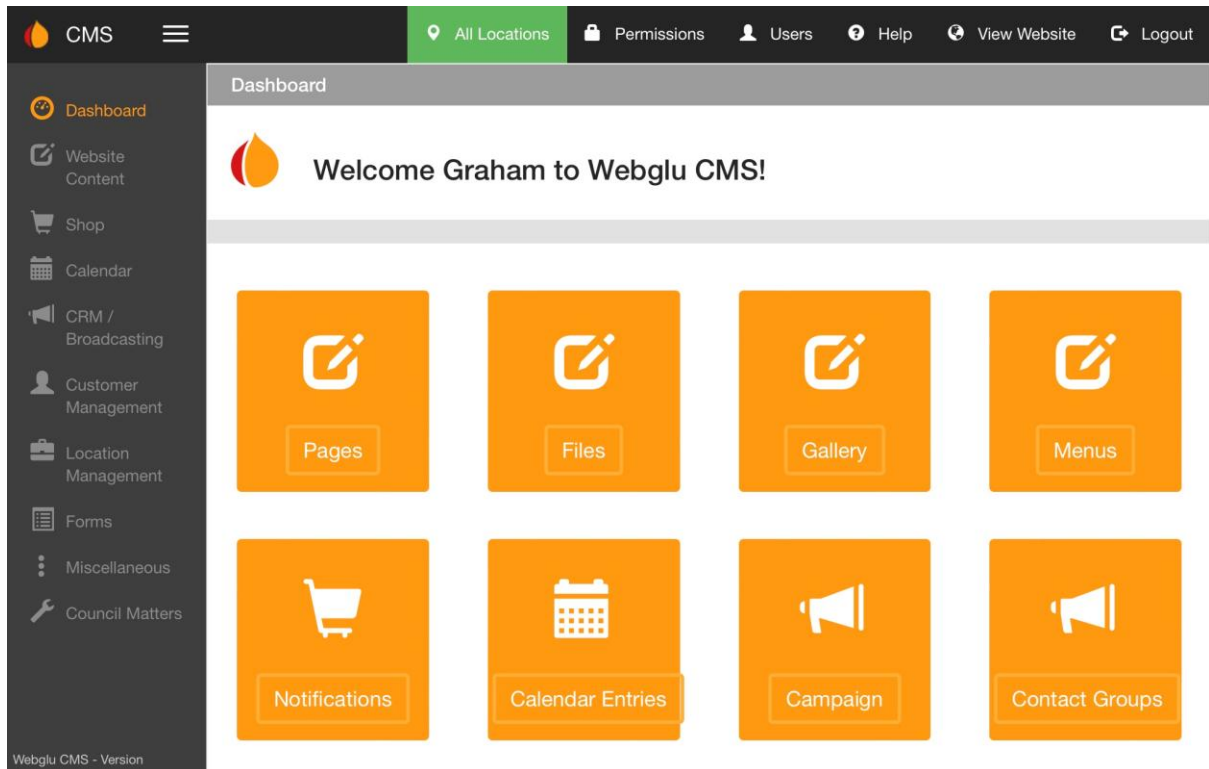


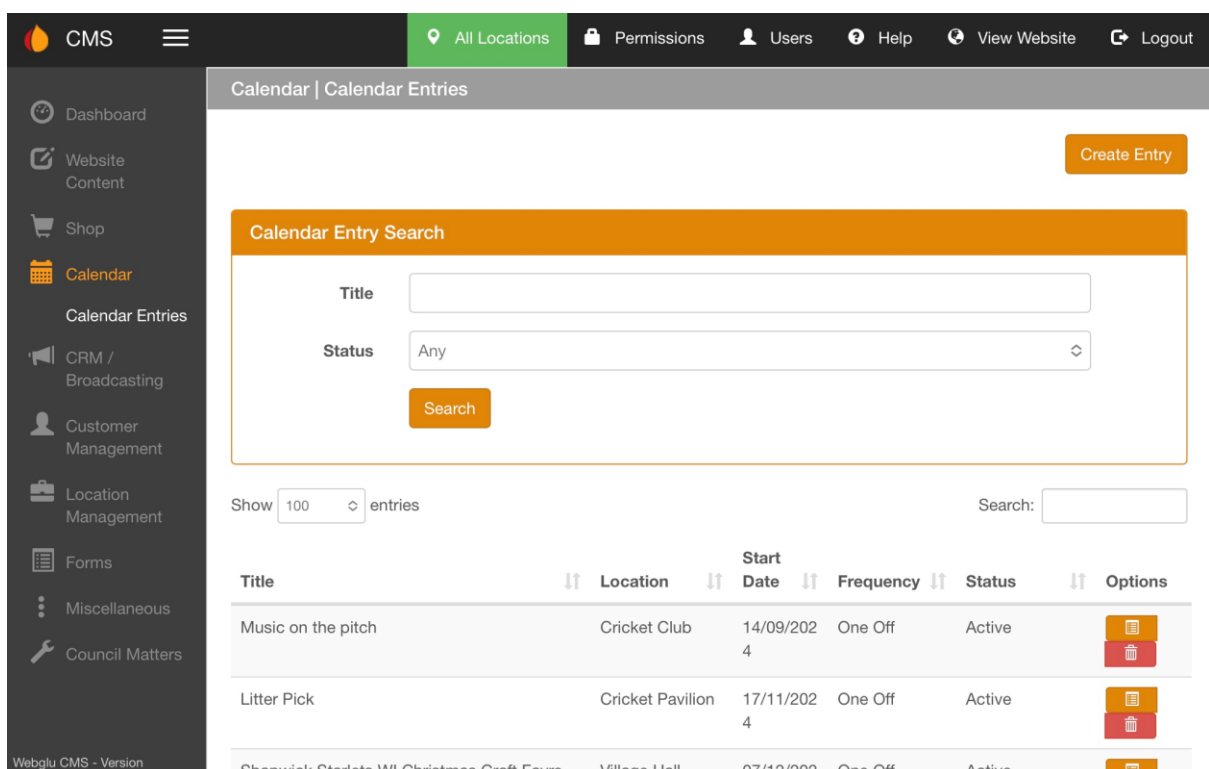
CONTENT: -

- Creating a calendar entry
- Managing a photo gallery
- Editing your “Home Page”


When you have logged in select CALENDAR MANAGEMENT half-way down the side bar





Select create entry: -





Complete the Calendar Entry Form SAVE when complete: -


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Calendar | Calendar Entries

Entry Settings

Calendar Entries

Settings

Title:

Description:

Location:

-- Please select an option --

Start Date:


23-09-2024


Start Time:


End Date:


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Entry Settings

Calendar Entries

Settings

Title:

THE NEXT METTING

Description:

A Meeting for everyone to attend

Location:

Village Hall

Start Date:

25-09-2024

Start Time:

18:30

End Date:

02-10-2024

End Time:


20:00

Frequency:

One Off

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Location:

Village Hall

Start Date:

25-09-2024

Start Time:

18:30

End Date:

02-10-2024


End Time:

20:00

Frequency:

One Off

Image:

 Click here to add image

Status:

Unavailable


External Info URL:

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Use the drop down menu in STATUS to make the CALENDAR ENTRY “ACTIVE”

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Location:

Village Hall

Start Date:

25-09-2024

Start Time:

18:30

End Date:

02-10-2024


End Time:

20:00

Frequency:

One Off

Image:

 Click here to add image

Status:

