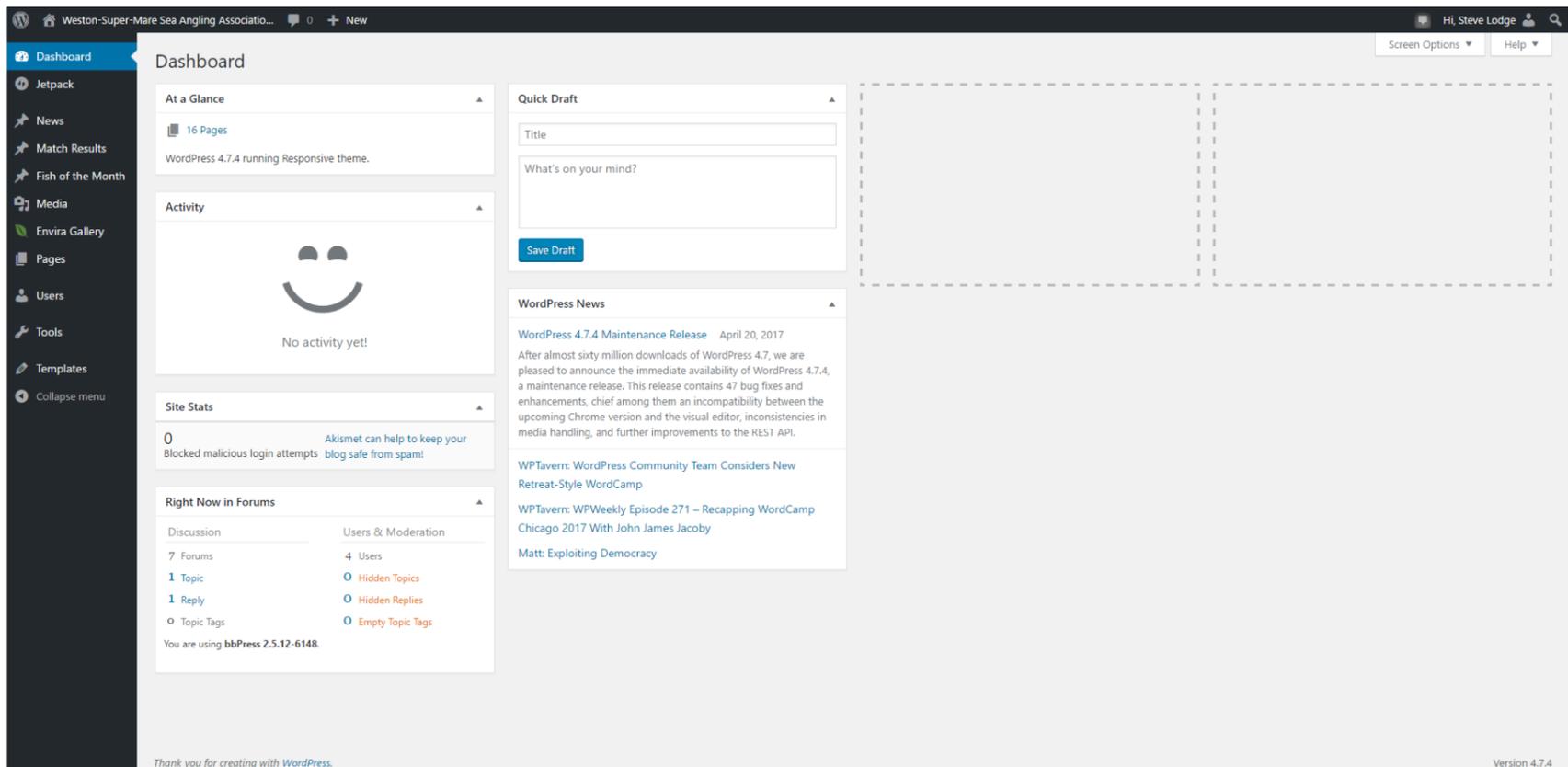
