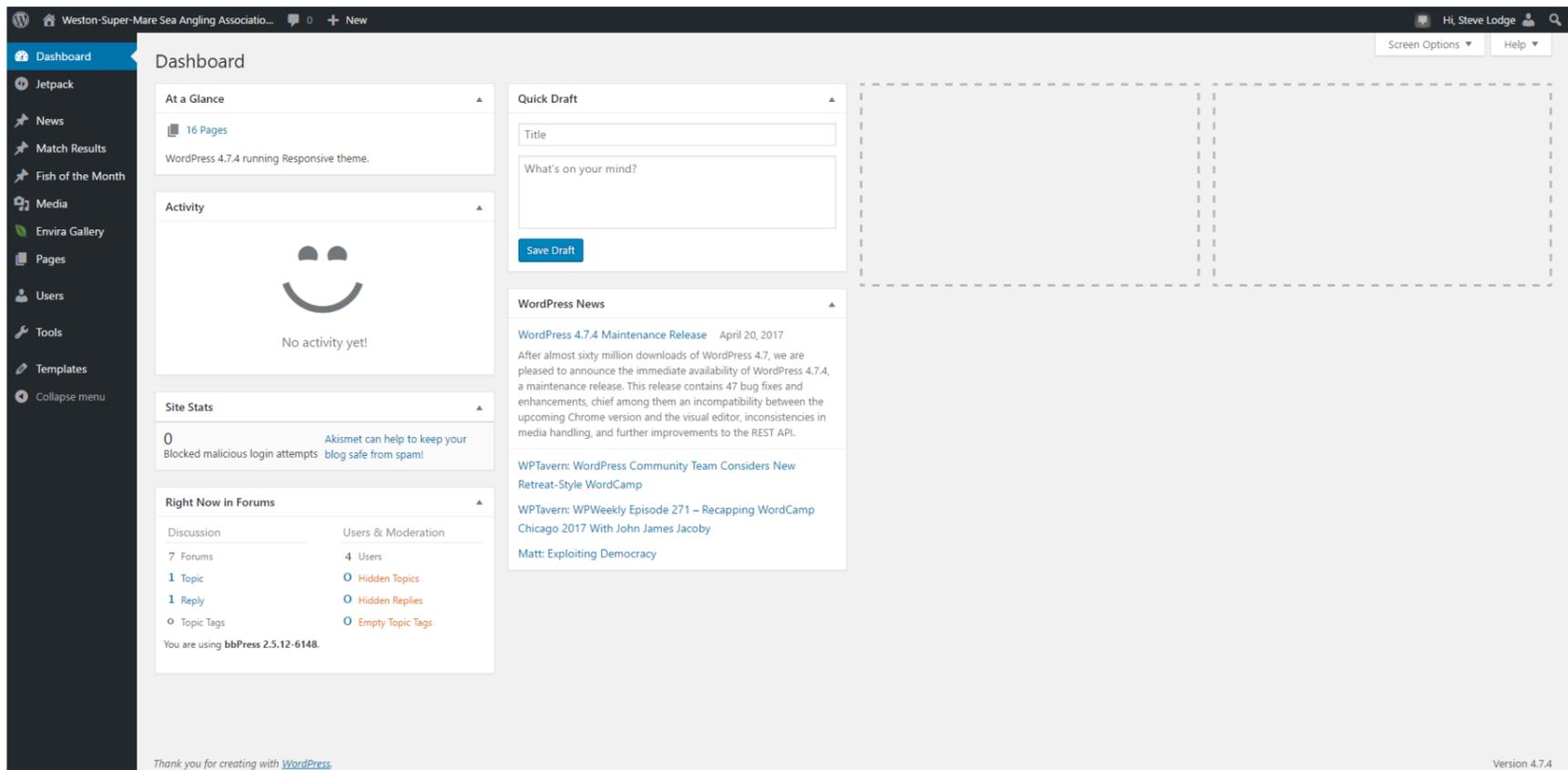
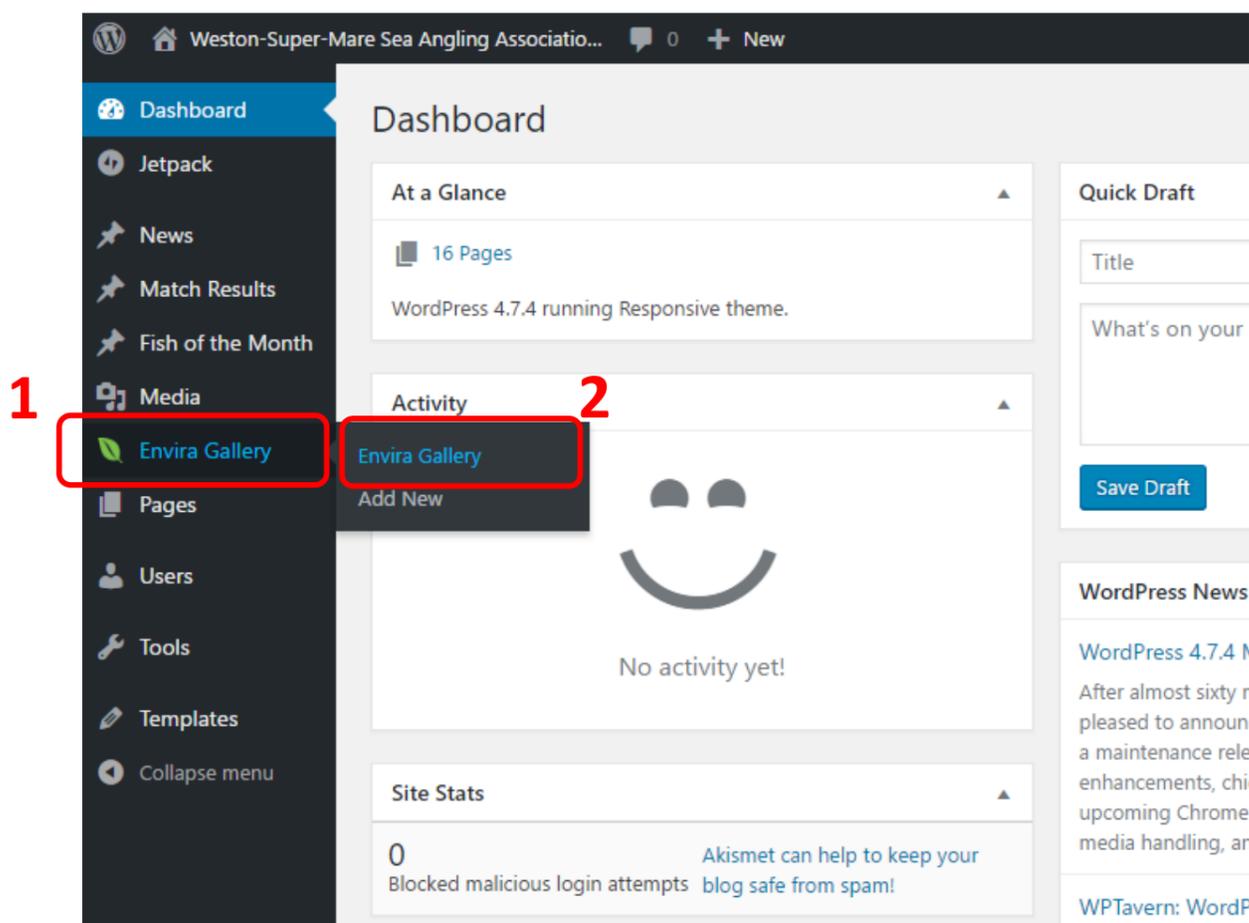


