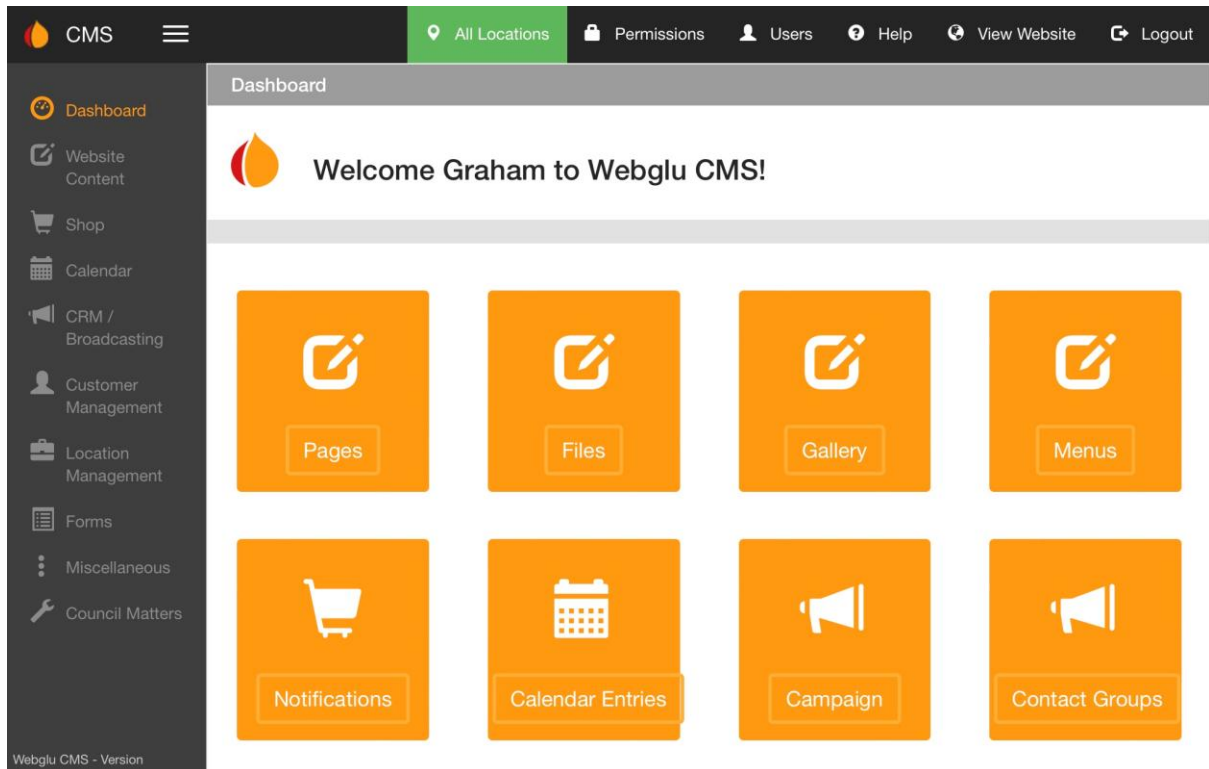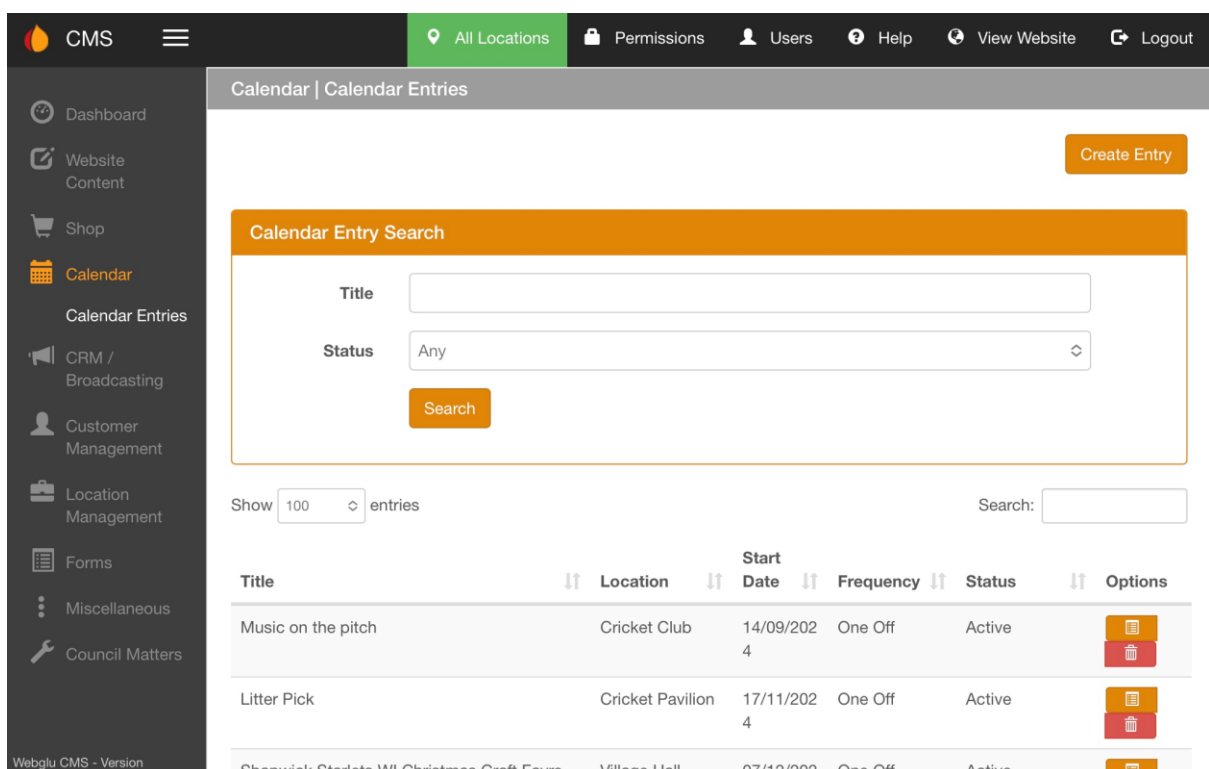## CONTENT: -

- 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: -

