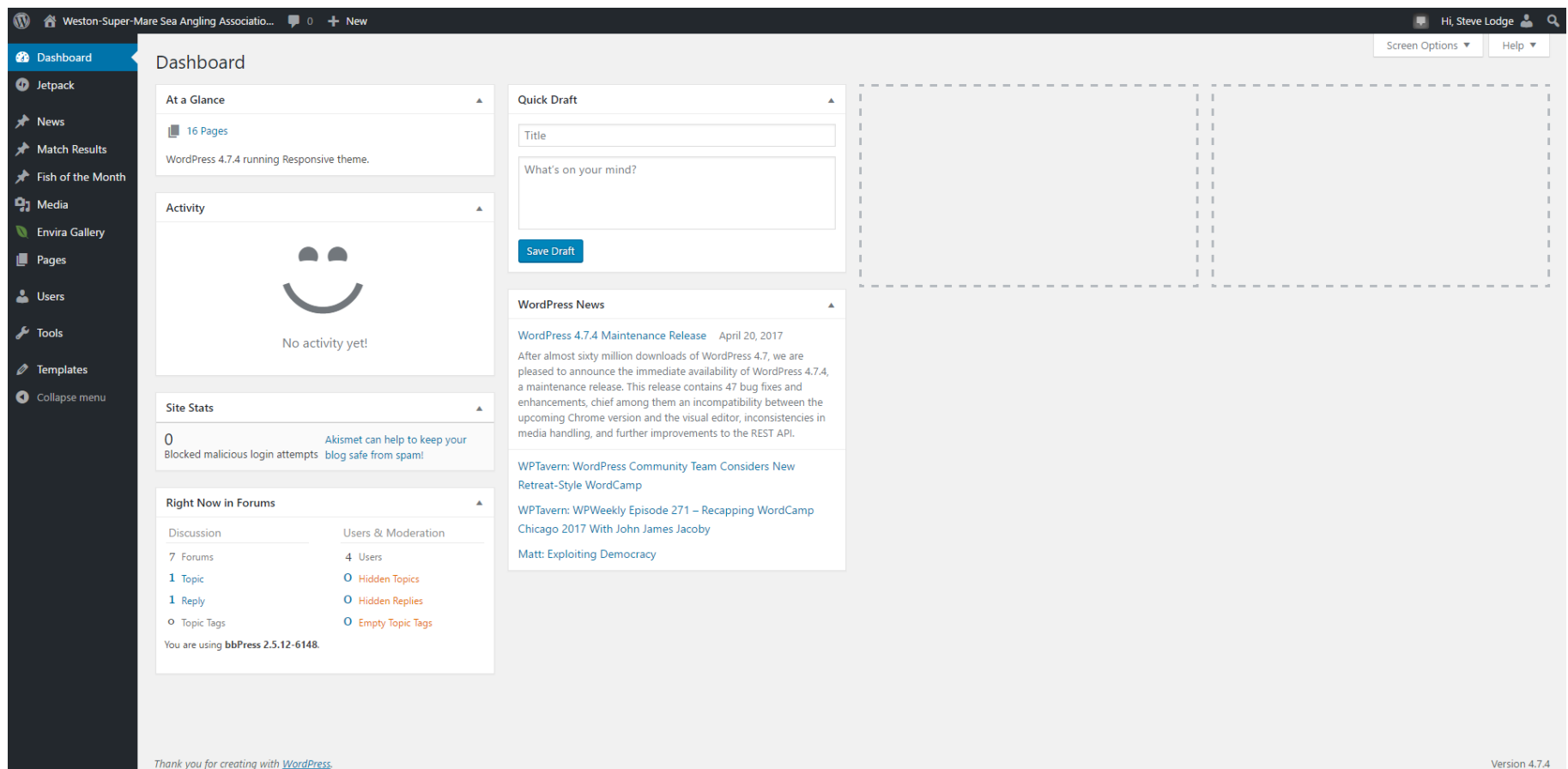


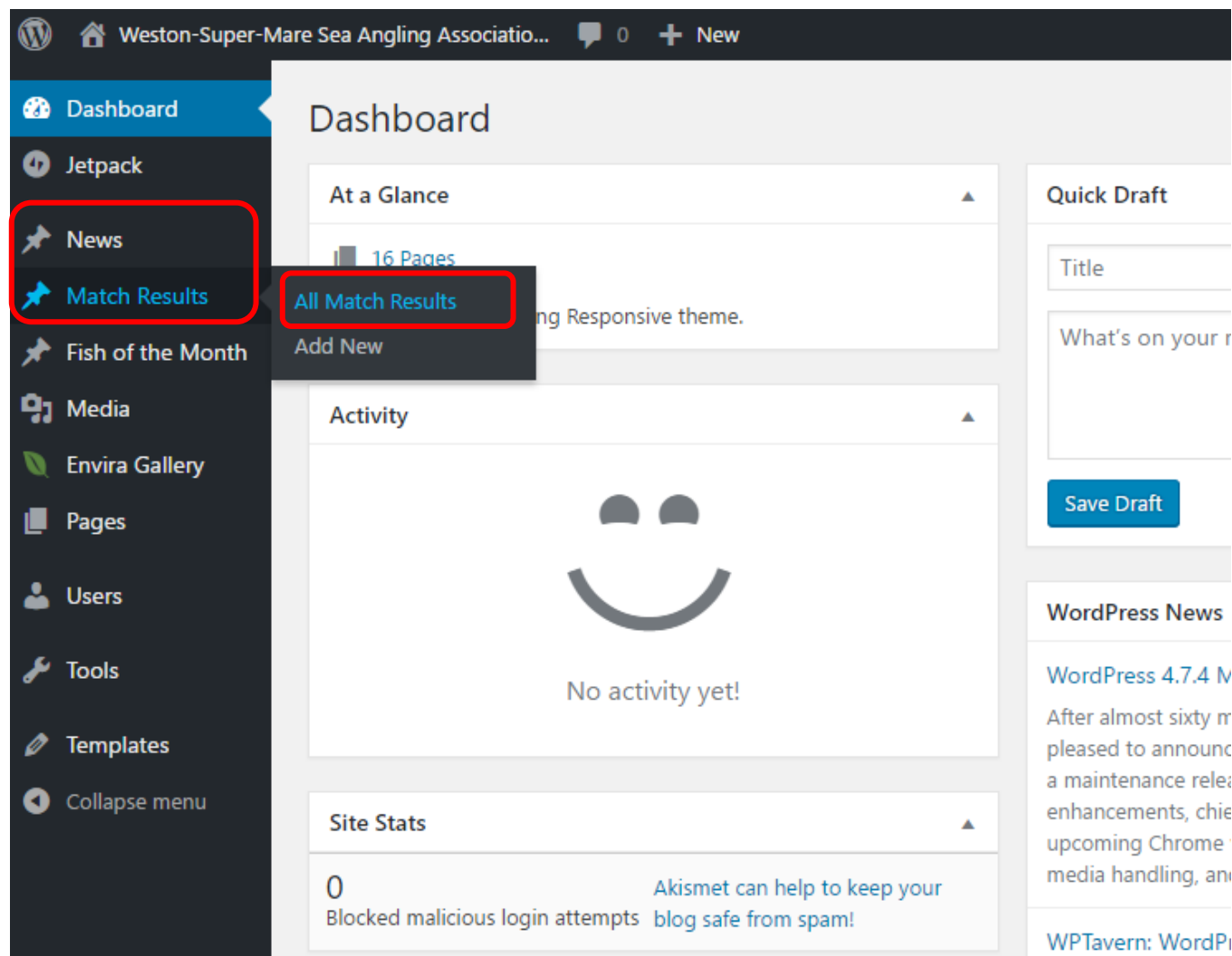
# To Add New or Edit Existing Posts – News and Match Results

**PLEASE NOTE THAT THESE INSTRUCTIONS APPLY FOR BOTH ADDING NEWS OR MATCH RESULTS**

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



Hover over either 'News' or 'Match Results' then click the top option 'All .....



Click the 'Add New' button or click the title of the post that you would like to edit

Weston-Super-Mare Sea Angling Associatio... Hi, Steve Lodge

Dashboard Jetpack News

News **Add New**

All (9) | Published (9)

Bulk Actions Apply All dates All Categories Filter

<input type="checkbox"/> Title	Categories	Date
<input type="checkbox"/> AGM	Uncategorized	Published 2017/01/20
<input type="checkbox"/> RNLI Open	Uncategorized	Published 2016/10/02
<input type="checkbox"/> Junior Open	Uncategorized	Published 2016/08/29
<input type="checkbox"/> Shark Fishing	—	Published 2016/08/19
<input type="checkbox"/> Bass Conversation	Uncategorized	Published 2016/03/23
<input type="checkbox"/> Spring Open	Uncategorized	Published 2016/03/03
<input type="checkbox"/> Presentation Night	Uncategorized	Published 2016/01/29
<input type="checkbox"/> Website Update	Uncategorized	Published 2016/01/17
<input type="checkbox"/> Start of 2016!	Uncategorized	Published 2016/01/01
<input type="checkbox"/> Title	Categories	Date

Bulk Actions Apply

Thank you for creating with [WordPress](#). Version 4.7.4

Here you can add the content, images and title as you desire.

Weston-Super-Mare Sea Angling Associatio... Hi, Steve Lodge

Dashboard Jetpack News

News **Add New**

Add new News

Enter title here

Add Media Add Gallery Insert Template Add Gallery Add Contact Form

Paragraph Georgia 12pt

Visual Text

**Add Content Here**

Word count: 0

Sharing  Show sharing buttons.

Publish   Status: Draft [Edit](#) Visibility: Public [Edit](#) Publish immediately [Edit](#)

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

Featured Image [Set featured image](#) [Set NextGEN featured image](#)

Thank you for creating with [WordPress](#). Version 4.7.4

## **THIS INSTRUCTION ONLY APPLIES TO MATCH RESULTS**

To add the Match Results to the correct category you need to click one of the corresponding tick boxes on the right side of the page.