To Add New Images to the Gallery or Edit an Existing Gallery

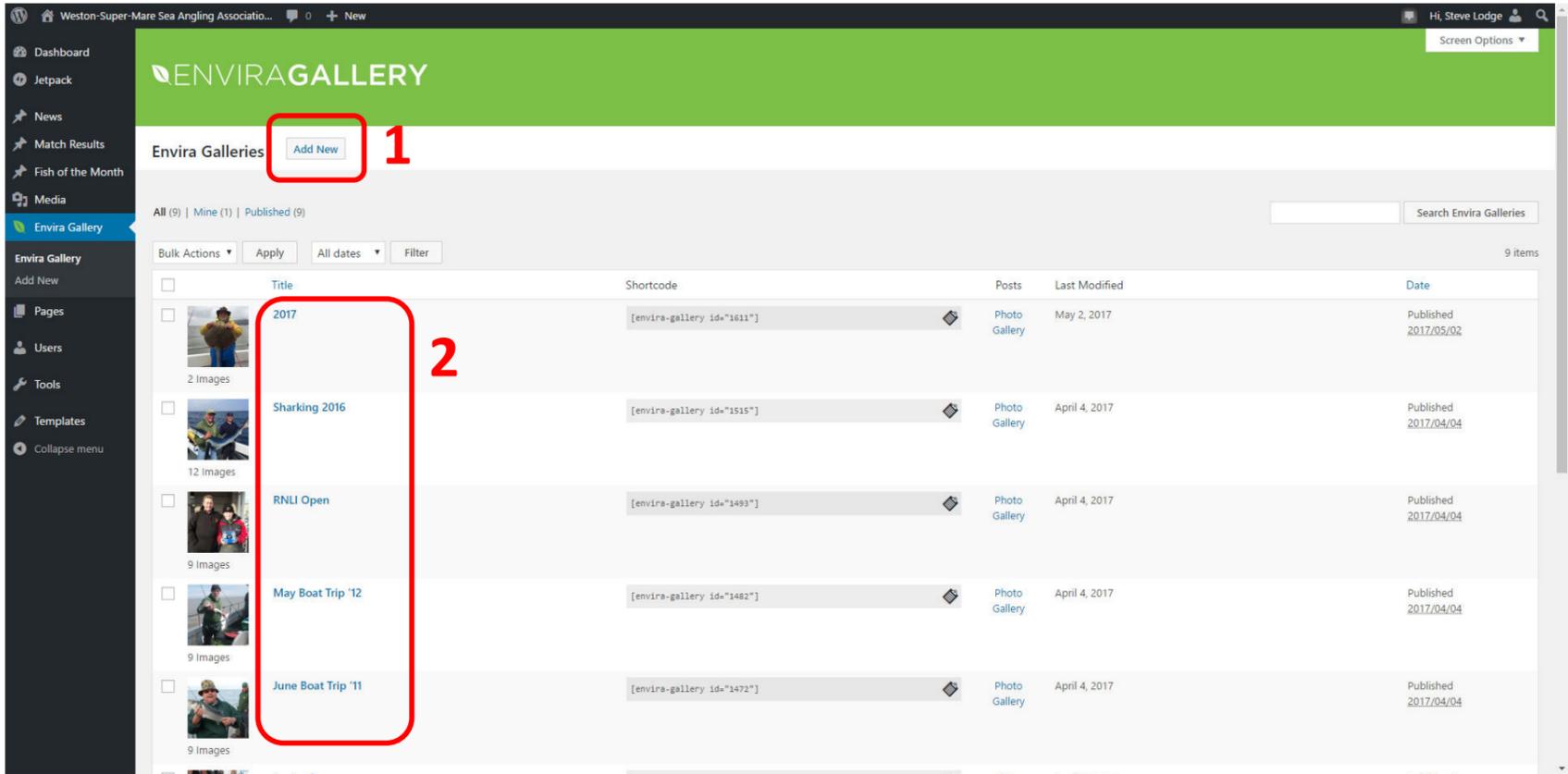
Sign using your username and password and you will get to the dashboard as seen below. www.wsmsaa.co.uk/wp-admin