Use the drop down menu in STATUS to make the CALENDAR ENTRY "ACTIVE"
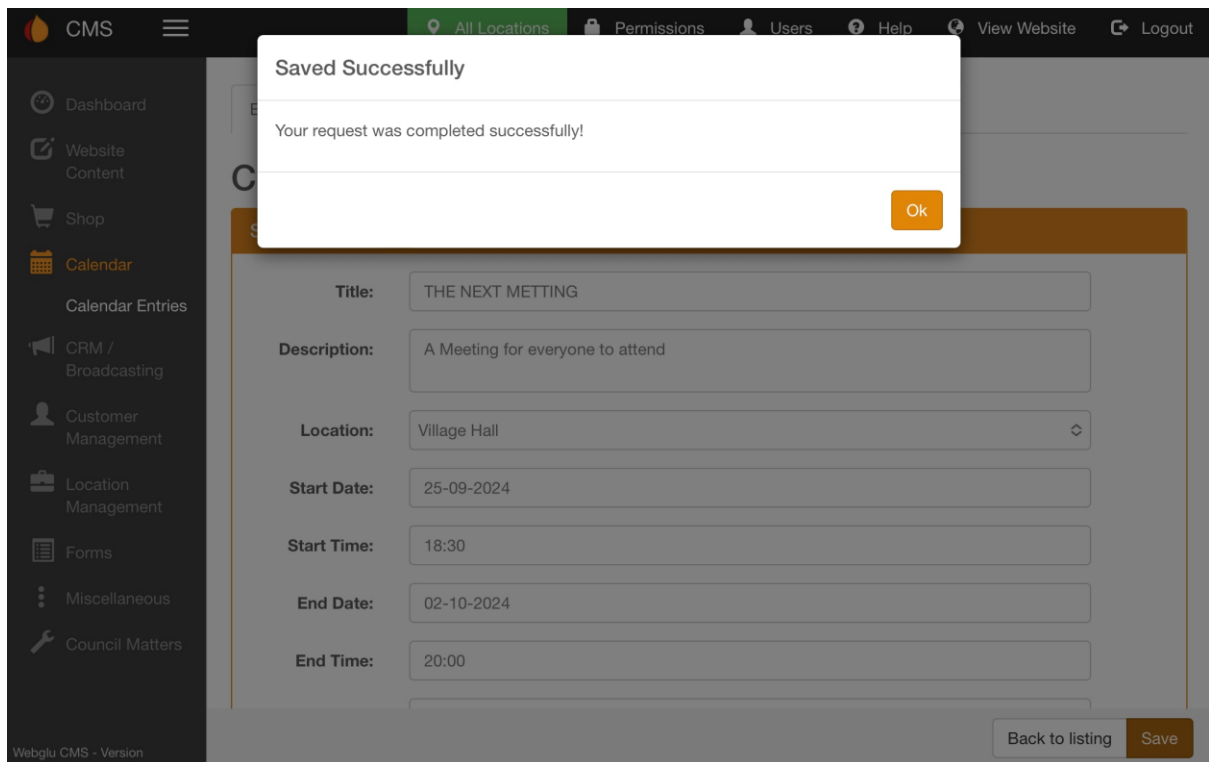
You can go to the live website via the menu bar to check that everything is OK