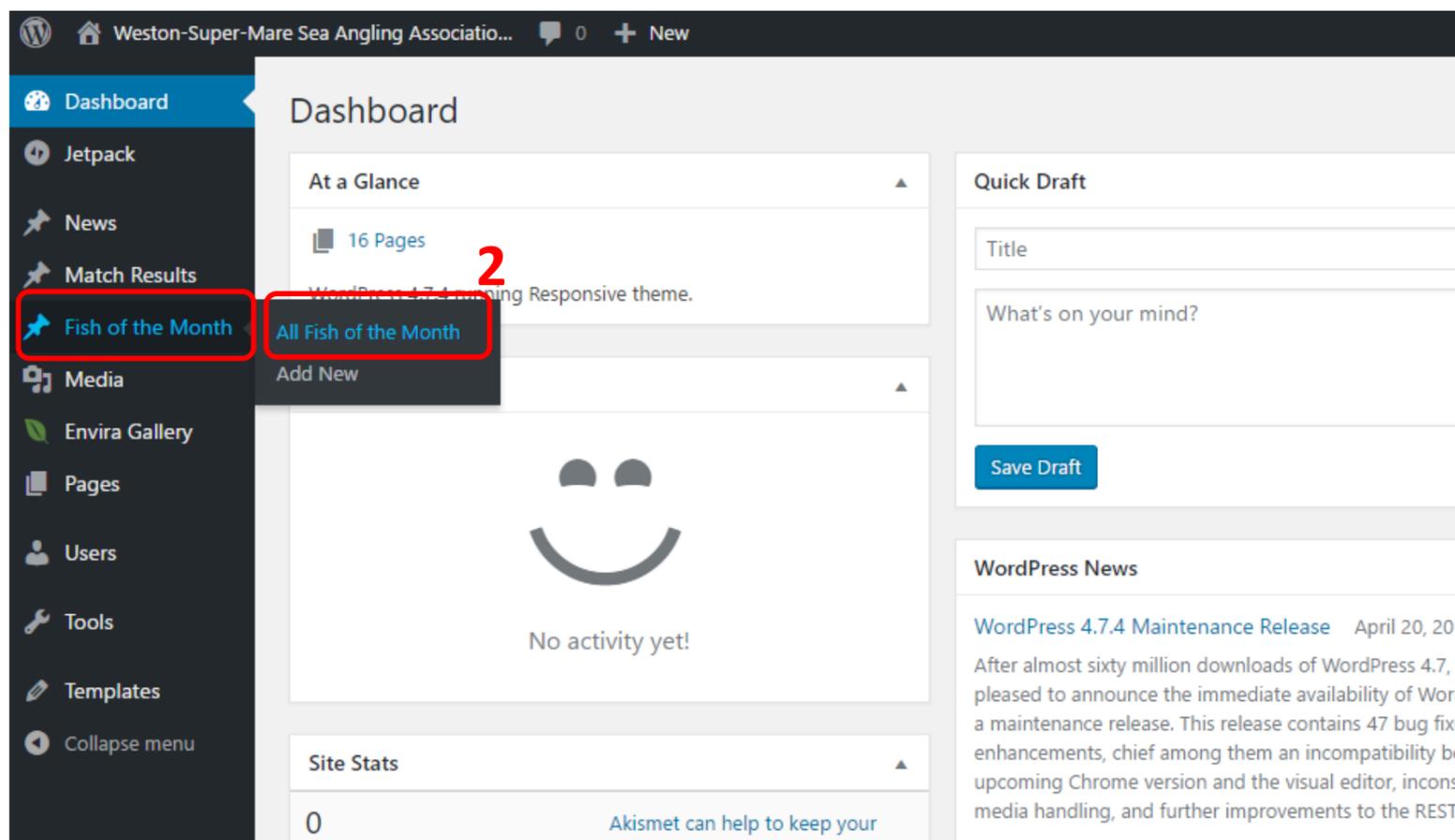