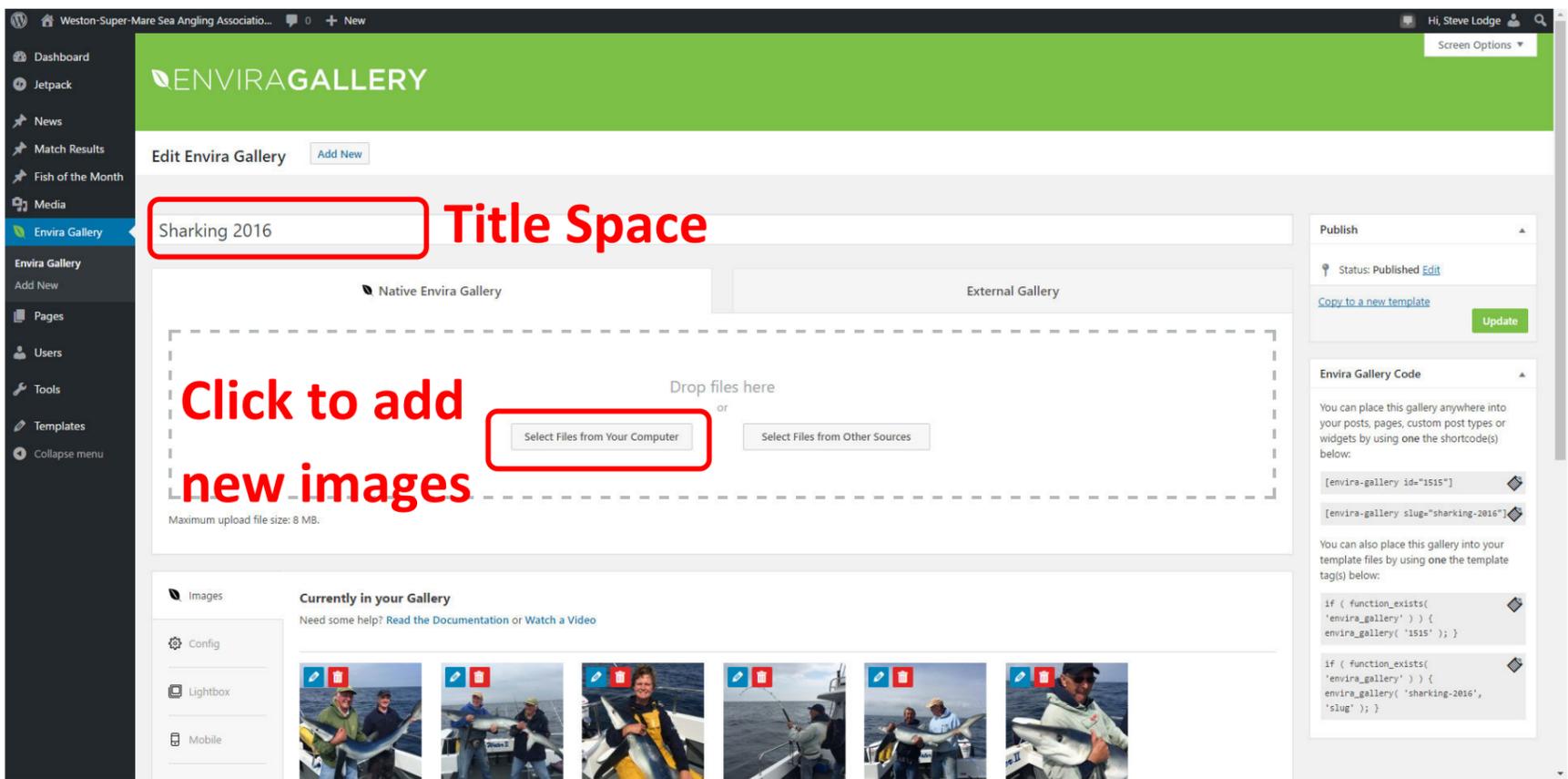
Hover over 'Envira Gallery' (1) then click the top option also called 'Envira Gallery' (2)



