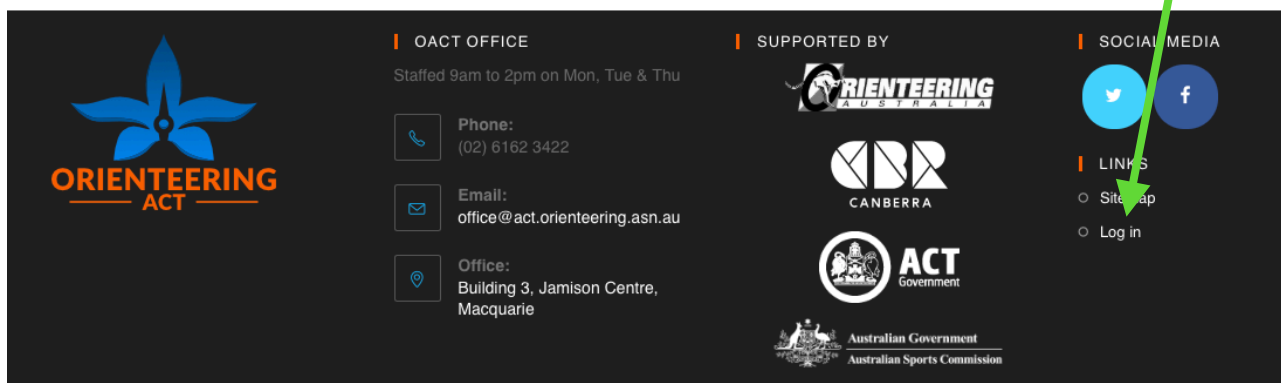
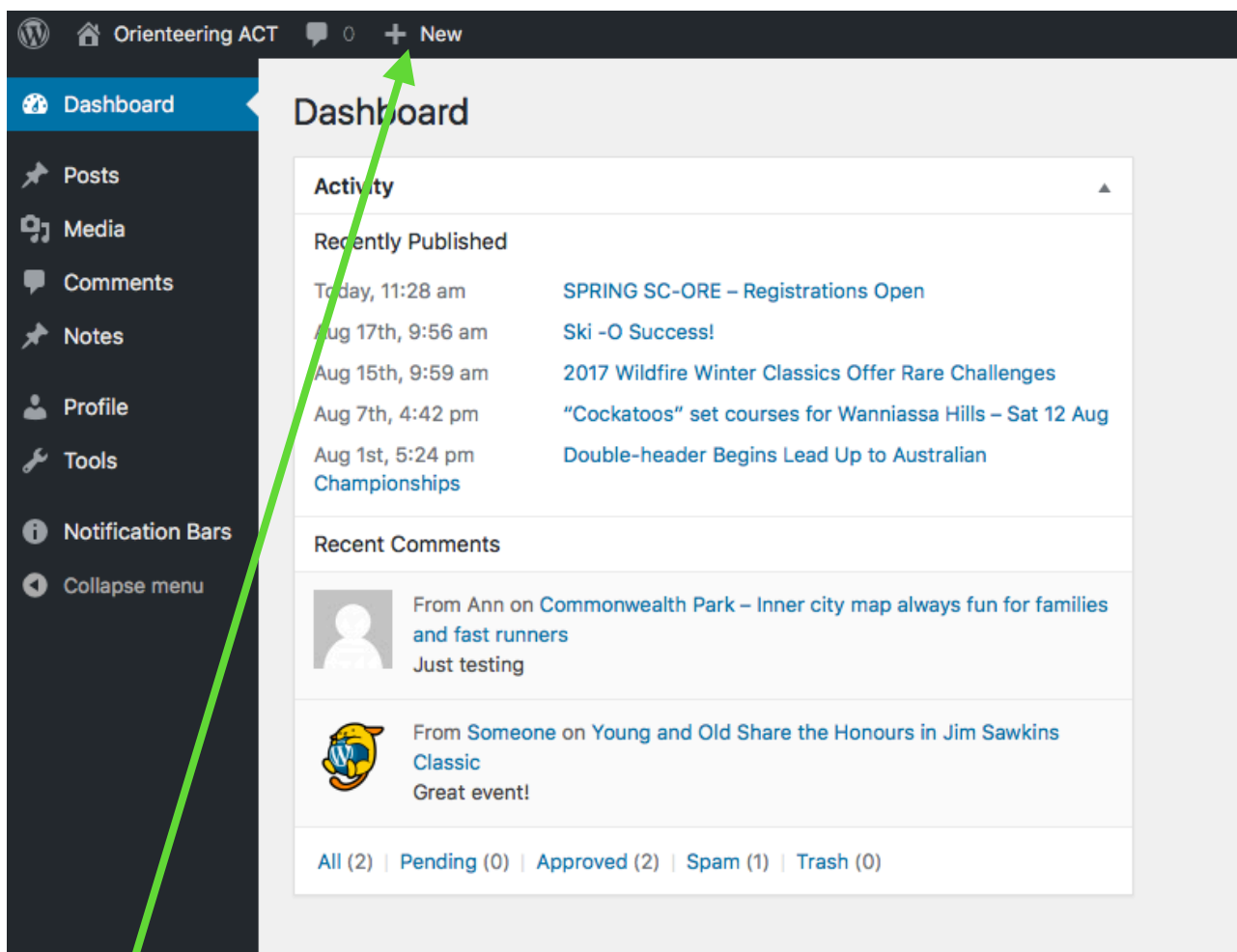