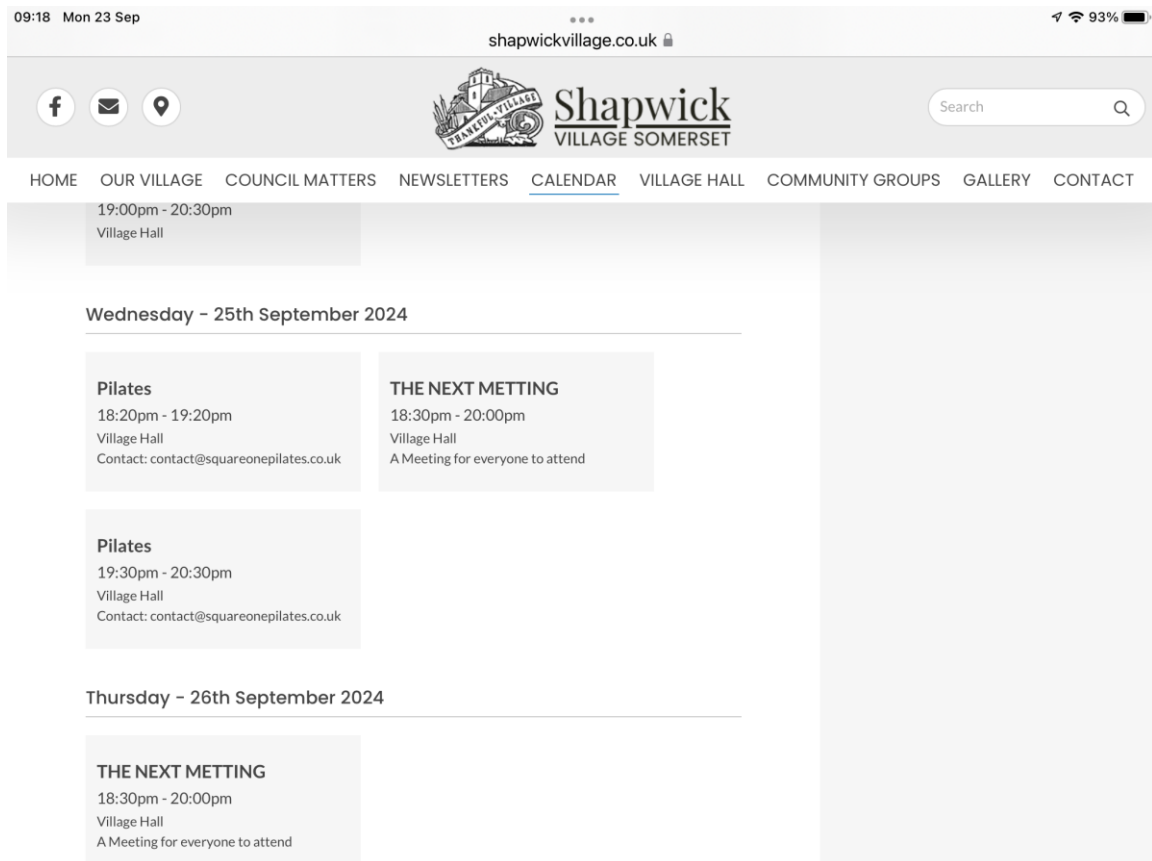
Managing Gallery Photo Album: -
To add or edit these photos go to your page in the admin section of website content.