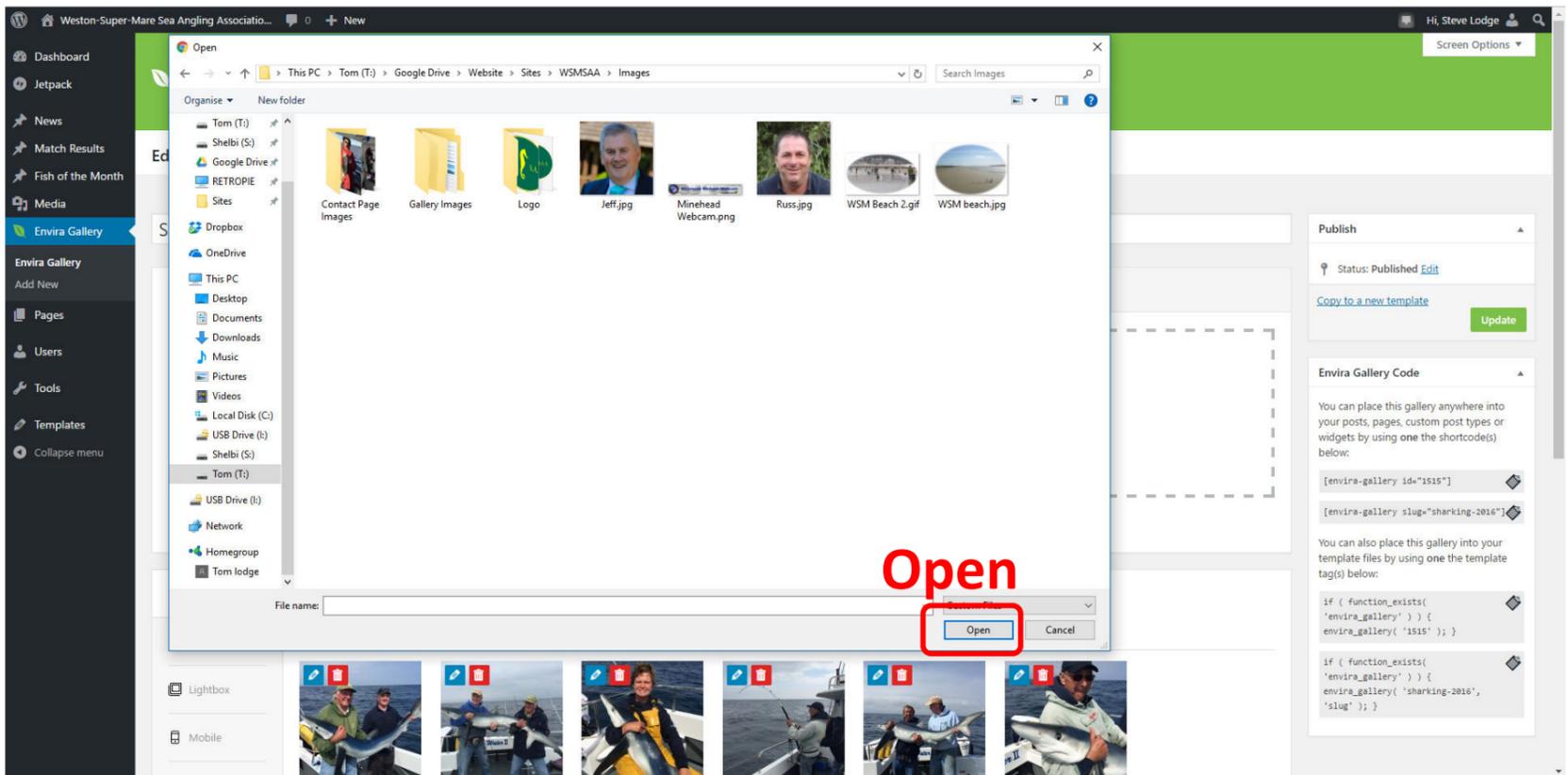
If you want to create a new gallery click the add new button (1) otherwise click the name of the gallery you would like to edit (2) both ways the new page will look the same.



If you are creating a new gallery enter the title.
To add a new image click the button titled 'Select Files from Your Computer'.

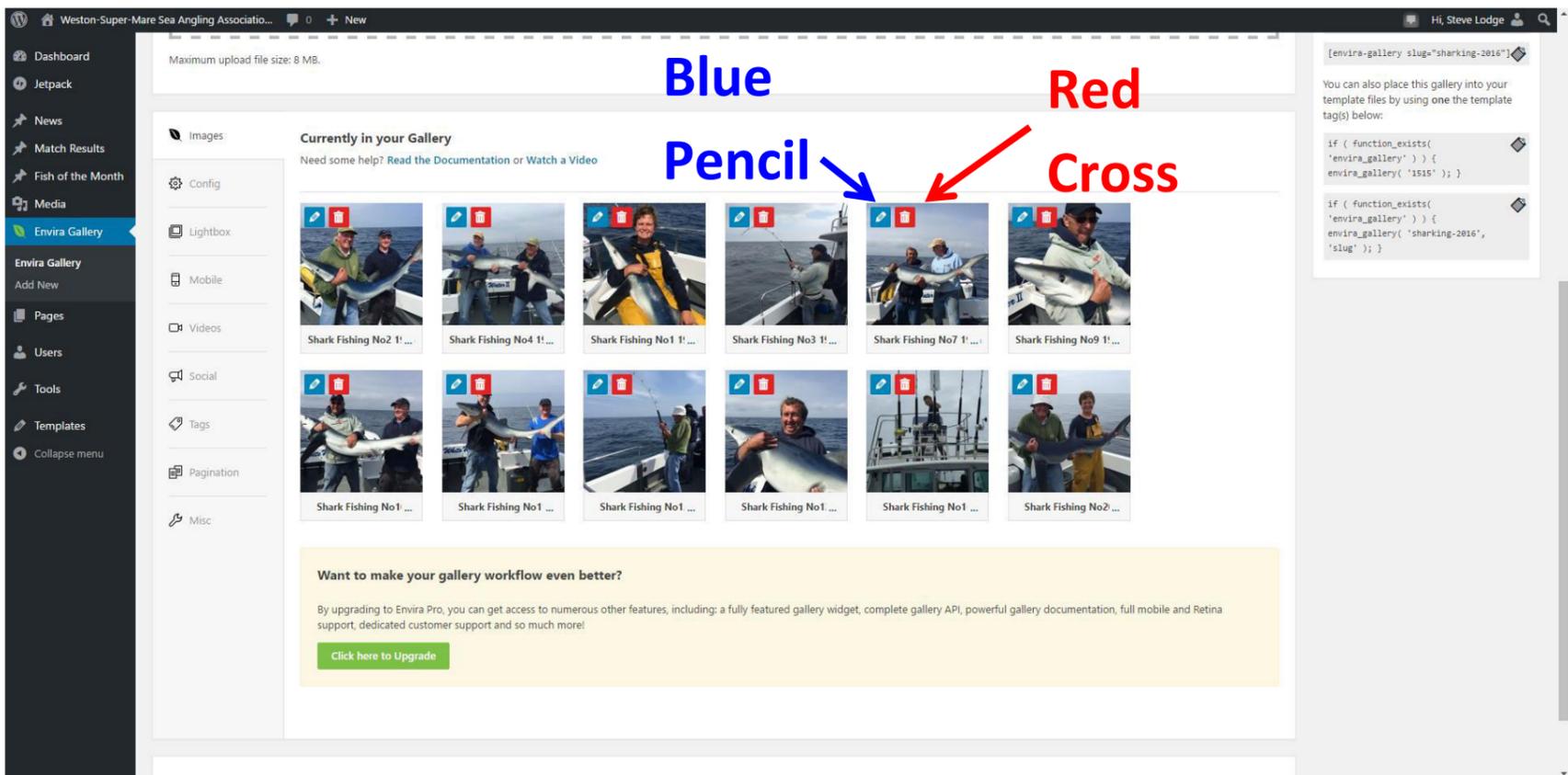


After clicking the 'Select Files from Your Computer' button browse your computer to find the image, click it then press open.