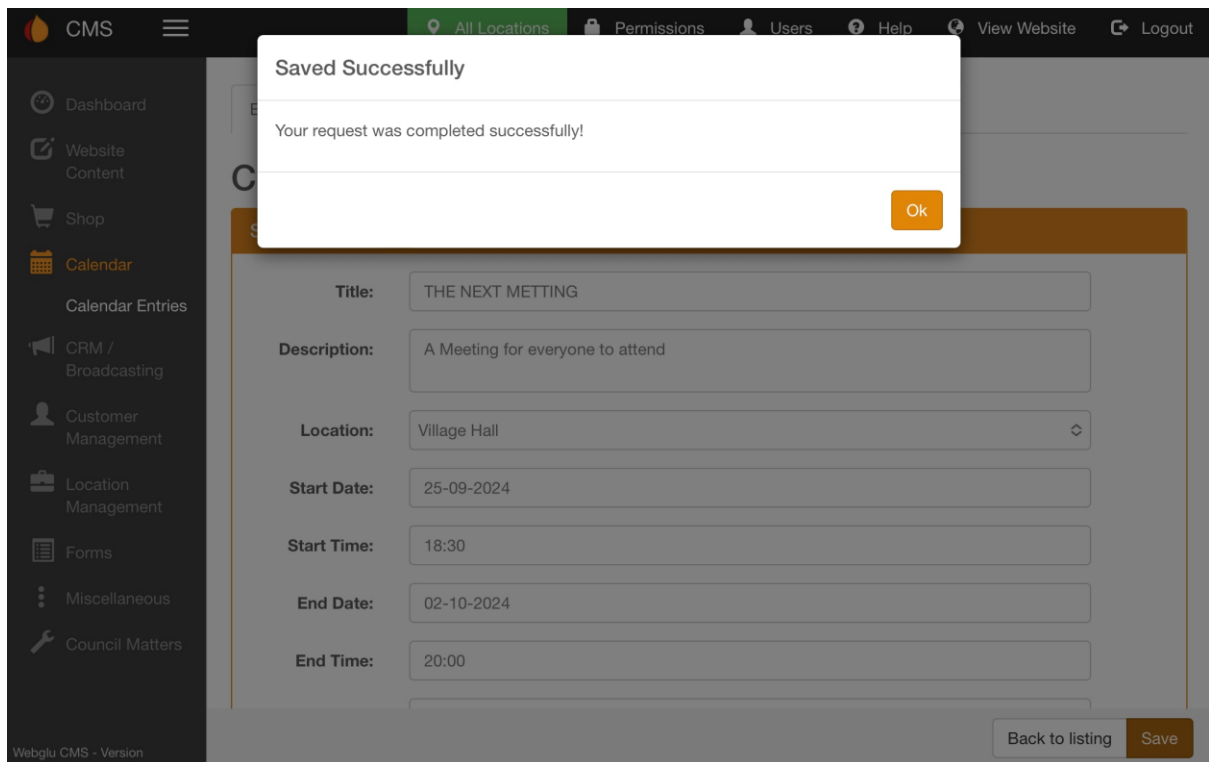
✓ Active

External Info URL:

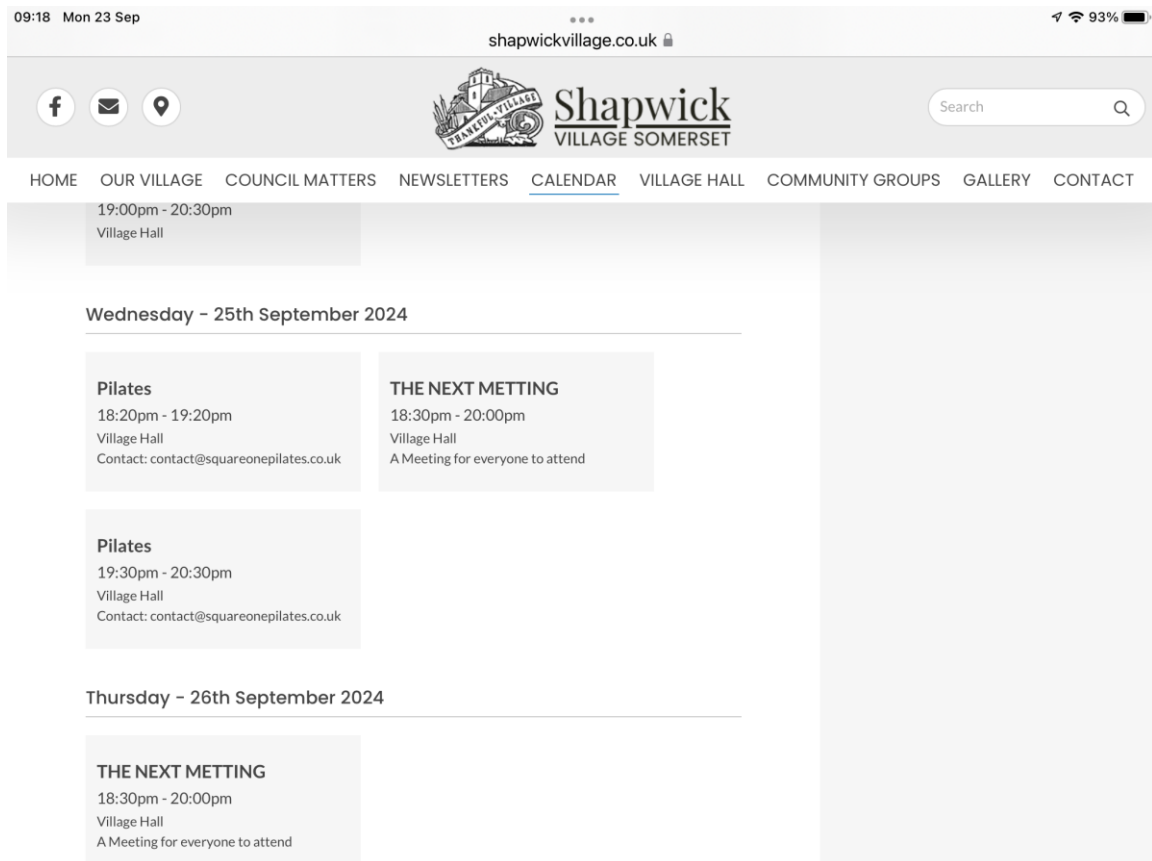
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Save