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.

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).
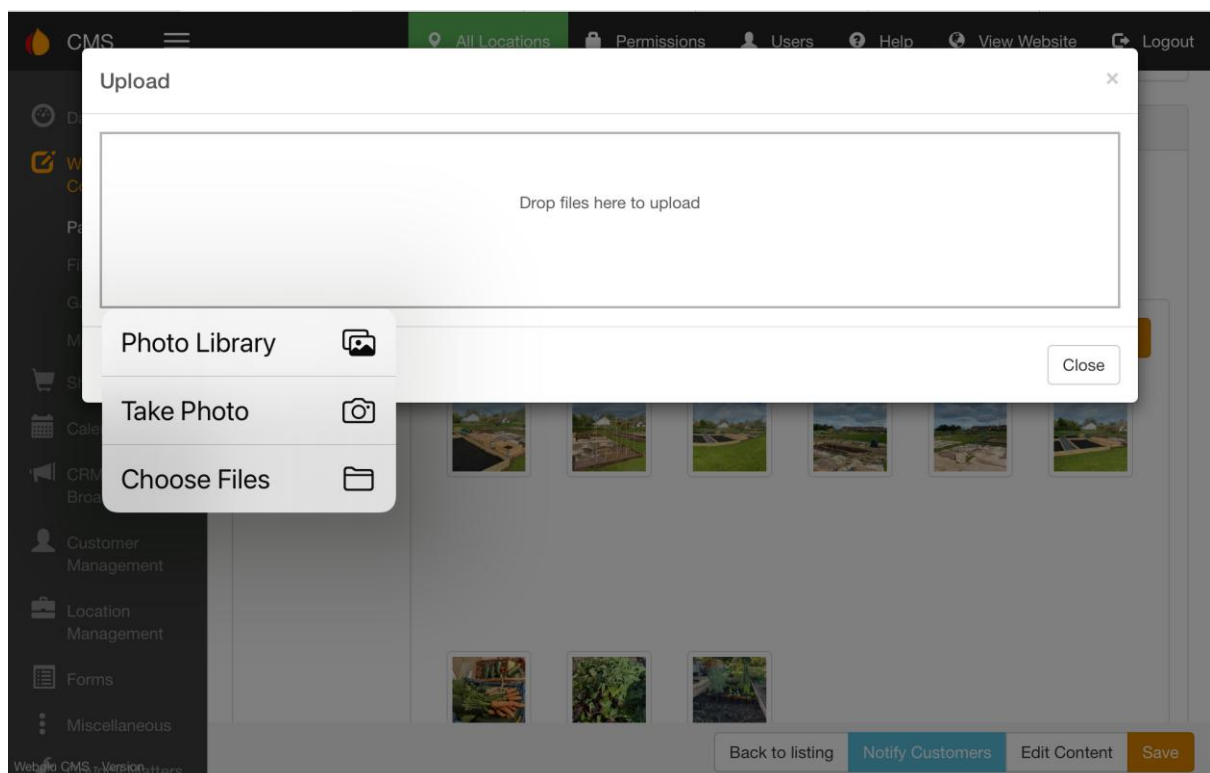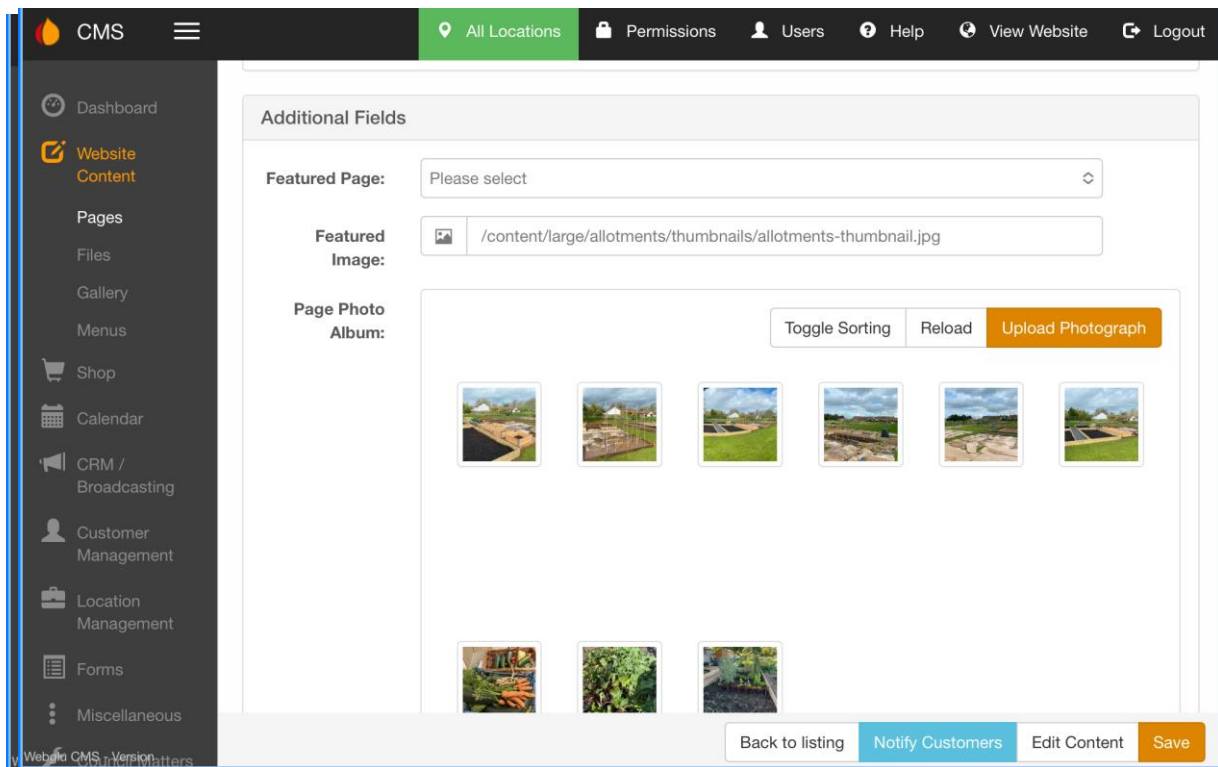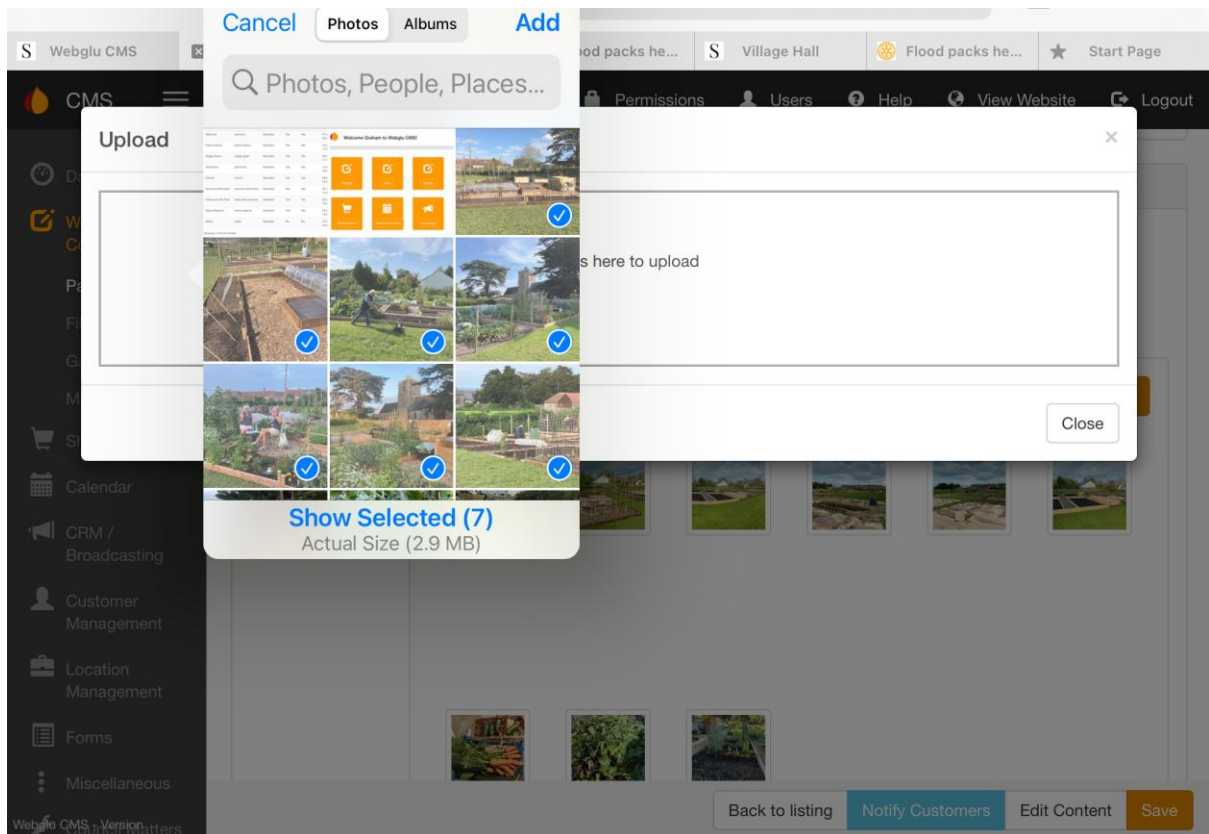