After the image has uploaded scroll down slightly and it will appear in the gallery section. In the image below you can see that there are 12 images currently in this gallery.

Here you can click the little blue pencil to edit the image details or click the red cross to remove it from the gallery that you are currently editing.

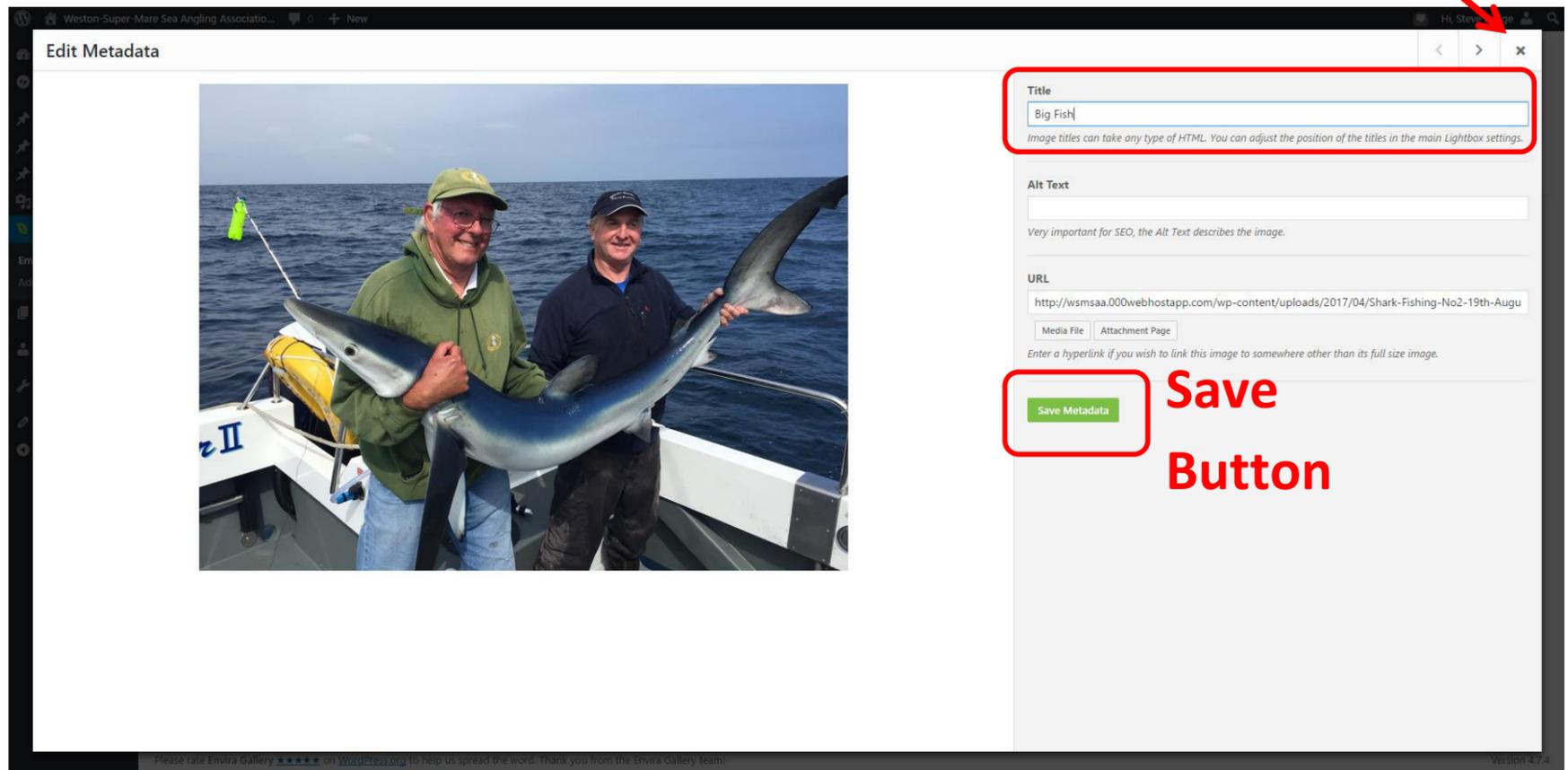


After clicking the blue pencil you will see the image in the middle.
On the right you will be able to change the title to what you would like, this will appear on the gallery page for everyone to see.

