

# Roostertales Bass Club Website Guide 2020

## Log In

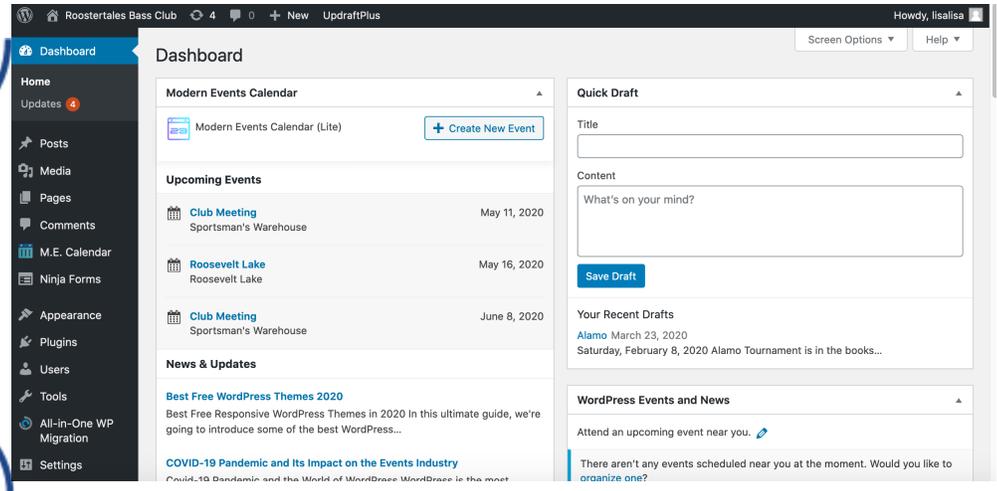
How to log in:

Go to [roostertalesbassclub.com/wp-admin](https://roostertalesbassclub.com/wp-admin) in your browser.

Enter your username and password.

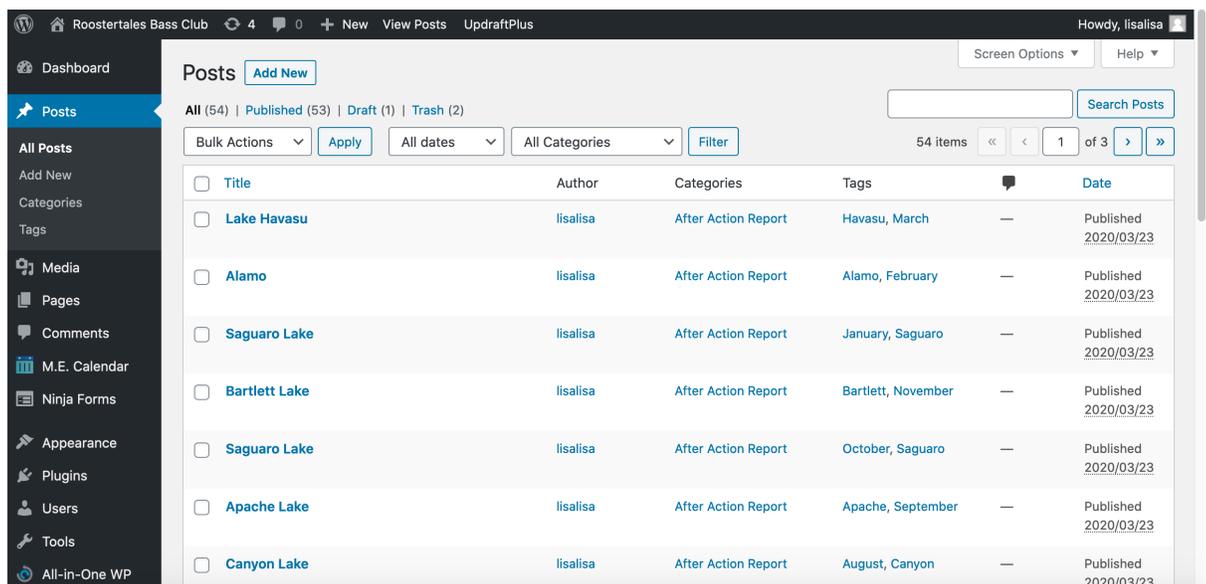
This will take you to your **Dashboard** (pictured below).

