Putting a new "results to date" page on the web (at start of new series)

This example uses IOM class, for other classes change class name. You need to have prepared:
   (a) PDF file with the initial version of the spreadsheet of series results

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1. Log in to website… viewing any page (or "post"), it doesn't matter

2. On the top black bar click **[New Post]** - this will open a window labelled "*Add a New Post*".

3. Click where it says *"Enter title here"* and type the title. The title should be reasonably short but should include the series title and date, so for example:
"IOM Autumn Series 2017 Results"

4. click in the "*text entry area*" (which is presently blank).

5. Type **"Results to Date"** and while your cursor is still on that line... in the toolbar above the text entry area there is a drop down list with "Paragraph" presently selected. Click on it and choose **[Heading 6]** also click on the **"[Align Center]"** tool (hover your mouse over the tools to see what they do). Now click below the header line you have just typed.

5. click on the **[Add Media]** button (just above the text entry tools and left of a button marked "Add Latest Posts"), this opens a window labelled "*Insert Media*" and showing the folders in the Media Library.

6. click on the **[Sailing Section]** folder, click on the **[Sailing Section Results]** folder, Click on **[Upload Files]** (just under "*Insert media*" at the top of the window)

7. Drag and drop, or use **[Select Files]**, to upload your initial PDF file for the results.

8. When your PDF file has finished uploading click on **[(the uploaded file)]** to select it.

9. Click the **[Insert into Post]** button (bottom right)...this will take you back to the "*Add a New Post*". There will now be a text line looking like
[pdf-embedder url="...etc" title="...etc"]
This is all you need in the "*text entry area*", do not alter it in any way.

10. In the "*Categories*" pane* choose **[IOM Series Results]** (or **[DF95 Series Results]** etc.) If you don't see the category you need, make sure the "*All Categories*" tab is selected. Selecting the "Category" makes sure then new post is listed in the correct parts of the web site.

11. in the "*Post Options*" pane* under "*Select a widget zone for the left sidebar.*" choose **[Weekly results left bar]** . This selects the correct left hand menu regardless of which class results are being posted. "Weekly results" and "Series results to date" both appear in this menu bar.

12. in the *"Publish"* pane* click **[Publish]**

13. When a green bar and "Post published" appears near the top of the window, click on **[View Post]** to check your new post. It will have been automatically added to the list of weekly results.

14. While viewing the new post, **copy the address (URL) for the post** which should be shown in your top browser window - this is the link that you email to members for them to view the results. It will have the form:
http://srcmbc.org.uk/yyyy/mm/dd/title/

where yyy/mm/dd is the date that you write the post, and title is derived from the title you gave the post e.g.

http://srcmbc.org.uk/2017/11/13/iom-autumn-series-2017-results/

* these panes are to the right or below the "*text entry area*"