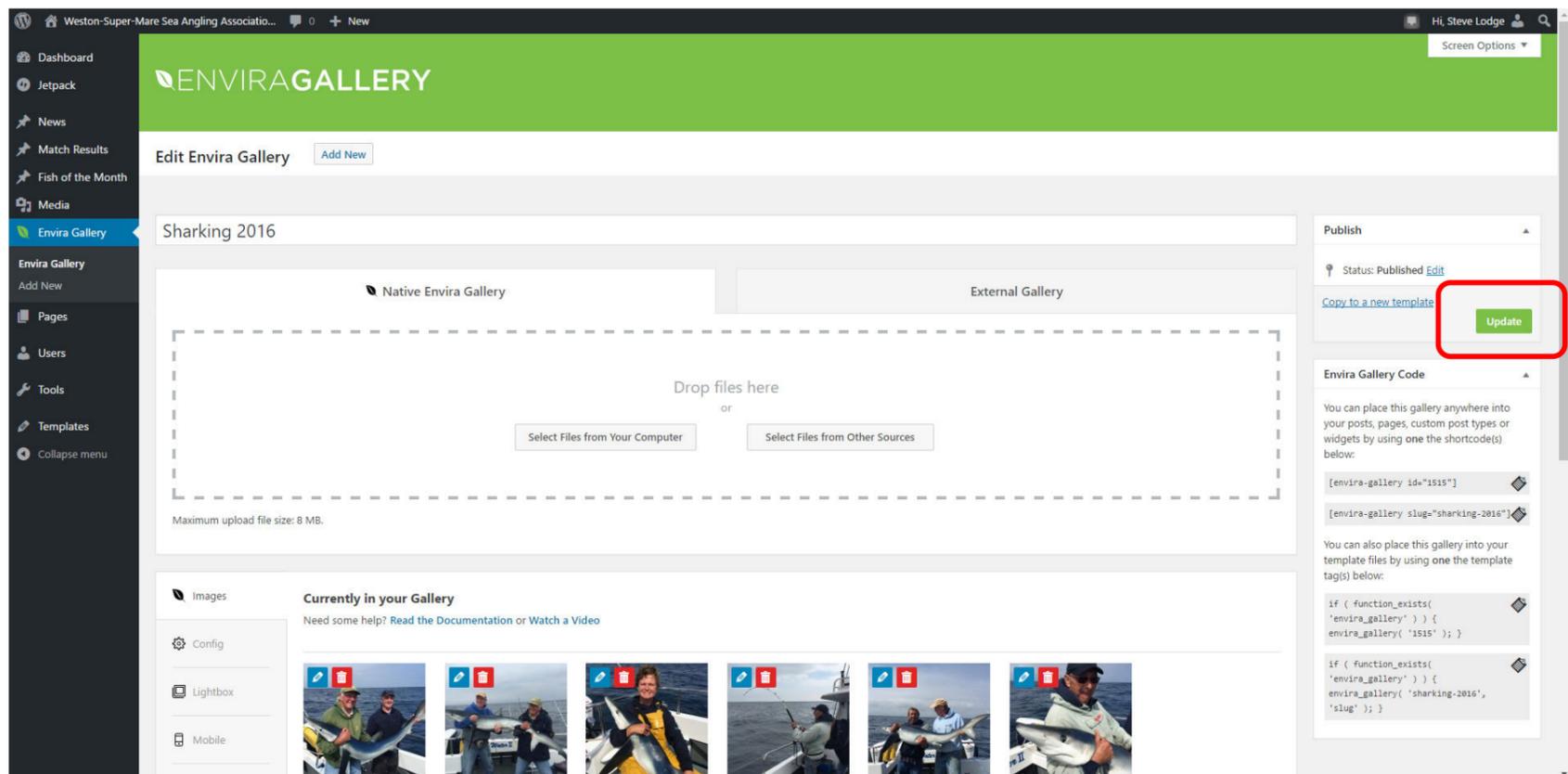
Click the green button title 'Save Metadata'

Then the grey cross at the top right of the window

**Grey
Cross**



After adding, editing and deleting images in the gallery click the green button on the right of the page.
This will say 'Publish' if you have created a new gallery or will say 'Update' if you are editing an existing gallery.



The following instructions will be only if you have created a new gallery

Now you have created a new gallery you will need to add it to the gallery page.

In the menu bar on the left hover on 'Pages' (1) then click on 'All Pages' (2)

| Title | Shortcode | Posts | Last Modified | Date |
|--------------------|----------------------------|---------------|---------------|----------------------|
| 2017 | [envira-gallery id="1611"] | Photo Gallery | May 2, 2017 | Published 2017/05/02 |
| Sharking 2016 | [envira-gallery id="1515"] | Photo Gallery | April 4, 2017 | Published 2017/04/04 |
| RNLI Open | [envira-gallery id="1493"] | Photo Gallery | April 4, 2017 | Published 2017/04/04 |
| May Boat Trip '12 | [envira-gallery id="1481"] | Photo Gallery | April 4, 2017 | Published 2017/04/04 |
| June Boat Trip '11 | [envira-gallery id="1472"] | Photo Gallery | April 4, 2017 | Published 2017/04/04 |

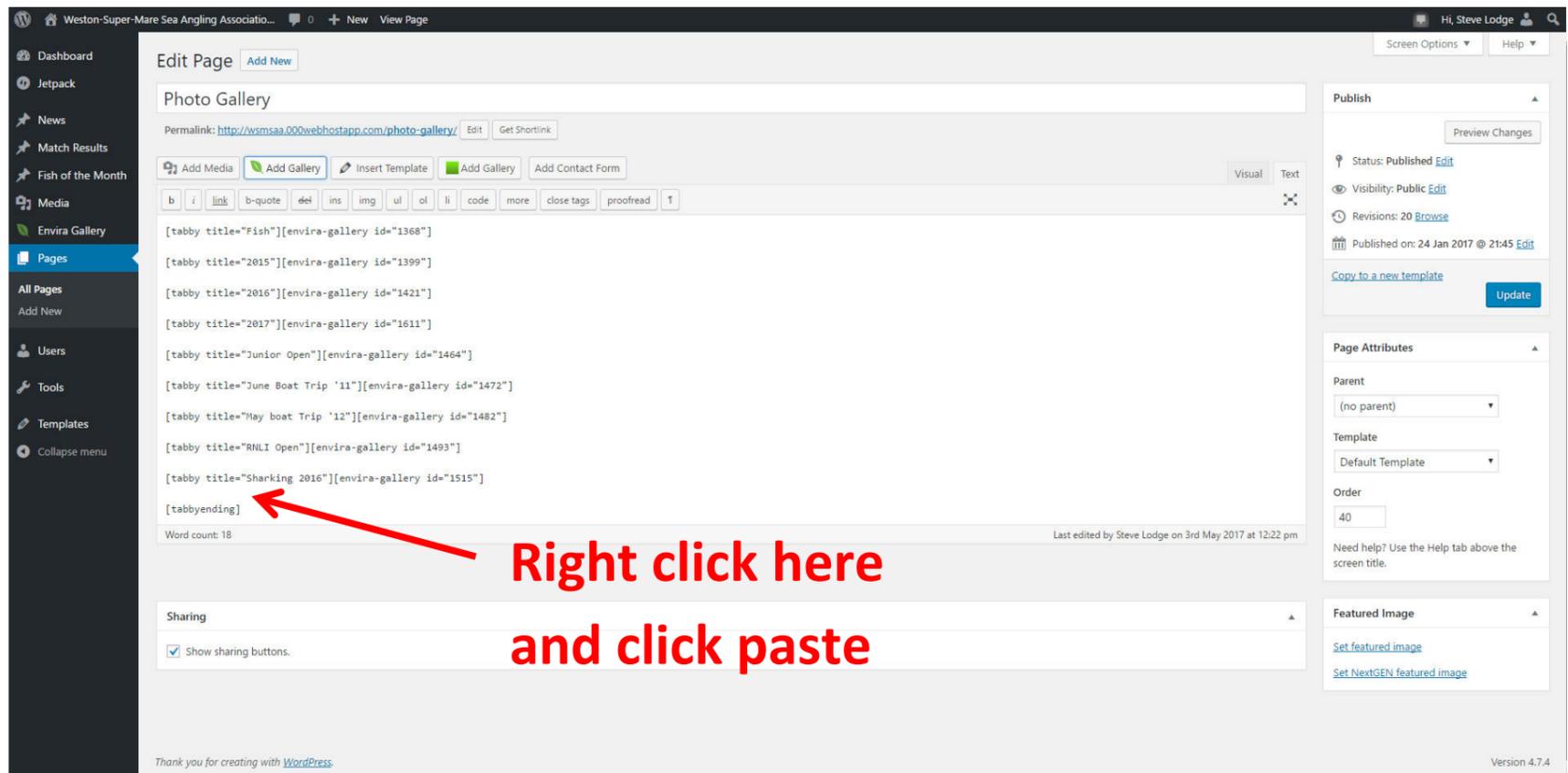
Scroll down till you see the 'Photo Gallery' page and click it