Dashboard sidebar

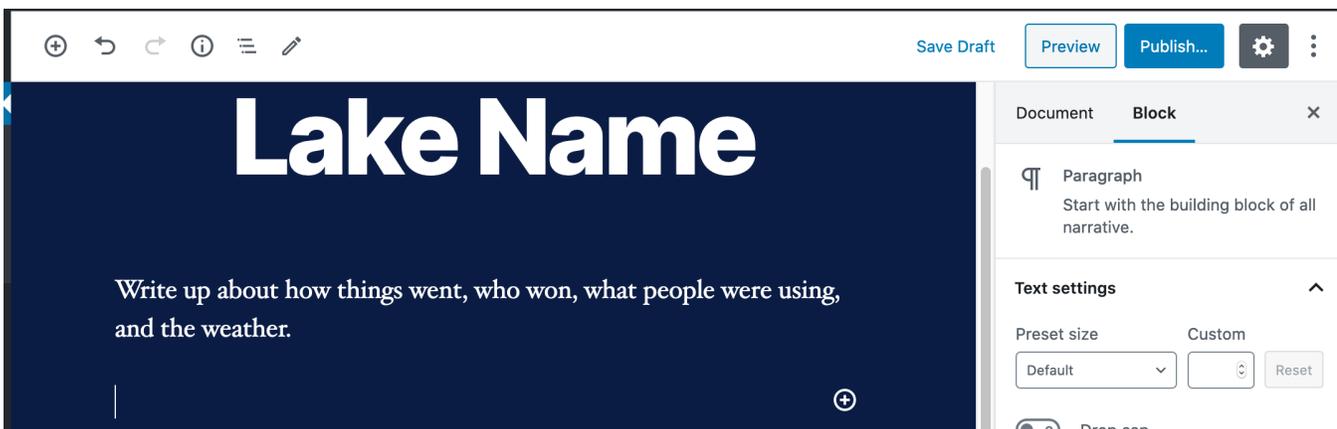
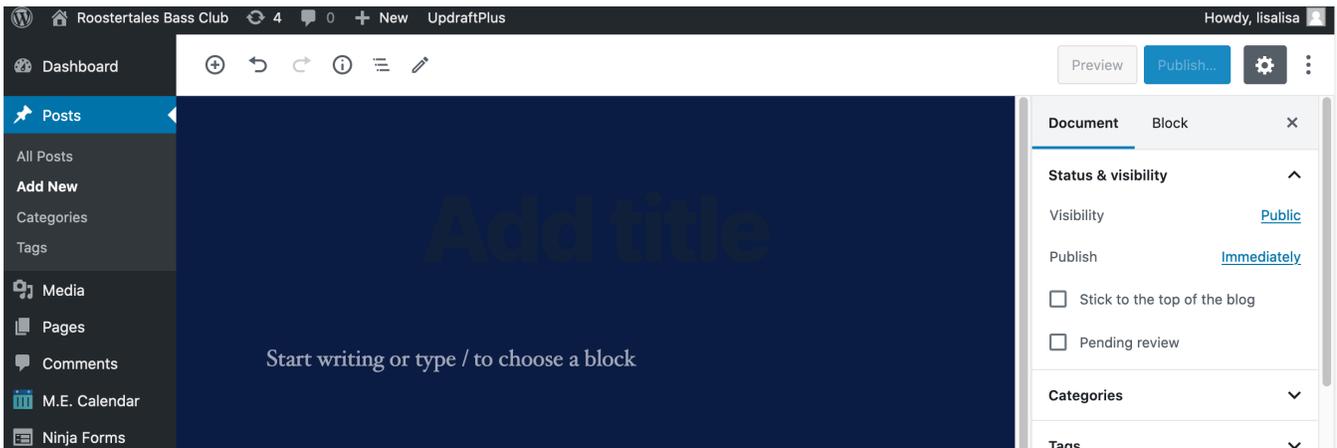


## After Action Report

To create an **After Action Report**, click on **Posts** in the sidebar, and then click **add new**.



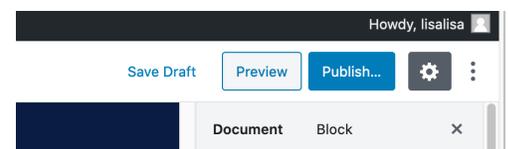
Type the name of the lake into the **Add Title** heading block (it's grey and hard to see), and then type the date of the tournament and the rest of the contents of the post into the **'Start writing'** text block by clicking it and typing.