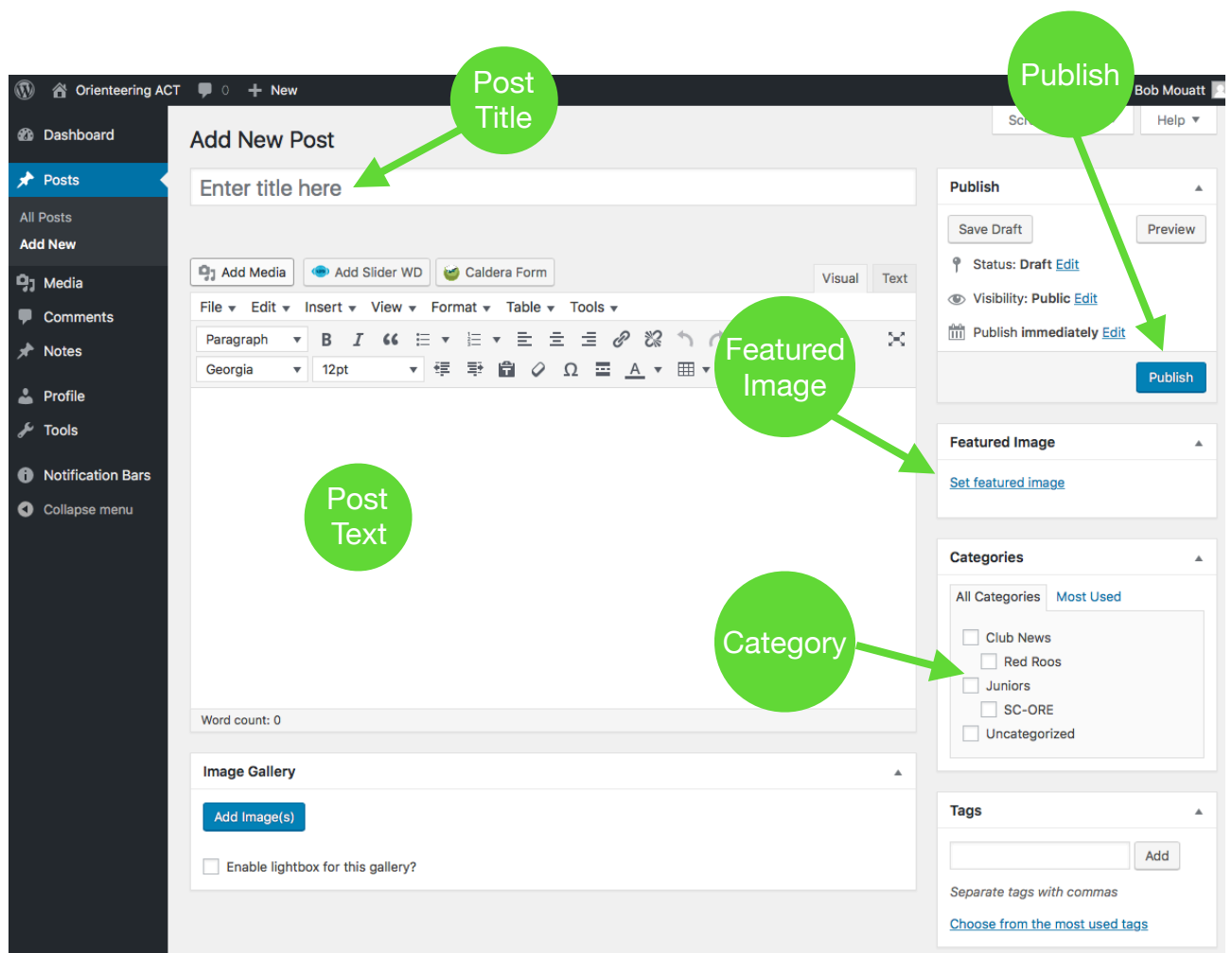
To log into the new website, scroll down to the footer on any web page and click the "Log in" link.