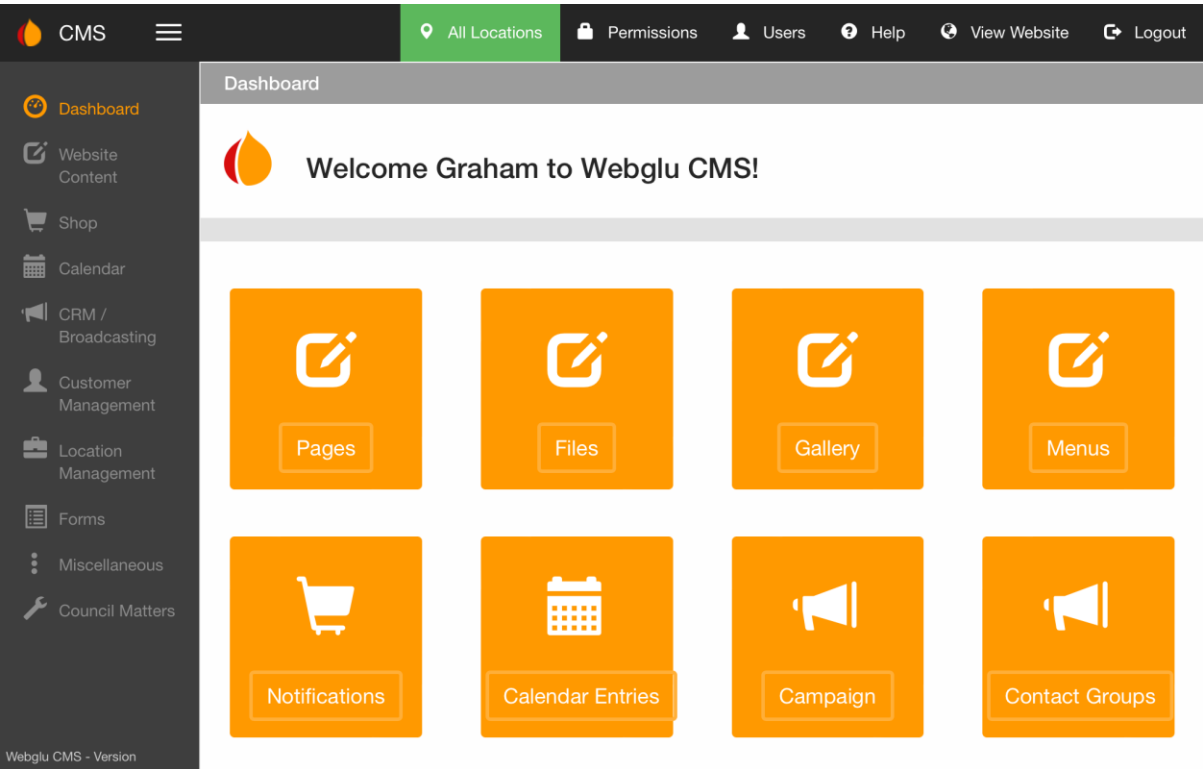
Webglu CMS - Version






























You can go to the live website via the menu bar to check that everything is OK



Managing Gallery Photo Album: -
To add or edit these photos go to your page in the admin section of website content.



Label	Path	Template	on Menu	Accessible	Last Updated	Options
Welcome	welcome	Standard	Yes	Yes	27-05-2024 20:43	  
Parish History	parish-history	Standard	Yes	Yes	16-05-2024 17:33	  
Village Green	village-green	Standard	Yes	Yes	05-04-2024 17:15	  
Allotments	allotments	Standard	Yes	Yes	13-04-2024 22:55	  
Church	church	Standard	Yes	Yes	08-06-2024 13:33	  
Services Information	services-information	Standard	Yes	Yes	03-10-2024 12:48	  
Hawk and Owl Trust	hawk-and-owl-trust	Standard	Yes	Yes	26-05-2024 18:07	  
Nature Reserve	nature-reserve	Standard	Yes	Yes	26-05-2024 18:08	  
Walks	walks	Standard	No	No	13-04-2024 14:58	  

Showing 1 to 9 of 9 entries

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See side menu on the left, if required use drop down from Our Village or Community Groups to locate your page: -

At the point where you see the list of pages in the community groups section click on the cog icon next to your page. This will take you to the settings for your page. Scroll down to the additional fields section.

You will see the thumbnails of the photos.

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Page Settings Search Engine Optimisation

Page Settings

Page Settings

Full Label: Allotments

Short Label:

Template: Standard

Parent: Our Village

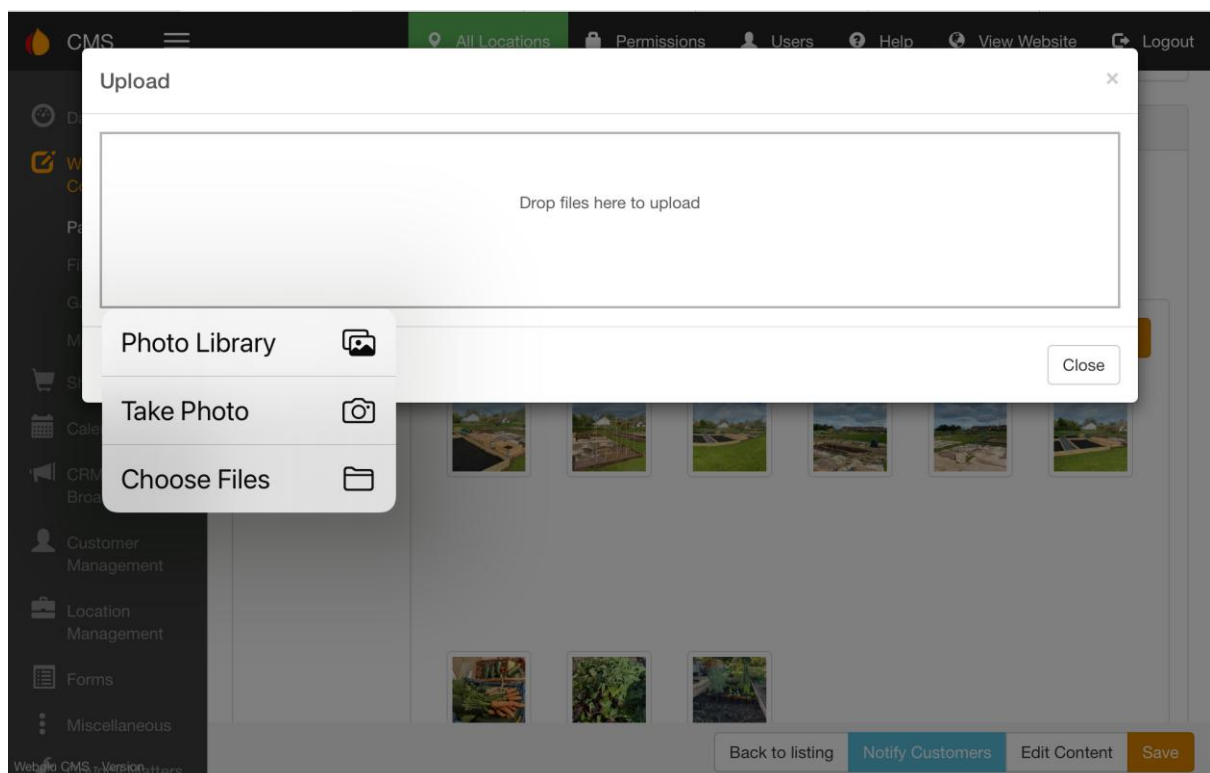
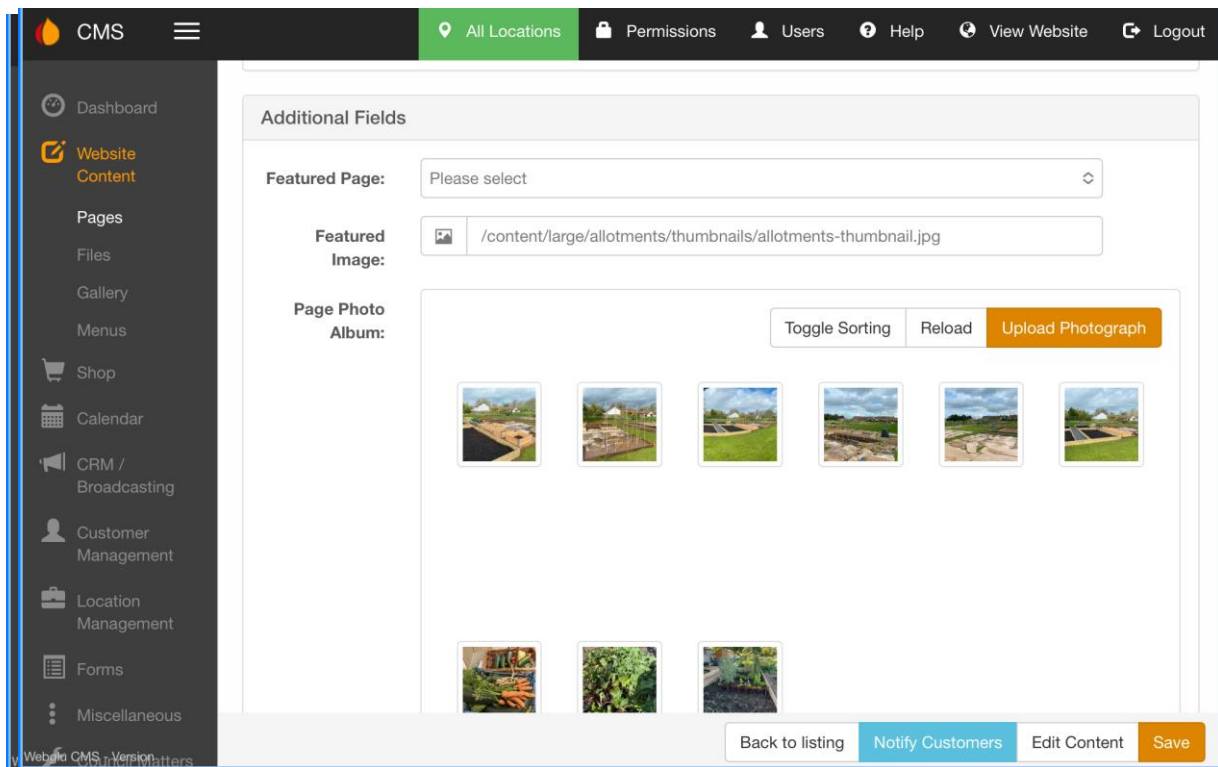
Show on Menu: Yes