You can also add an **image block** to add a photo (or multiple photos) from the event.

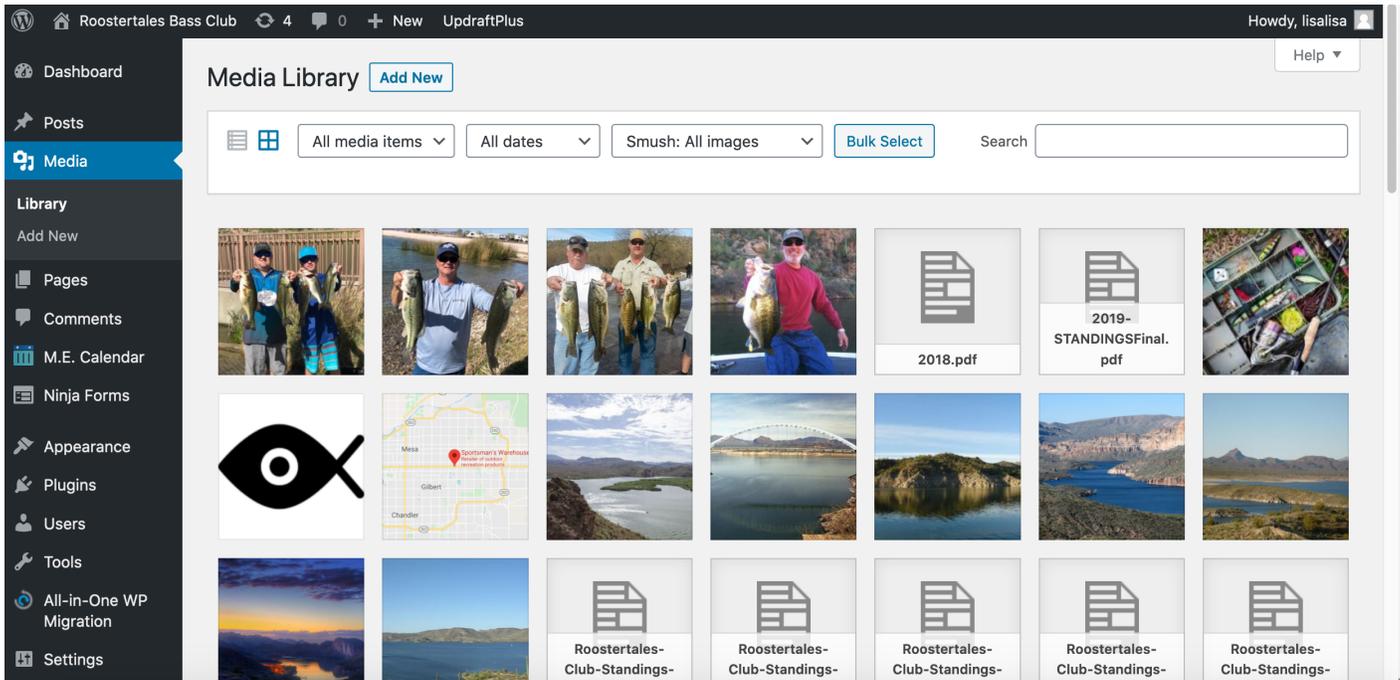
**To add a block**, click the little plus sign toward the right of a block area and select the image block. Then, click the **upload button** to upload an image to the site. Images uploaded this way will also be put in your **media library**. You can adjust the image size by dragging the blue dot on the top or side of the image when it's selected. Other adjustments, like alignment, can be found in the block settings sidebar on the right side of the screen. If you cannot find the sidebar, click the gears button next to the publish button to display it.

Once you have your post ready, click the blue **publish** button at the top right of the page. The site will immediately publish your post to the **After Action Reports** page.



# Media Library

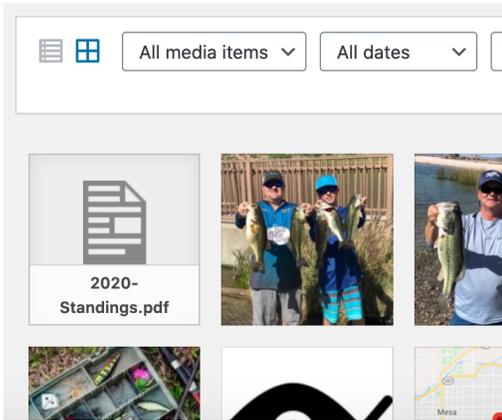
The media library is where all of your uploaded items are held: standings documents, images, logos, etc. You can get to it by clicking **Media** on your dashboard sidebar.