When you log in, you will see the following:



Click "+ New" to create a new News article.



**Post Title:** Please be brief. On the home page there's plenty of space, however on other pages there's not as much space for a long title.

Better to say "Farrer Organisers' Observations" instead of "Organisers' Observations from Farrer Ridge 12 July 2017"

**Featured Image:** **ALL POSTS MUST HAVE A FEATURED IMAGE!** This image is used as the thumbnail for the post in various places as well as the header image when viewing the post and the first image of the post. The image should be large, ideally 1000px wide. It's also better if it's landscape orientation rather than portrait. If the image is small it will be stretched and looks terrible. As a rule of thumb, the image should be around 1MB in file size. See <http://new-act.orienteeing.asn.au/spring-sc-ore-registrations-open/> for how it should look.

To add the featured image, click "Set featured image". Follow instructions on the following page to upload, and then click "Set featured image" when you have a photo selected.

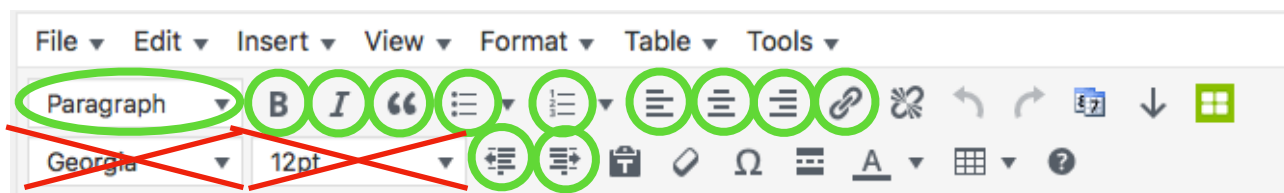
**Post Text:** In the big empty section write your news article.

**Categories:** Select one or more categories for the post. All general news items need to include "OACT News" as a category, otherwise it won't be displayed on the home page. These categories are used to display the post on other pages too. eg. if you are posting news just for Parawanga, then choose the Parawanga category but not OACT News. If you need another category added, let me know.

**Post the article.** You can save a draft if you want to continue working on the post. When you're ready, hit the Publish button.

## Making your post look good.

Use the following controls circled in green. Don't use crossed out red ones.



### DO

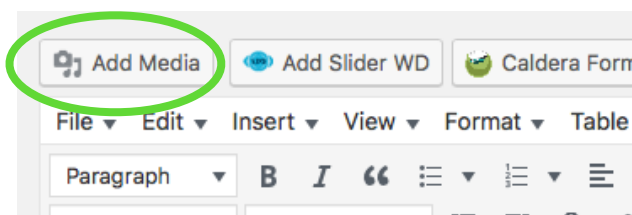
- ✓ Use the built in heading styles (Paragraph).
- ✓ Use the bulleted and numbered lists.
- ✓ Use the links button.
- ✓ Write the article in the website.