To Add New or Edit Existing Posts – Fish of the Month

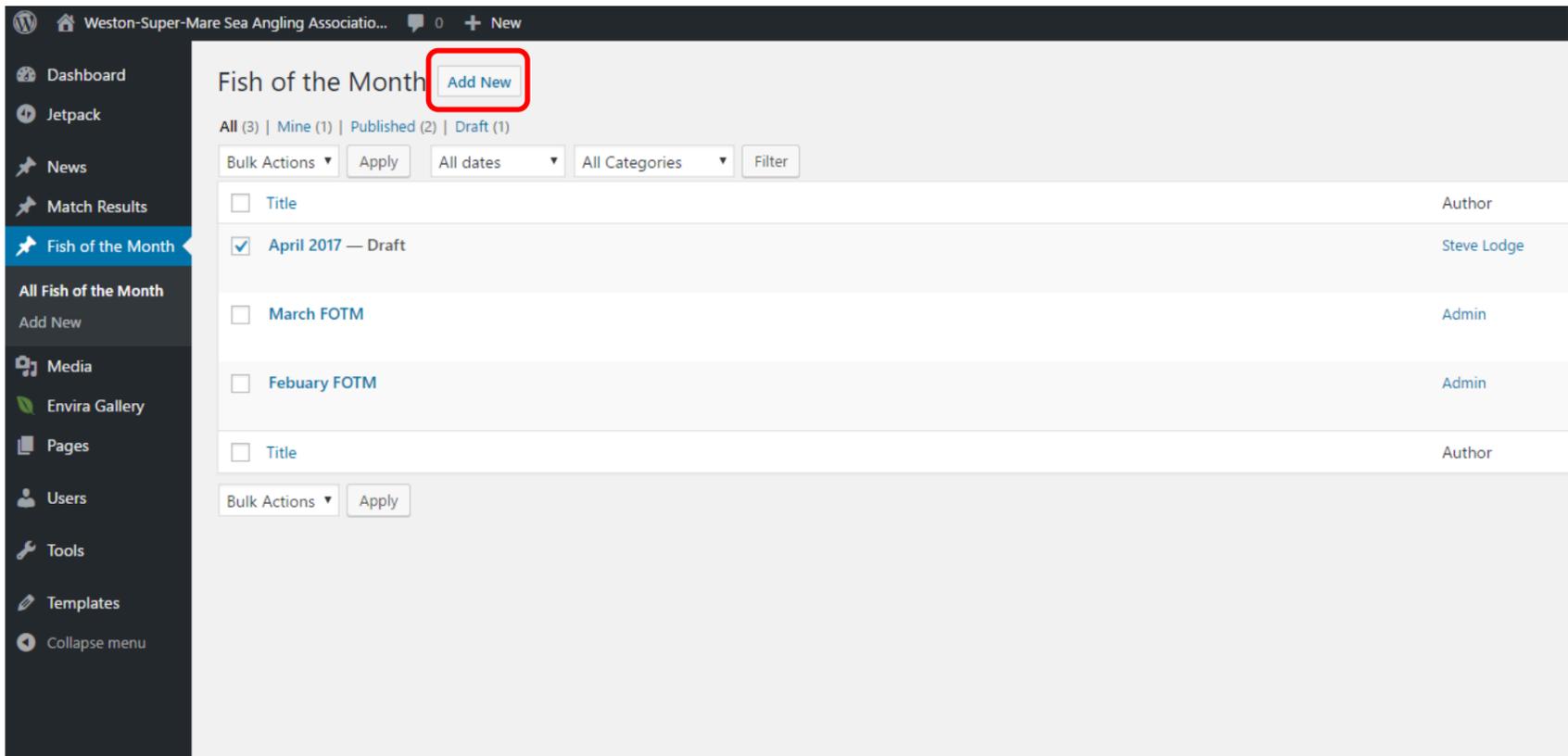
Sign using your username and password and you will get to the dashboard as seen below. www.wsmsaa.co.uk/wp-admin