| Title | Author | Date |
|-------------------------|--------|----------------------|
| Contact | Admin | Published 2017/03/09 |
| Fish of the Month | Admin | Published 2017/03/22 |
| Junior League | Admin | Published 2017/03/12 |
| Membership Form | Admin | Published 2017/03/23 |
| Midweek League | Admin | Published 2017/03/12 |
| Minehead Harbour Webcam | Admin | Published 2017/03/20 |
| Retired League | Admin | Published 2017/03/12 |
| User Profile | Admin | Published 2017/04/01 |
| Weekend League | Admin | Published 2017/03/12 |
| (no title) — Front Page | Admin | Published 2017/01/23 |
| Fixtures | Admin | Published 2017/01/23 |
| Photo Gallery | Admin | Published 2017/01/24 |
| Links | Admin | Published 2017/01/23 |
| Club Rules | Admin | Published 2017/01/23 |
| Title | Author | Date |

Here you will see confusing things, it's not complicated.
In the box in the centre you will see a theme with what is in the box.

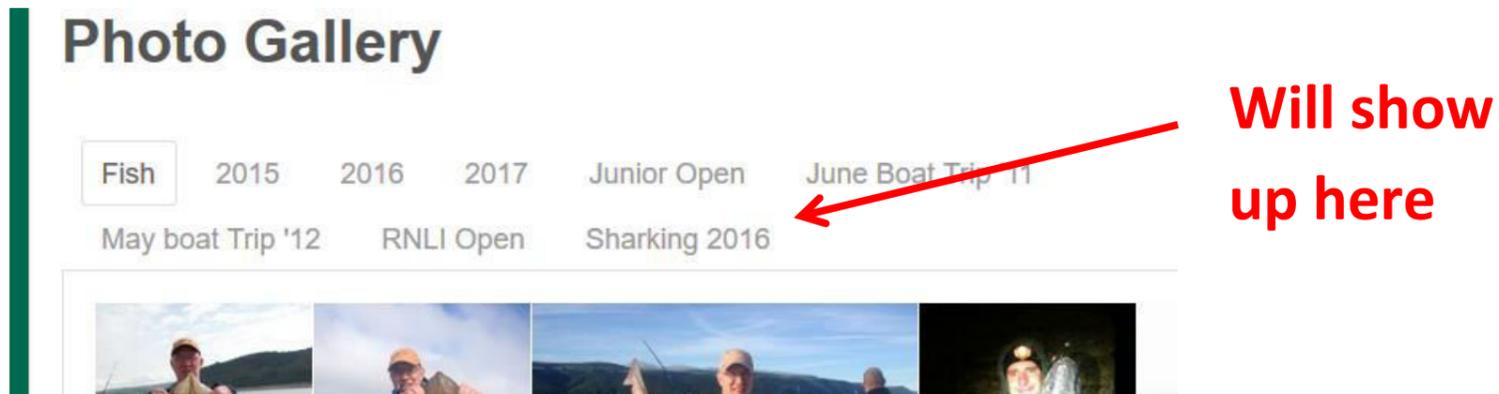
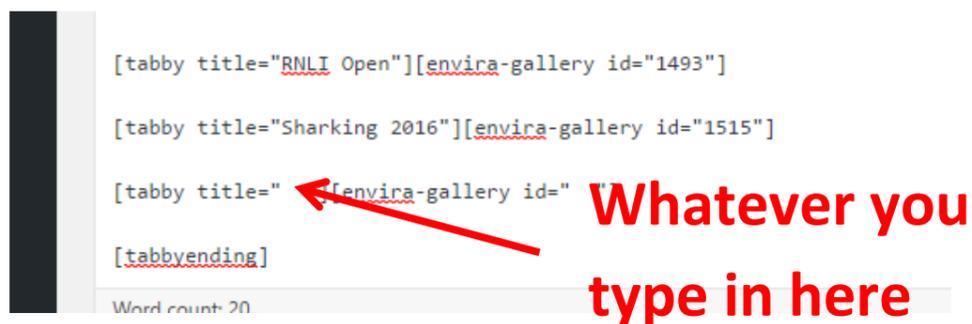
To add a gallery copy the below: (Highlight the text, right click and left click copy):
[tabby title=" "[envira-gallery id=" "

To paste the text right click above the section: '[tabbyending]'



You will now see the text in that location.