### DON'T

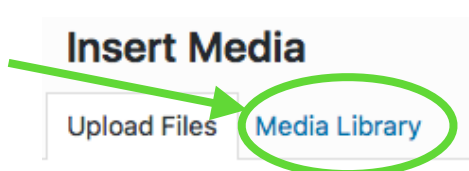
- ✗ Change text size and font.
- ✗ Do it manually.
- ✗ Do it manually.
- ✗ Write it in Word and cut & paste it.

## Add Images

To add other photos to your post, use the Add Media button.



When the next screen pops up, you can either upload new photos or you can choose an existing photo (eg. a logo or other commonly used image, etc). To do this, choose "Media Library"



To add your own image, drag and drop it onto the page or click Select Files.

Drop files anywhere to upload

or

Select Files

Maximum upload file size: 64 MB.

Insert Media

Upload Files

Media Library

All media items

All dates

Filter by Media Category

Reset All Filters

Search media items...

ATTACHMENT DETAILS

IMG\_3705.jpg

August 16, 2017

7 MB

4272 × 2848

URL

http://new-act.orienteering.

Title

IMG\_3705

Caption

Alt Text

Description

Required fields are marked \*

Media Categories

☐ Club Logos

☐ Permanent-Courses

☐ Team Logos

☐ WestonPark

Downloads

0

Replace media

This screen shot shows that one image is selected. On the right hand side, you probably need to scroll down to see the size and position information.

### Select alignment.

Select size that you want the image to be. Unlike on the old website, the images should be big and the website will automatically shrink the image to fit.

Once you're set, click Insert into post.

You can add as many images as you want.