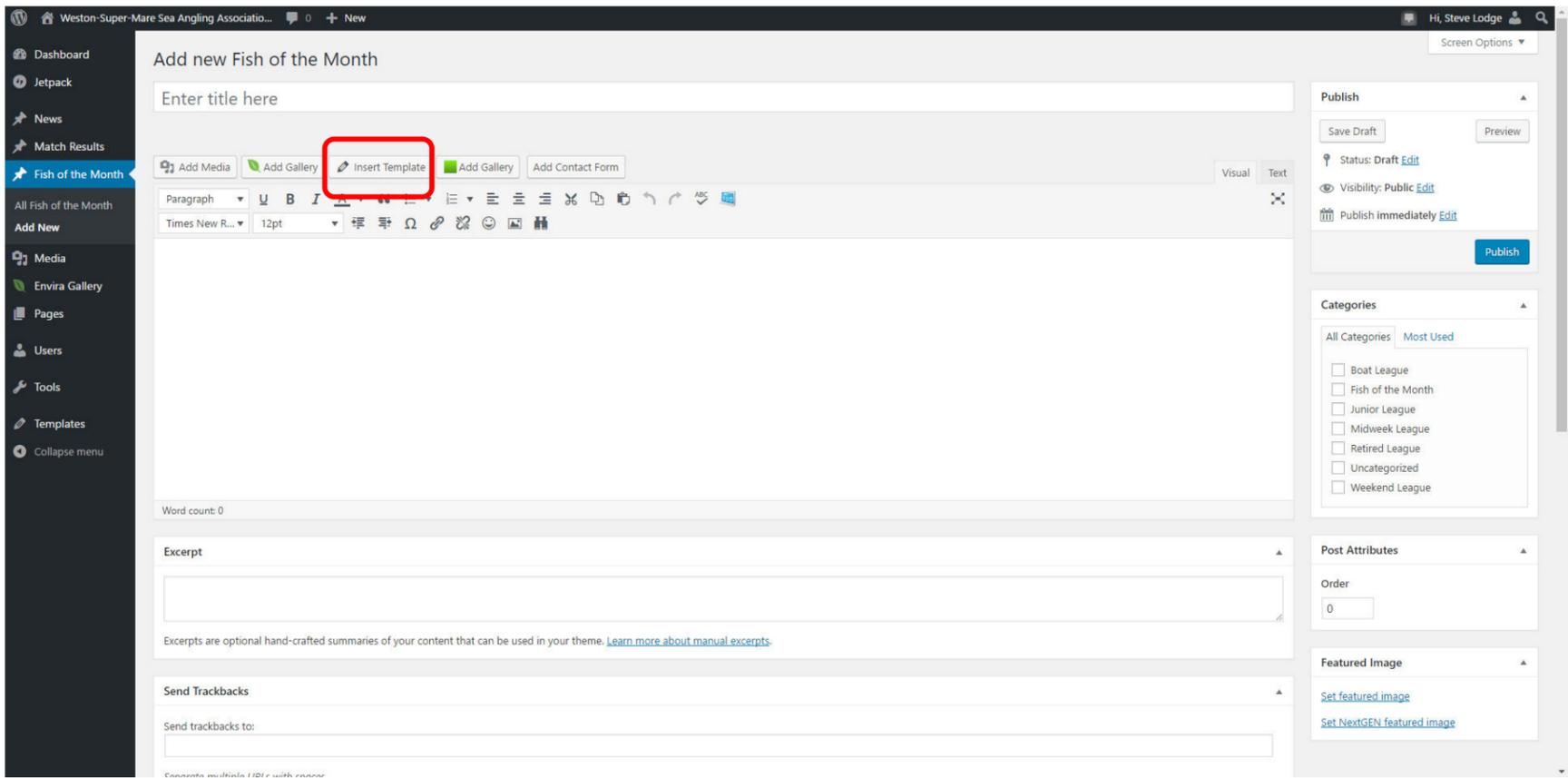
Hover over 'Fish of the Month' (1) then click the top option called 'All fish of the Month' (2)