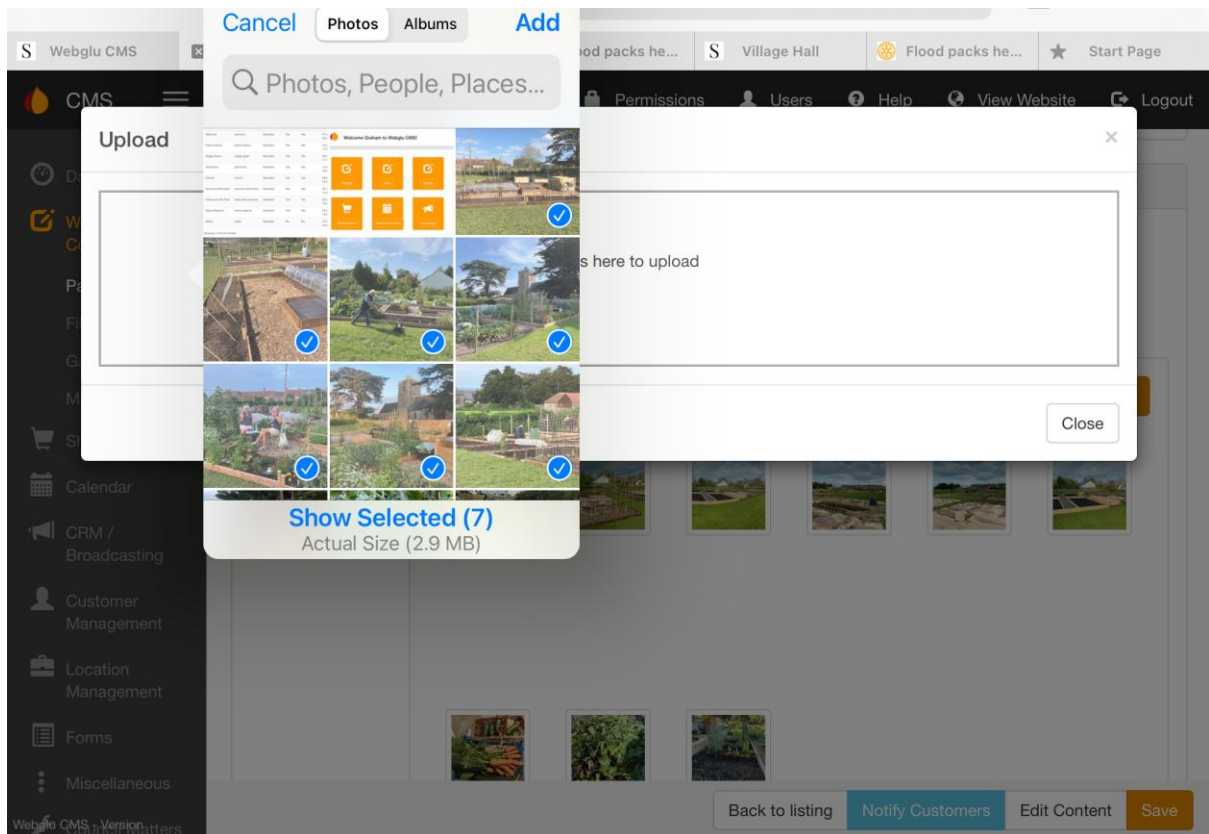
Page Accessible: Yes

Page Configurator

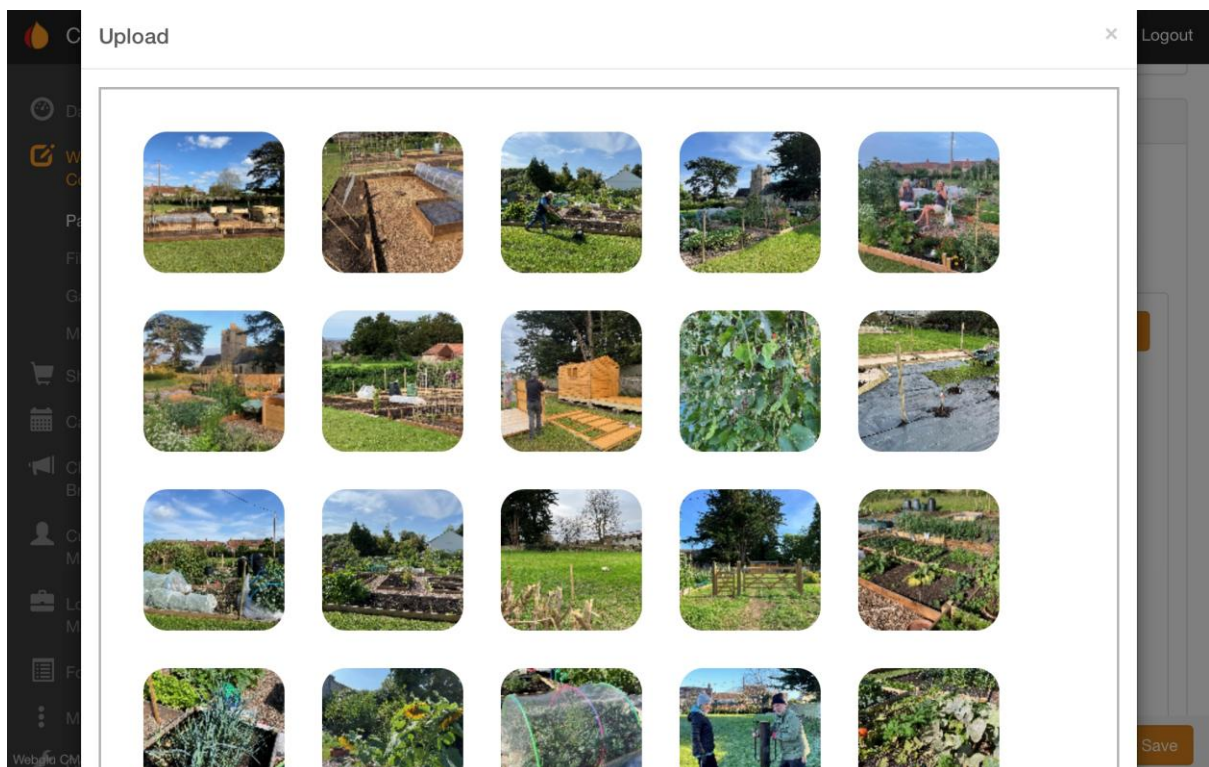
Back to listing Notify Customers Edit Content Save

To upload new photos click 'upload photograph'.
Simply drag and drop your photos into the space provided. Or click in that space and search for your photos on your computer(this is the method below).





When upload complete click SAVE bottom left hand corner: -



To change the order of the photos click 'toggle sorting' and then drag the images into the order that you want.


Click toggle sorting again to switch that mode off.


To delete photos, click on the thumbnail and click delete.

To add some text below the title ' XXXXXXX Photo Gallery', go the page editor and click on that title. Then add your text and publish using the globe icon in the top left section of the tool bar.

Editing your “Home Page”

To edit the text / photo on your “Home Page” go to your See side menu on the left, if required use drop down from Our Village or Community Groups to locate your page: - At the point where you see the list of pages in the community groups section click on the pencil icon next to your page. This will open the page editor, when you click into any of the text / header areas the editor menu will pop-up, see next slide: -

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Walks	walks	Standard	No	No	13-04-2024 14:58	   

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The functionality is very like Word and it is best to just experiment and learn your way around. The most important thing once you are ok with the changes is to use, in the top left corner of the editor menu, the “floppy disc” icon to save the work and the “globe” icon to publish the work, you can then check that everything is ok by using the “View website” button on the black menu bar: -