**IMPORTANT:** If you delete a file from your media library, every instance of that image or document on the entire site will be deleted, so do not delete items unless it's absolutely necessary. The library can hold a lot, so don't worry.

To add an image or document to the media library, click on **Add New**, next to the Media Library name. From there, choose the files you want to add and either drag and drop them from your computer, or hit **upload** and select them from your computer.

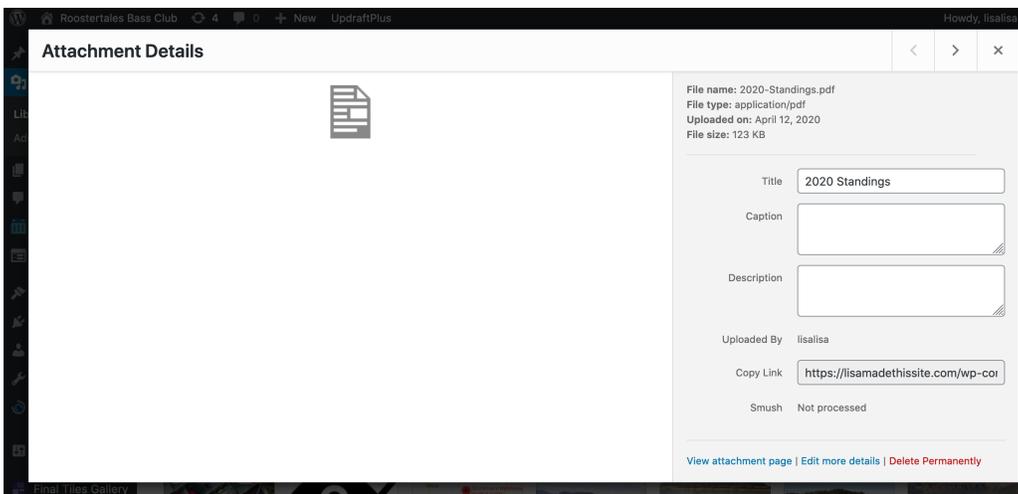
# Standings



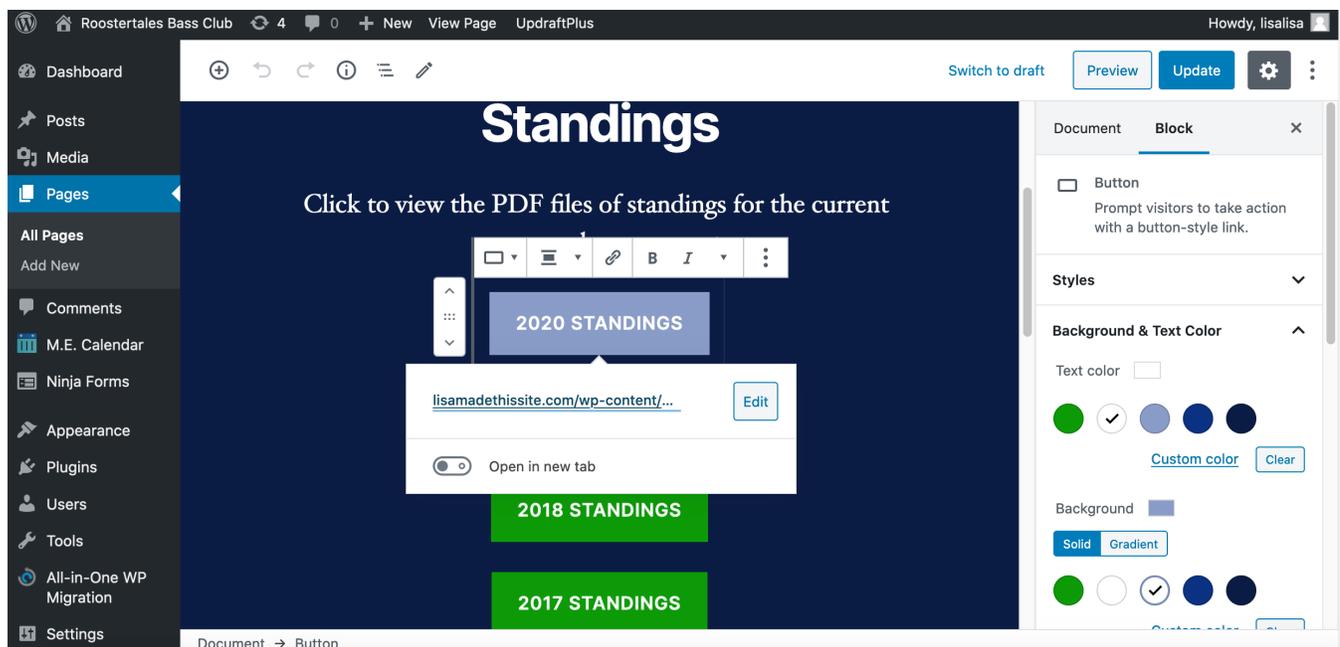
To update the **standings** page, first export your spreadsheet with the updated figures as a PDF.