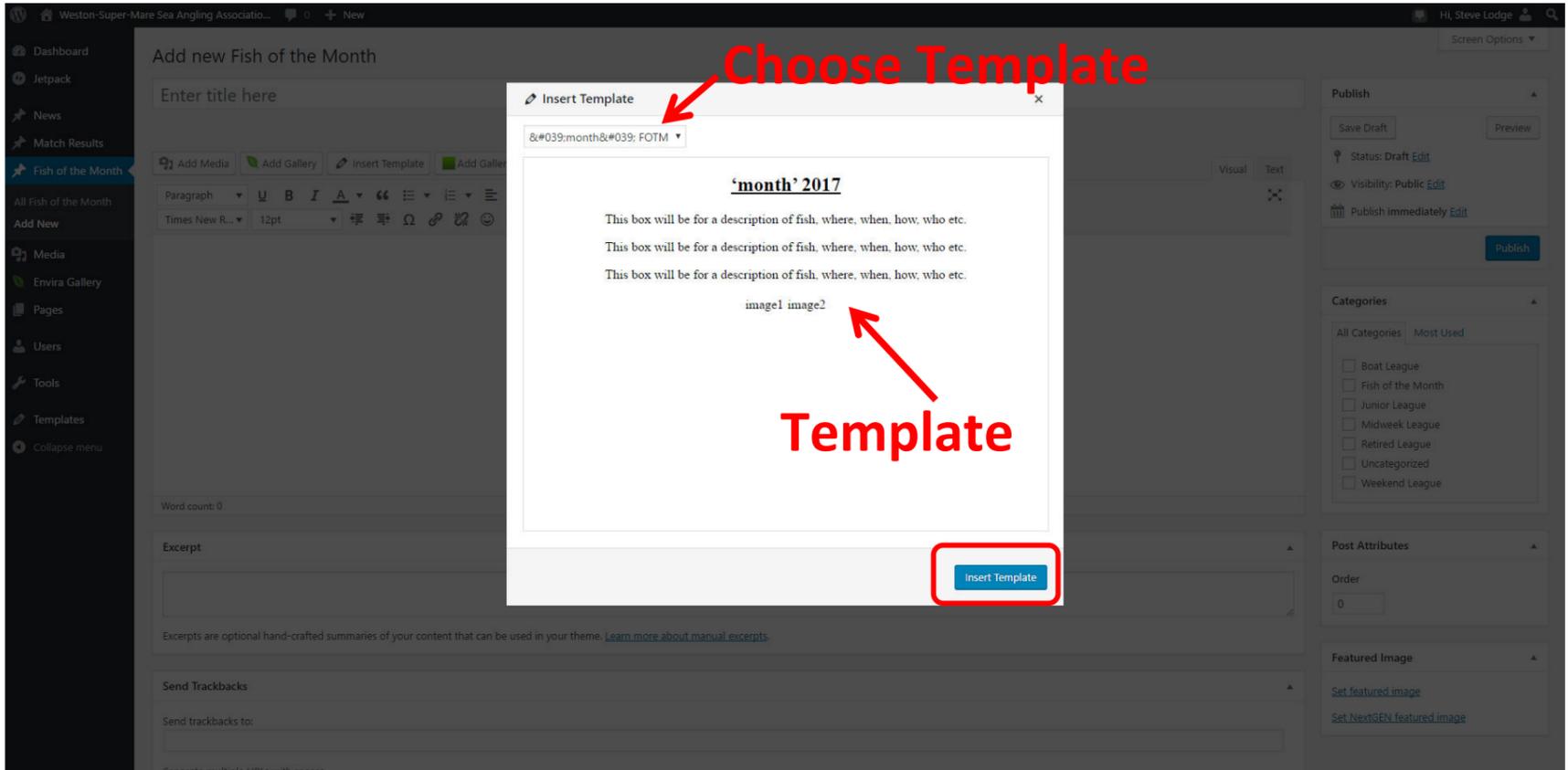
The homepage will automatically display the most recent post in the FOTM category.
To add a new entry click the 'Add New' button at the top of the page



