**Northern Athletics Website  
  
Adding or amending a Post  
  
Login**  
1 Enter your user name and password in the boxes click enter  
  
**Creating a New Post**1. Once you are logged in the Dashboard will appear on the left side of your screen you will be presented with a menu.  
  
2. Scroll down to Posts you will be offered All Posts or Add New   
  
3. Select Add New and you will be presented with a blank new post template.   
  
4 Give your Post a title.

5. Now place your cursor in the area below and type your new news item for the Post.  
Add your content to this area  
  
6. Now move to the right of the screen and ensure under Categories the ‘News’ box is ticked  
  
7. Now scroll up on the right of the screen and you will see a ‘Preview’ button click this to preview your post. If you are happy with your post now click the ‘Publish’ button below.  
  
**Adding an image to a Post or Page**   
  
1. Place your flashing cursor at the place you wish to add your image within the content section  
  
2. Using the Toolbar located above the ‘Post or Page’ content area select the ‘Add Media’ button this will take to a new screen giving you the option to ‘Upload Files’ or ‘Media Library’ select ‘Media library’  
  
3. Choose an image from the library an option box will appear on the right of the screen. Ensure the ‘Attachment Display Settings’ are what you require.

4. Select ‘Insert into Post’  
  
5. Featured Image if you wish to add a featured image to your Post select this option select a file from the Media library then select ‘set as featured Image’

**Amending a Post**1. As above steps 1 & 2  
  
2. Select All Posts, this will then take to a list of all posts on the website.  
  
3. Using the search facility box type in the title of the Post you wish to edit.  
  
4. Select the post you wish to edit from the list generated by the search.  
  
5. Edit your Post, then select the ‘Preview’ button if you are happy with your edit select the ‘Update’ button and your Post will be updated.  
  
6. If you wish your edited Post to move up the post listings you will need to amend the date option before you update.

**Adding files with Download Manager  
  
Login**  
1 Enter your user name and password in the boxes click enter  
  
**Locating the Page or Post you wish to edit**  
  
1. Once you are logged in the Dashboard will appear on the left side of your screen you will be presented with a menu.  
  
2. Scroll down to Pages and you will be offered All Pages or Add New   
  
3. Click All Pages you be offered a list of page use the search pages option, type in the name of the page you wish to edit into the search option.

4. You will then be presented with a list of matches locate the page you are looking for then click the edit link.  
  
If it’s a Post you wish to add a file to do as above but select Posts not Pages in the Dashboard

Open a new tab on your browser

**Adding a file to a Page via Download Manager**

1.   Click Downloads in left side menu bar

2.   Click Add New

3.   Give the document a title (and take note of the title or better still copy it)

4.   In the Package Setting scroll down to Link Template from the dropdown box select ‘Download Link’ option   
  
5. Go to the ‘Upload file(s) from PC’ box and either drop your file in or select a file.

6. Now opposite Packages Settings in the section Version & Dates   
Fill in that box give, the top field a number for version. Now set the date the file was created, and do the same for Updated date. (When you amend a file to an updated version it is important to complete these fields so people can see which version they are downloading and what date the version was updated

7.   Go to Categories and tick the relevant category box.

8. Now go back to the top of page (right side) ‘Actions’ Click create package

Return to page you wish the package to be attached.

**Inserting the file into your Page or Post**

1. Create a table using the table design icon in the toolbar.   
(This is optional but I find it the best way to manage the layout)

2. Place your cursor in the selected cell or row

3. Click the Download Manager icon in the toolbar; this will bring up a   
Download Manager Insert Package or Category   
  
4. Type the name of the file or if you copied it the paste into ‘Embedded Package’ box. The file will be located by Download Manager and appear click on the file a number will then show in the ‘Embedded Package’ box.   
  
5. Scroll down to the ‘Link Template’ dropdown menu, select ‘download link’ option

6. Click Insert into Post button. Your file has now been added to the page.   
  
7. Click the Preview Changes this will open a new tab if you are happy click the Update button and your page will be updated.

**Editing a Package**

Once you have created a package you add or amend files within that package.  
  
Amending a file within a package

1. Go to Download Manager in the side menu and select Mange Packages
2. Use the search facility at top of the page to locate the package you wish to amend
3. Put your cursor over the package you wish to edit and a box will appear giving you four options click ‘edit’ this will take to package screen and the package will be visible under Attached Files (about middle of page)
4. To add a file just drop the file in or select it from the menu Upload Files on right side. Now amend the date at which you amend the package in the Version & dates section.

Updating a file within a package

1. Create your new file and save it.
2. Locate the package with the file you want to update as above.
3. Once you have opened the package go to the file and place your cursor over the ‘no entry symbol’ next to the file and left click this will delete the file from the package.
4. Click update package.
5. Now add the new file that is replacing the previous file as described above.
6. Go Version & Dates change the version to whatever version this now is and also change the updated date.
7. Go to top of the screen and click update package. Your package is now updated.