Upload the new PDF into your media library.

Then, click the new PDF's icon to open the attachment details page. Copy the **copy link** found in the right column to your clipboard. You will need this link in a minute. Close this window.

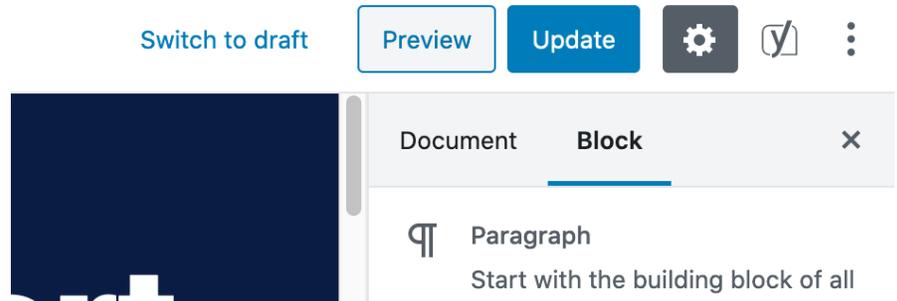


On your dashboard sidebar, click the **Pages** link. Find the **Standings** page and click its blue name to edit the page.



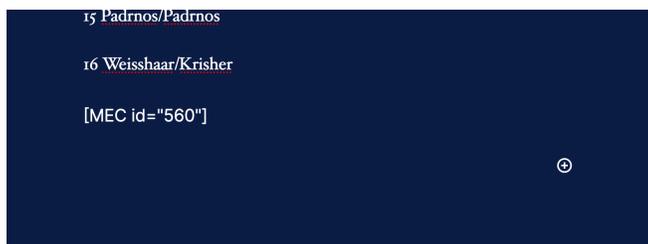
Click the **2020 Standings** button, and then click the **link icon** next to the Bold B (looks like a chain). Click **Edit** to update the link and delete the current link text. **Paste the copy link text** from your clipboard into this field, and click the **return arrow button** to save it.

Publish the updates to the page by clicking the blue **Update** button at the top right. That's it! Be sure to double check that the link worked, and that the document displays when it's clicked.



## After Meeting Report

Click the **Pages** link on your dashboard sidebar, and then click the **After Meeting Report** page to edit it. Update the name and meeting notes, and then click the blue **Update** button in the top right.