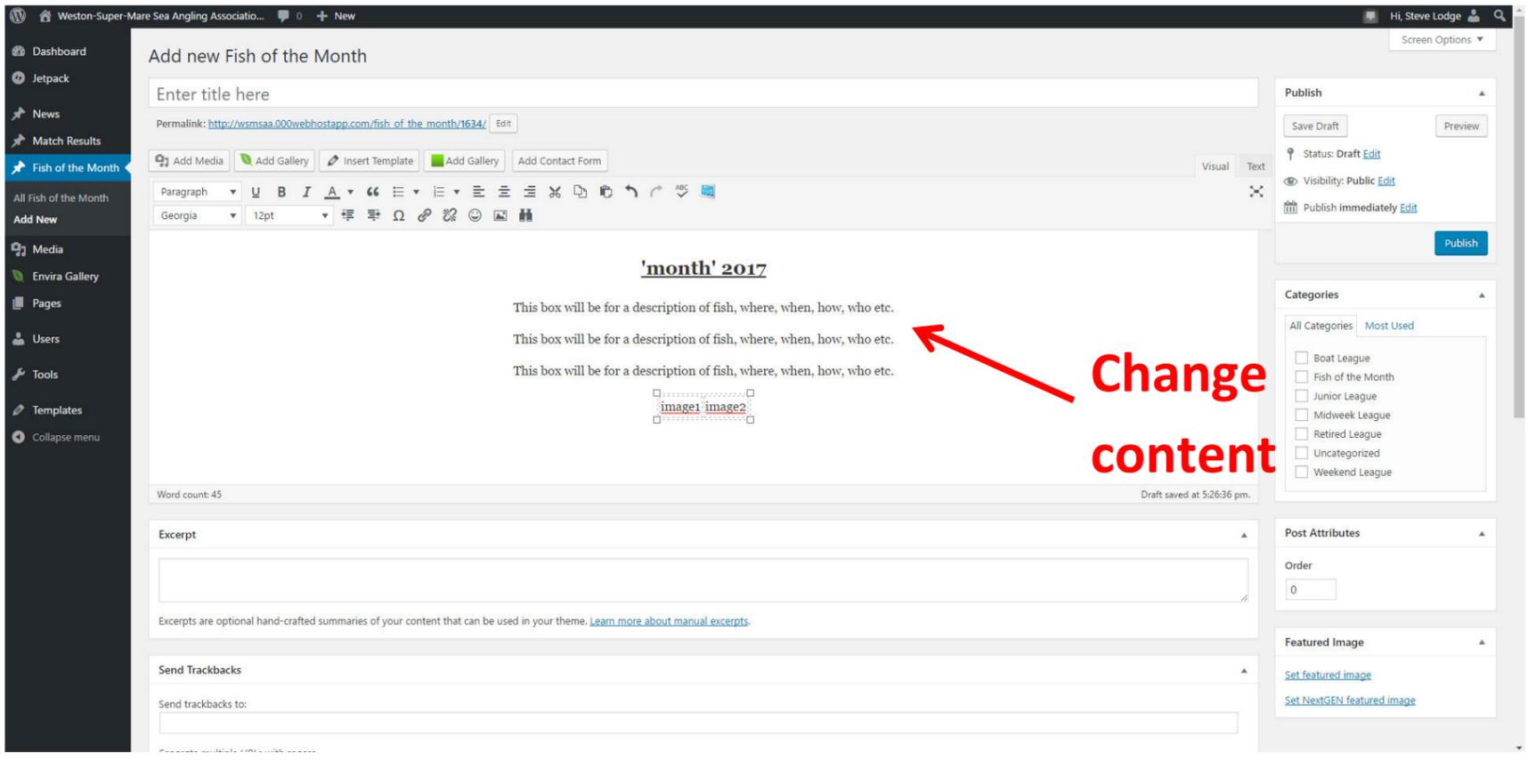
There is a pre-made template to keep the FOTM posts looking the same.
To insert this template, click the 'Insert Template' button



In the pop-up that appears you should see the template, if it is not automatically displayed click the dropdown menu and select the option ending in 'FOTM' then click the blue 'Insert Template' button at the bottom right of the pop-up



Change the content of the page to what you would like it to say.



In the box at the bottom of the template you will see 2 boxes containing the text 'image1' and 'image2'. This is where you will add 2 images that will be displayed along with the content of the FOTM.

To add the images, double click on where you want the image to go (either image1 or image2) the text will go blue, Click the 'Add Media' button once the text has been highlighted blue.

The screenshot shows the WordPress editor for a 'Fish of the Month' post. The 'Add Media' button is circled in red and labeled 'Add Media Button'. The text 'image1' and 'image2' in the main content area are highlighted in blue and labeled 'Blue Text'. The editor includes a title field, a permalink, a visual/text toggle, a rich text editor, an excerpt field, and a 'Send Trackbacks' section. On the right, there are sections for 'Publish', 'Categories', 'Post Attributes', and 'Featured Image'.

Now you can either select an image from the grid of images if you can see the image you would like to add to the page then click the blue 'Insert into post' button.