Click what section you want the match result to appear under

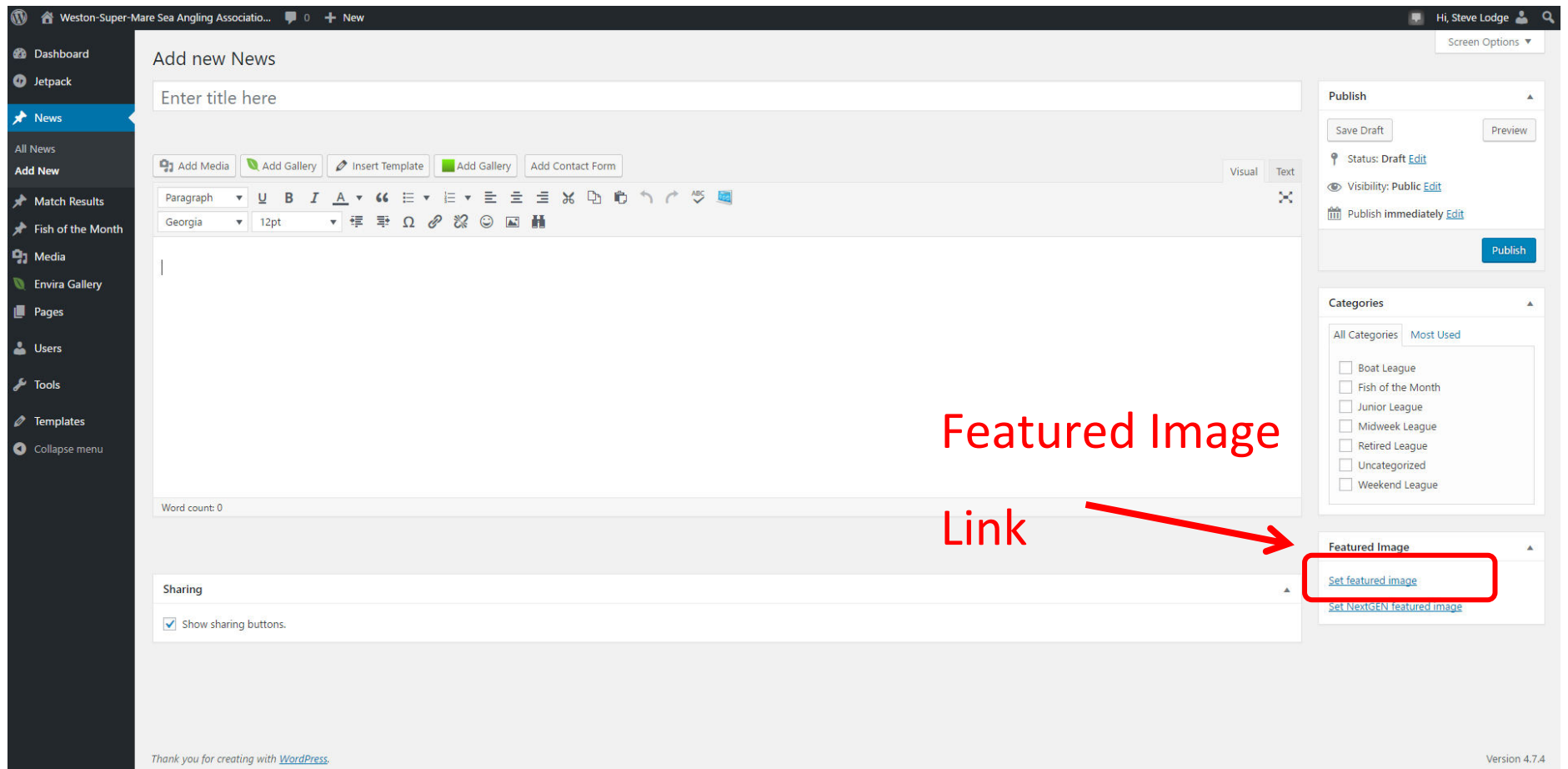
The screenshot shows the WordPress 'Add new News' editor. On the right side, the 'Categories' section is highlighted with a red box. It contains a list of categories with checkboxes: Boat League, Fish of the Month, Junior League, Midweek League, Retired League, Uncategorized, and Weekend League. A red arrow points from the text 'Click what section you want the match result to appear under' to the 'Categories' section.

This is a featured image on a post.

Featured image

The screenshot shows the Weston-Super-Mare Sea Angling Association website. The 'AGM' post is highlighted with a red box. A red arrow points from the text 'Featured image' to the image of a fisherman.

To add a featured image to a post click the link on the right side of the page called 'Set Featured Image'. A pop up will appear and you need to select an image or browse your computer to find the desired image.



Once happy with your post click the blue 'Publish' button on the top right of the page. This will then be viewable to everyone