When upload complete click SAVE bottom left hand corner: -
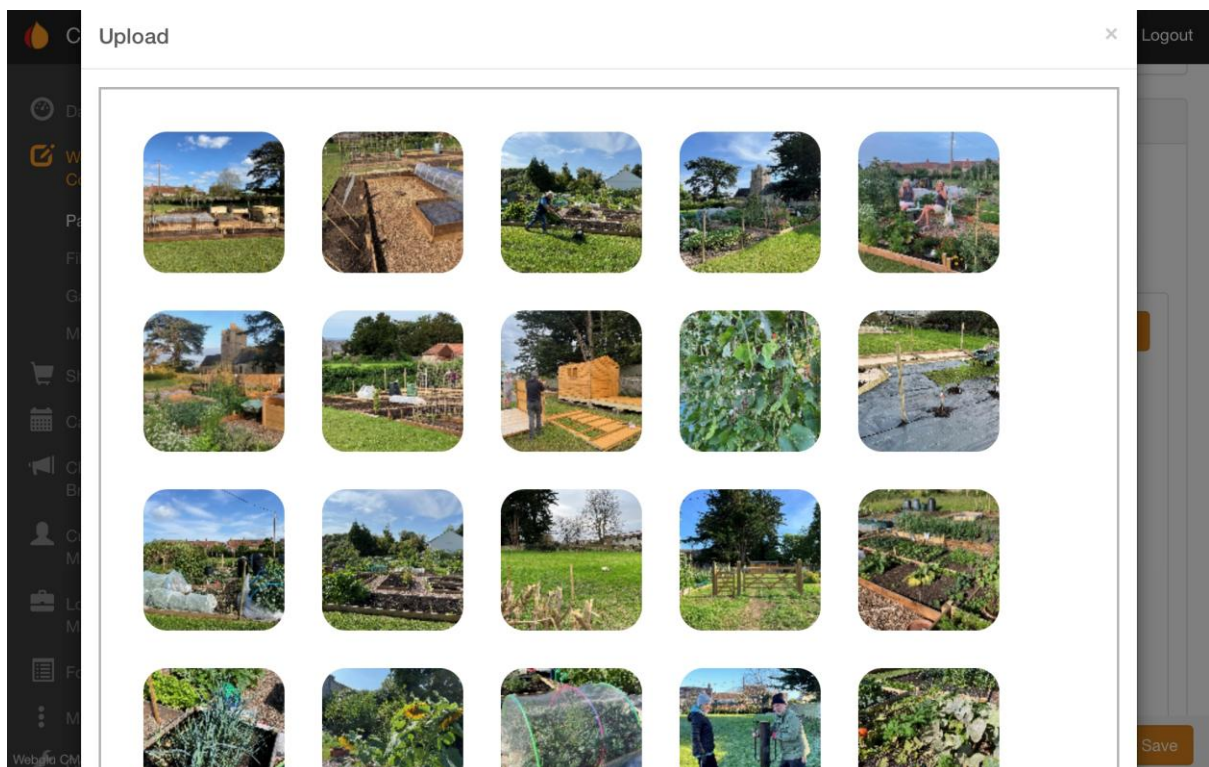
To change the order of the photos click 'toggle sorting' and then drag the images into the order that you want.

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: -

Label	Path	Template	Show 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   Previous 1 Next

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: -