



5.26.2015

Website Training - [bgsllinc.com](http://bgsllinc.com)

## Overview

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The new BGSL website is built on the WordPress Content Management System (CMS) and is hosted at Iglou. WordPress provides a stable platform, and is easily updated. Each division will receive a login, and will be responsible for their page updates.

Any major updates, such as adding new sections, pages etc. should be addressed thorough the BGSL secretary Mike Kass.

## Pages and Posts

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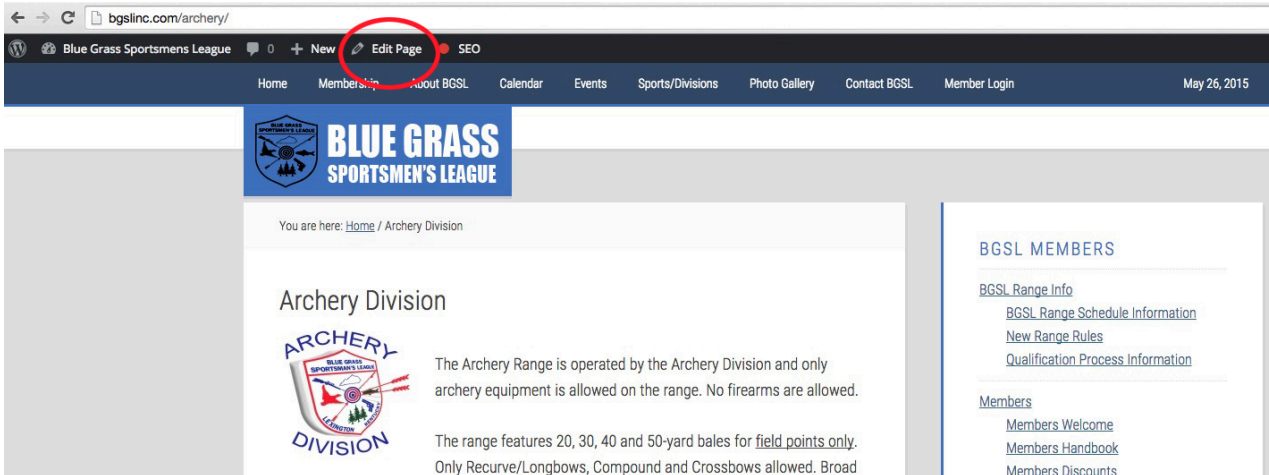
- “Pages” on the website are fixed, and can only be edited. Pages will house the information, schedules on divisions. Think of pages like sections in a newspaper, the front page, editorial etc. Example pages: Contact, About BGSL etc.
- “Posts” are articles that appear on the homepage. Posts are displayed on the homepage in order of date published, so the most recent one will show up at the top. Posts are archived, are searchable and pagination (number of pages) will appear on the bottom of the homepage, so you can click through to older events.

## Login and Editing

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- Each Division will receive their own login username and password. The account is associated with a unique email, which will be for each division.
- To login:
  - <http://www.bgsllinc.com>
  - In top menu bar, click on “Member Login” link
  - Enter user name and password and click Login button
- You will be directed back to homepage, but now there is a gray admin bar at the top.
- Navigate to the pages you want to update and click “edit”.
- Once edits are completed click “update button in the top right box, and it will be live.
- NOTE: if you want to make updates that will appear in the future, click on the “edit link next to the Published on: text. You can select a date and military time and that is when it will be published.

- Visibility. Everything you publish defaults to public. Select “Private only if posting to members only area.



