

Updating the "results to date" page on the web

Key: [something you click] “text you enter” “window or pane name”

This example uses IOM class, for other classes change class name. You need to have prepared:

(a) PDF file with the latest version of the spreadsheet of series results

1. Log in to website... view the "Series results to date" post which is to be updated. NB you must UPDATE the existing post, do NOT delete it and publish a new version.
2. On the top black bar click [**Edit Post**] - this will open a window labelled "Edit Post".
3. click in the "text entry area" beneath the line saying "Results to Date" there is a line looking like..
[pdf-embedder url="...etc" title="...etc"]
Highlight the whole of this line and delete it.
4. 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.
5. 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)
6. Drag and drop, or use [**Select Files**], to upload your new PDF file for the results to date.
7. When your PDF file has finished uploading click on [(**the uploaded file**)] to select it.
8. Click the [**Insert into Post**] button (bottom right)...this will take you back to the "Add a New Post". There will now be replacement text line looking like
[pdf-embedder url="...etc" title="...etc"]
9. the "Categories" pane* and the "Post Options" pane* with "Select a widget zone for the left sidebar." will already have the correct options selected - leave them as they are.
10. 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.
11. in the "Publish" pane* click [**Update**]
12. When a green bar and "Post updated" appears near the top of the window, click on [**View Post**] to check your updated post.
13. The link for the updated "Series results to date" post remains the same and is 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 first wrote the post, and title is derived from the title you originally 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"