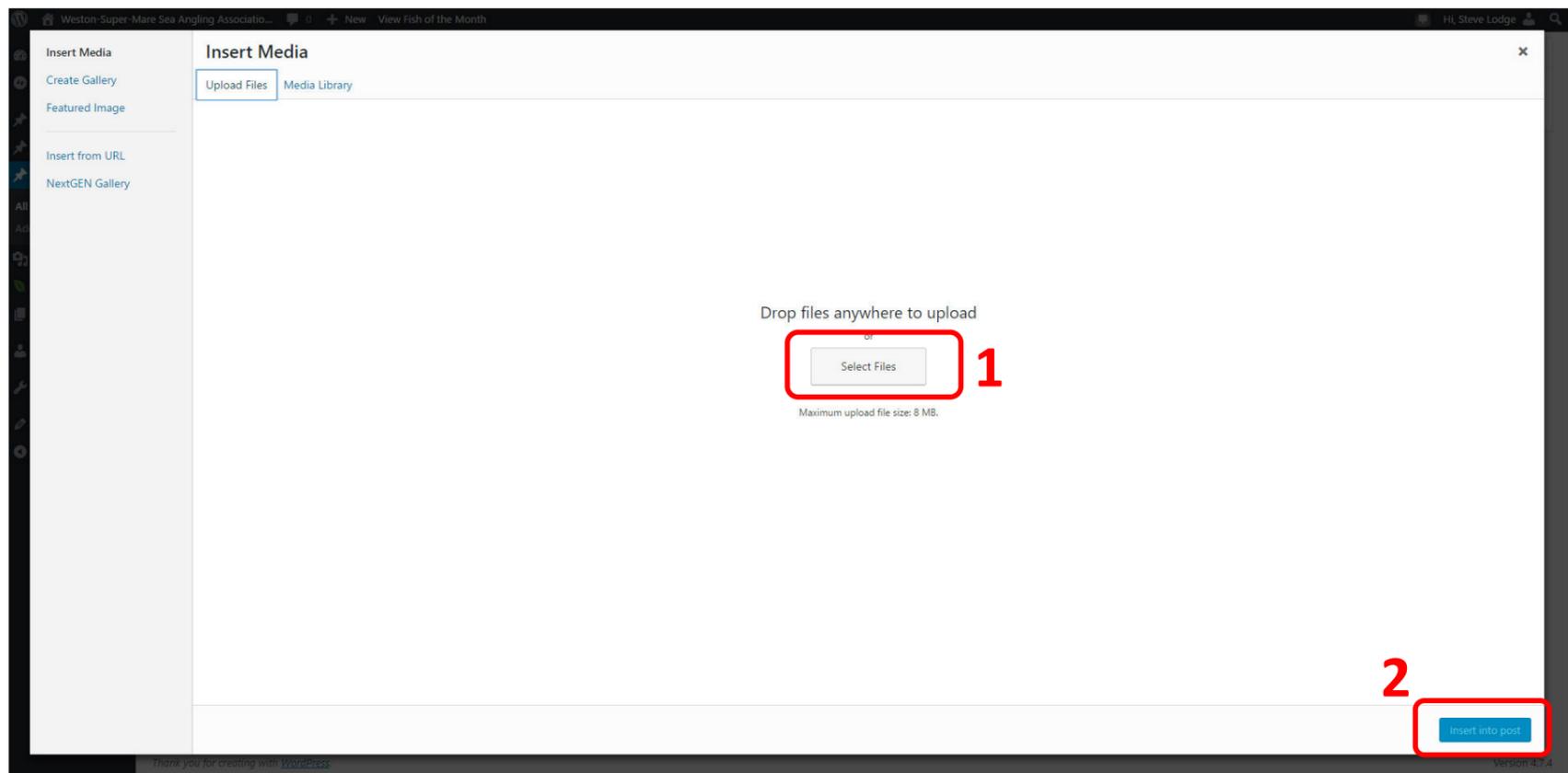
If you need to add an image from your computer click the upload files link.

The screenshot shows the 'Insert Media' modal in WordPress. The 'Upload Files' link is circled in red and labeled 'Upload Files'. The modal displays a grid of media items, including photos of people holding fish. The 'Insert into post' button is circled in red and labeled 'Insert into Post'.