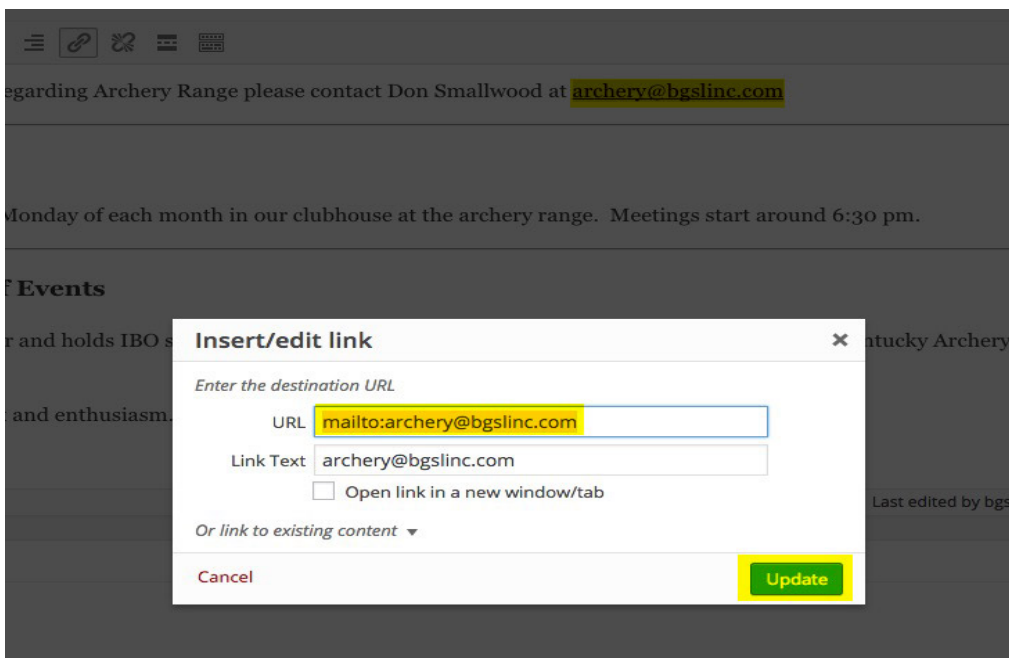
## Calendar Updates

All divisions wishing to make a calendar update, please send them to Mike Kass or Chuck Hedges.

## Add Links (email addresses)

Once you are logged in and editing a page you can easily add a link.

1. Begin by typing out the name of the link [archery@bgslinc.com](mailto:archery@bgslinc.com),
2. click and highlight the text [archery@bgslinc.com](mailto:archery@bgslinc.com)
3. In the toolbar above click the “chain” icon to link, a box will appear
4. For email, add the text mailto: in front if it doesn't automatically show up
5. Click update button to save page changes



## Add Links (to a page on the site, or another webpage)

It's a similar procedure to adding an email link above.

1. Begin by typing text you want the link to say, and highlight it
2. Click the link (chain) icon
3. The Link Text box shows you what text the link displays
4. If another website, type the address into the URL box (ie: <http://www.google.com>)
5. If linking to a page on BGSL, click the triangle next to "or link to existing content"
6. A box appears with the most recently created pages/posts. Click to select one.
7. Click update button to save page changes

The screenshot shows the 'Edit Page' interface for a page titled 'Steel Showdown'. The page content includes a heading 'What is Steel Showdown?' followed by a paragraph and a highlighted link 'Signup to receive emails about matches and results'. An 'Insert/edit link' dialog box is open, showing the URL 'http://bgslinc.com/bgsl-newsletter-signup/' and the link text 'Signup to receive emails about matches and results'. The 'Or link to existing content' dropdown is open, showing a list of recent items, with 'BGSL Newsletter Signup' selected. The dialog box also includes a search field, a 'Cancel' button, and an 'Update' button.

## Add PDFs

Navigate to the page you want to edit.

1. Type out the text you want the link to say "Jan 27, 2015" and highlight it
2. Click the ADD MEDIA button
3. The media library pops up, drag the pdf file (or MS Word Doc) into the window.
4. It will upload, then check the Title box, make sure it say "Jan 27, 2015 (you may need to type over the file name).
5. Make sure it says "link to Media File"
6. Click insert into page button
7. Click update button to save page changes



## Add Photos

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Navigate to the page you want to add a photo to.

1. Put your cursor on the page where you want to add the photo
2. Click the ADD MEDIA button
3. The media library pops up, drag the photo file (.jpg) into the window.
4. It will upload, then check the Title box, enter a title if you want text under, or leave blank.
5. Make sure it says "link to Media File" then the photo will pop up in a lightbox
6. Select the size (thumbnail is a small square) or other size.
7. Select if you want it on a line by itself "center" or left or right to wrap text around it
8. Click update button to save page changes
9. Once you have added it, you can click on the photo and a pencil icon will appear, click it if you want to edit it.