In the text you have pasted you will now need to add the title, this will show up on the gallery page for everyone to see.



Next you will need to find the id for the gallery that you have just created.
To find this you will need to click the 'Add Gallery' button with the leaf next to it. Not the one with the green square

Photo Gallery **Green Leaf Button**

Permalink: <http://wsmsa.000webhostapp.com/photo-gallery/> Edit Get Shortlink

Add Gallery Add Gallery Add Contact Form

NOT Green Square Button

[tabby title="Fish"][envira-gallery id="1368"]

[tabby title="2015"][envira-gallery id="1399"]

[tabby title="2016"][envira-gallery id="1421"]

Find the gallery that you have created and below the title you will see the id.
Again, click the grey cross in the top right to close down this window, **REMEMBER THE ID**

Grey Cross

id

2017 [envira-gallery id="1611"]

Sharking 2016 [envira-gallery id="1515"]

RNU Open [envira-gallery id="1493"]

May Boat Trip '12 [envira-gallery id="1482"]

June Boat Trip 11 [envira-gallery id="1472"]

Junior Open [envira-gallery id="1464"]

2016 [envira-gallery id="1421"]

2015 [envira-gallery id="1399"]

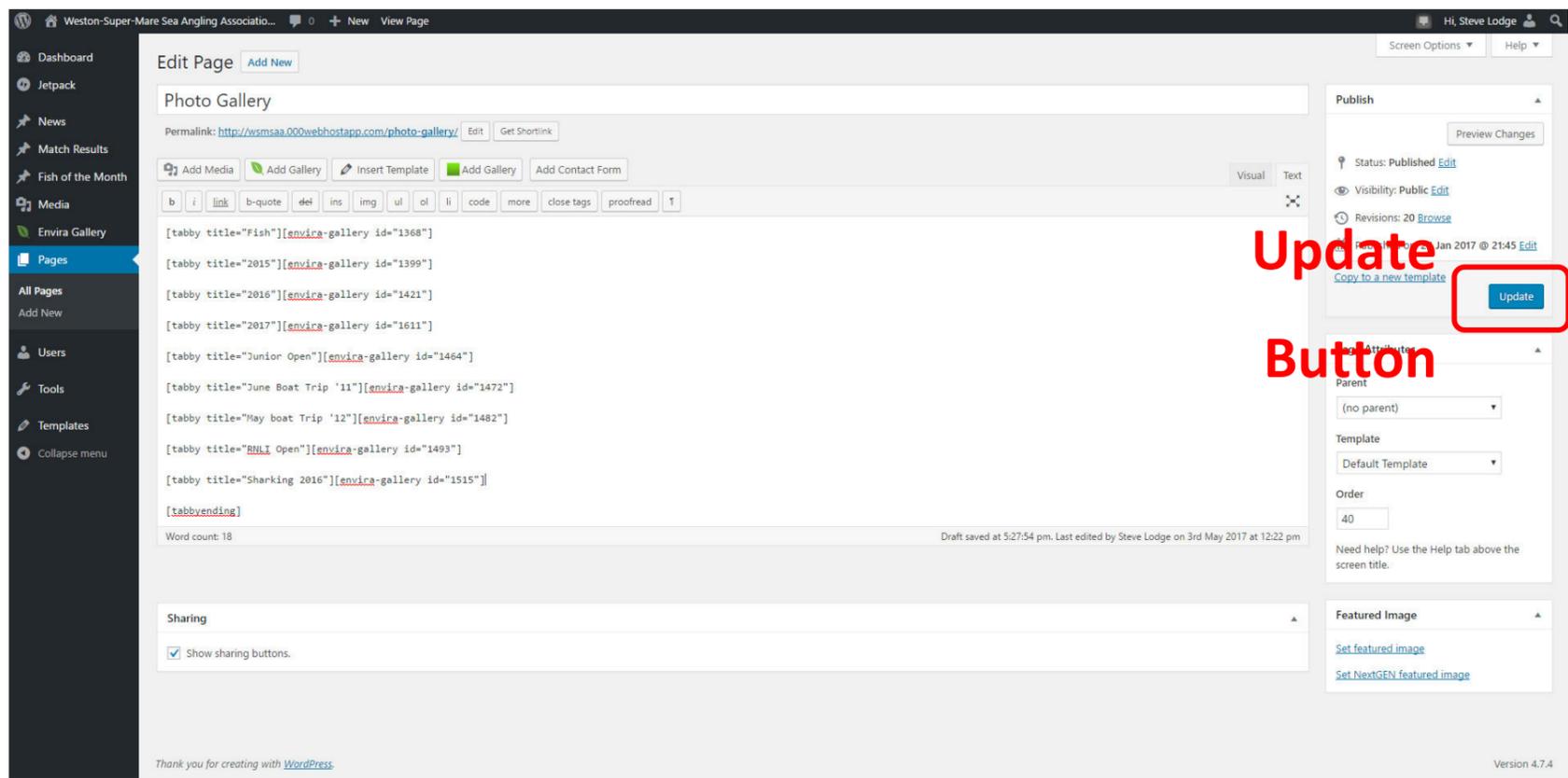
Fish [envira-gallery id="1368"]

Insert

Put the id that you have remember in the location as shown below

```
[tabby title="RNLI Open"][envira-gallery id="1493"]  
[tabby title="Sharking 2016"][envira-gallery id="1515"]  
[tabby title="  "[envira-gallery id=" ← Put the id here  
[tabbyending]
```

Click the blue update button to save the page.
This will now be visible for everyone to see.



COMPLETE