 Click **RESTRICT CATEGORIES** in the left navigation panel.
- 2 At the top, there will be two tabs, Roles and Users, click the second tab **USERS**.
- 3 Locate the coach you'd like to restrict, and tick the categories that relate to him or her.
- 4 Click **SAVE**.