IF YOU HAVE ALREADY ADDED A PICTURE TO THE POST IGNORE THIS STEP

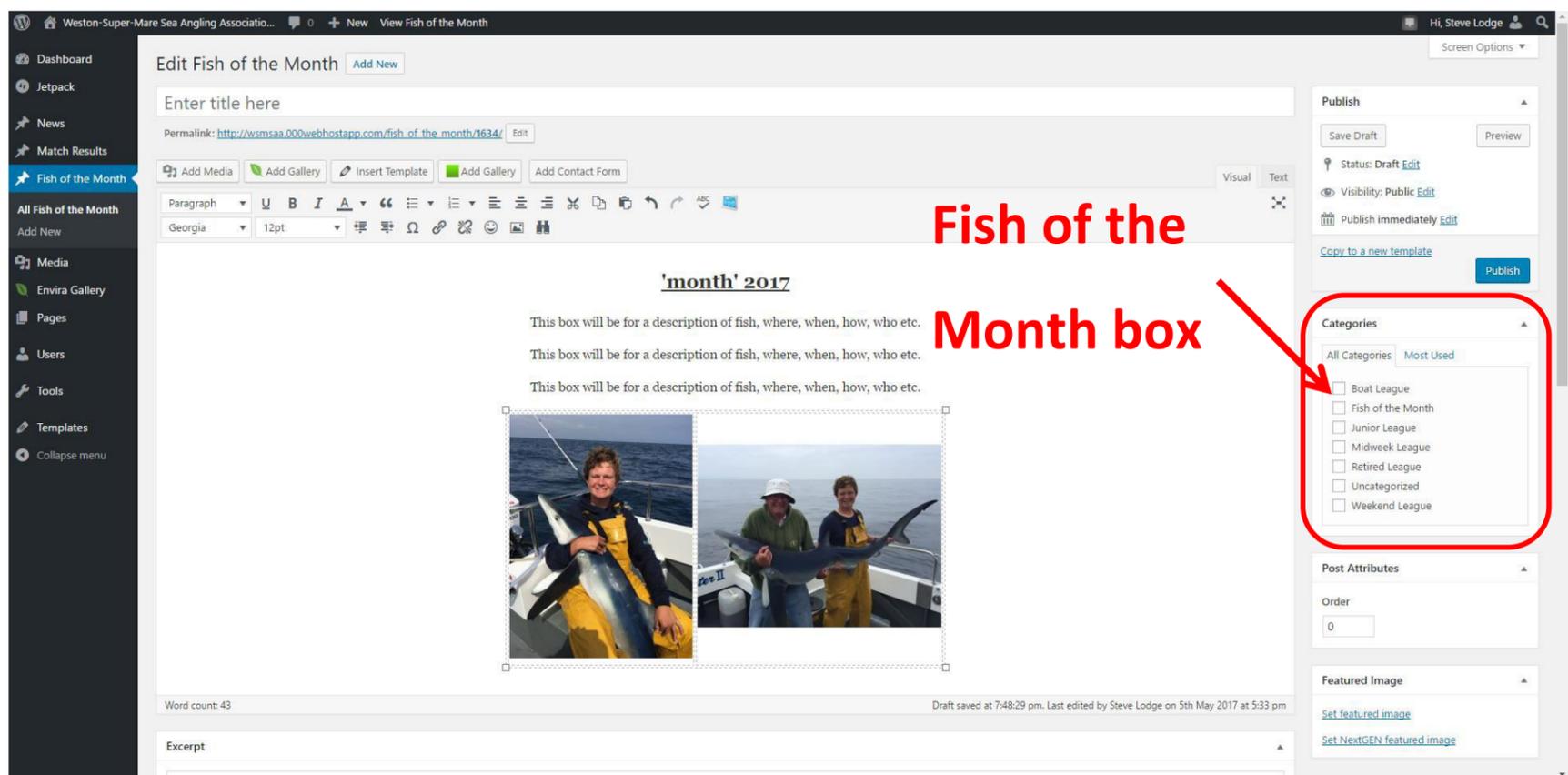
After clicking the 'Upload Files' link click the 'Select Files' (1) button and browse your computer to select the desired photo.

After selecting the desired image click the blue 'Insert into Post' (2) button.



Once you have added images to both image slots you need to select the Fish of the Month category for your post to show up on the homepage.

On the right hand side of the page you will see a few tick boxes, click the one next to 'Fish of the Month'



Now you have finished creating your Fish of the Month post.
To make public so everyone can see it press the blue 'Publish' button on the top right of the page

Weston-Super-Mare Sea Angling Associatio... 0 New View Fish of the Month Hi, Steve Lodge

Dashboard Jetpack News Match Results Fish of the Month All Fish of the Month Add New Media Envira Gallery Pages Users Tools Templates Collapse menu

Edit Fish of the Month Add New

Enter title here

Permalink: <http://wsmsaa.000webhostapp.com/fish-of-the-month/1634/> Edit

Add Media Add Gallery Insert Template Add Gallery Add Contact Form Visual Text

Paragraph Georgia 12pt

'month' 2017

This box will be for a description of fish, where, when, how, who etc.

This box will be for a description of fish, where, when, how, who etc.

This box will be for a description of fish, where, when, how, who etc.

Word count: 43 Draft saved at 7:48:29 pm. Last edited by Steve Lodge on 5th May 2017 at 5:33 pm

Excerpt

Categories: All Categories Most Used

- Boat League
- Fish of the Month
- Junior League
- Midweek League
- Retired League
- Uncategorized
- Weekend League

Post Attributes

Order: 0

Featured Image

[Set featured image](#)

[Set NextGEN featured image](#)

Publish Publish

COMPLETE