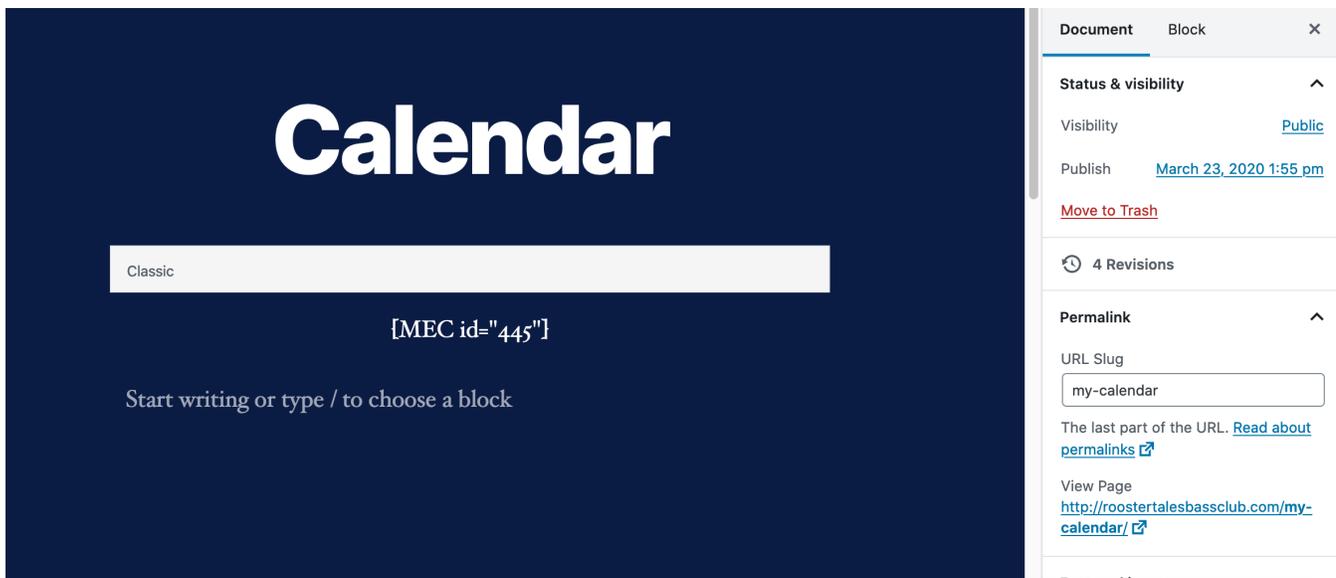


**\*\*Do not delete the [MEC id="560"] shortcode, or other weird looking codes you see.\*\*** They are little codes that made elements like the calendars and contact forms display on that page.



## Calendar

Unlike other pages, you do not edit the calendar from the calendar page. If you click on the page in the Pages list to edit it, you will see this shortcode instead. That is ok. Click the **ME Calendar** link in your dashboard sidebar. In the sidebar (again), underneath the ME Calendar link, will be more options. You can edit, add, or remove events using these links. It walks you through how to create an event pretty easily. I have the club meetings set up as recurring events since they are always at the same place and time. You only need to edit this once a year to add the tournament dates and club meetings. After the event has passed, it automatically updates the calendar to show the next upcoming event for you. [Follow these steps](#) to remove comments on events.



The screenshot shows the WordPress editor interface. On the left, the main content area has a dark blue background with the word "Calendar" in large white text. Below it is a white text input field containing the text "Classic". Underneath the input field is the shortcode "[MEC id='445']". At the bottom of the main area, it says "Start writing or type / to choose a block". On the right, the settings sidebar is open, showing the "Document" tab. The sidebar includes sections for "Status & visibility" (with "Public" visibility and a "Publish" date of "March 23, 2020 1:55 pm"), "4 Revisions", "Permalink" (with a URL slug of "my-calendar" and a "View Page" link to "http://roostertalesbassclub.com/my-calendar/"), and "Featured image".

## Contact Form

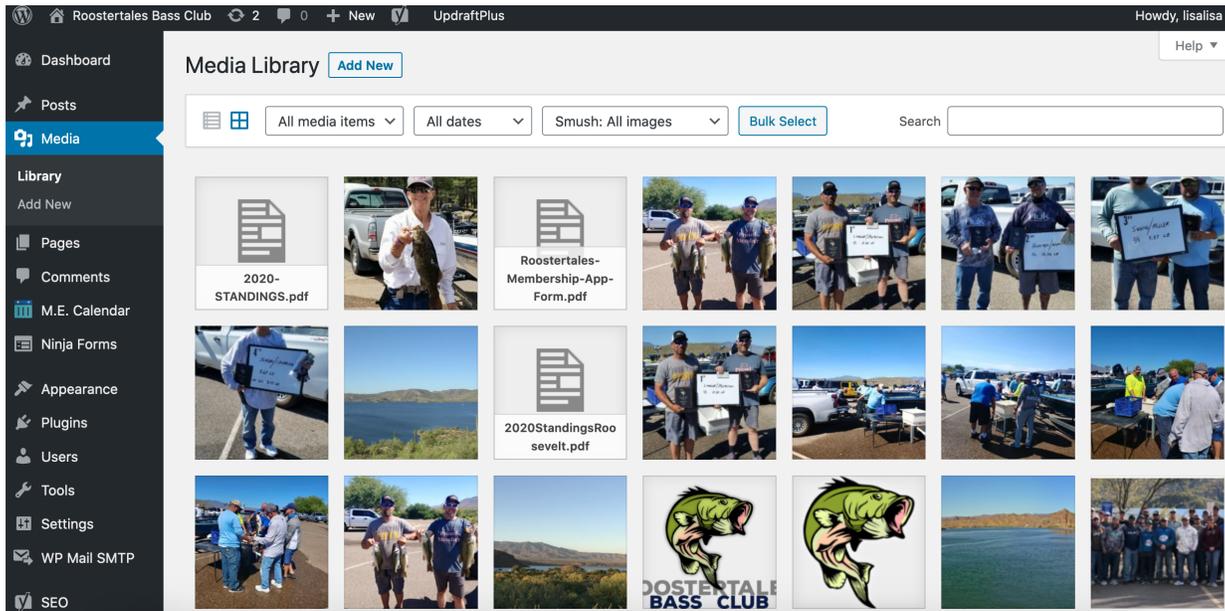
The contact form is set to send messages to me right now, but I can add emails of folks who'd like to receive them once you let me know who.