ATTACHMENT DISPLAY SETTINGS

Alignment

Center

Link To

None

Size

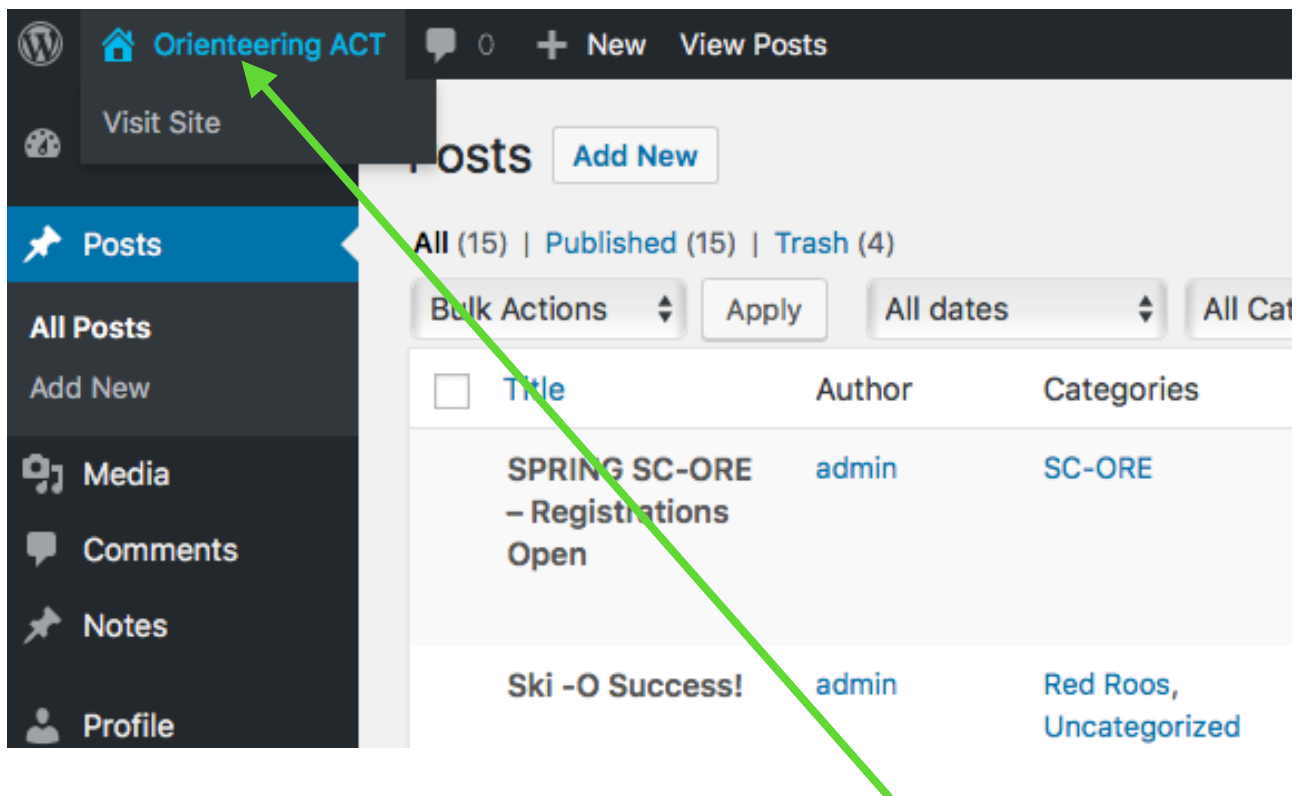
Medium – 300 × 200

Insert into post

After the image has been inserted, you can click on the image to change it's alignment and size if you want to. If you click the pencil icon you can change the size and other properties

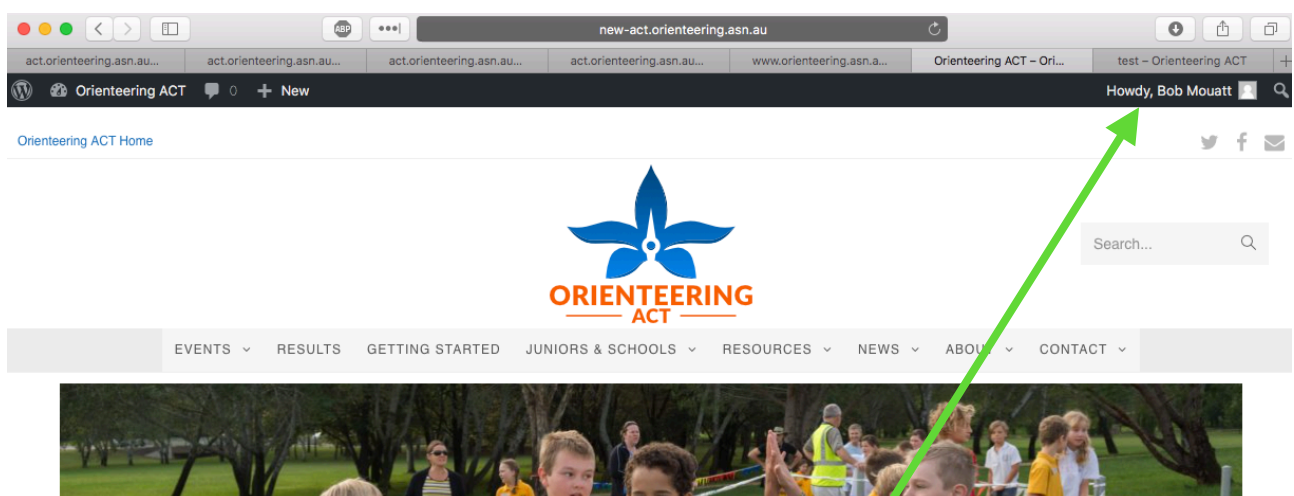
This is some text

And some more Text



Once the news is posted, you can return to the website by clicking "Orienteering ACT" at the top left (or click Visit Site from that menu - they do the same thing)

You'll stay logged into the website - so you'll see the admin bar across the top of the site.



To logout, hover over your name on the right, and click Log Out.