## Privacy Policy

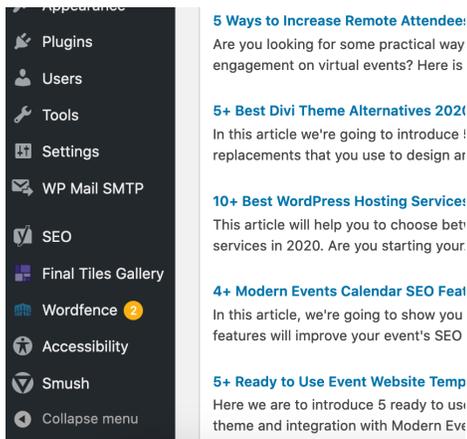
I borrowed a privacy policy from my business and adapted it for Roostertales. Please read it and make sure you understand it. It's on the **privacy policy** page.

# Roostertales Photo Gallery Guide

After logging in to your dashboard, click on the **Media** link in the left sidebar menu. Click the **Add New** button and upload the images you want to add.



Then, click on the **Final Tiles Gallery** link in the left sidebar.



This will take you to a list of all of the site's galleries.

Right now there are 3:

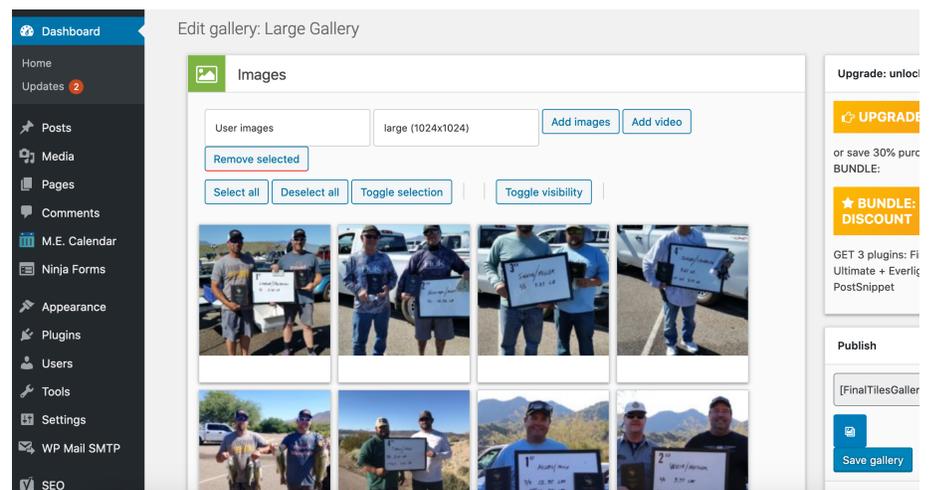
- *Lakes*
- *Front Gallery* (the images across the top of the homepage)

And

- *Large gallery* (what makes up the **Photos** page)

Click the name of the **Gallery**. Click on the **Add Images** button to choose the new photos from the Media Library.

Then, click **Save gallery** which is in the right sidebar (blue button).



I'll take care of maintenance updates for you for a little bit until you get more comfortable. Please please let me know if you have any questions.

[LisaDalton480@gmail.com](mailto:LisaDalton480@gmail.com).