



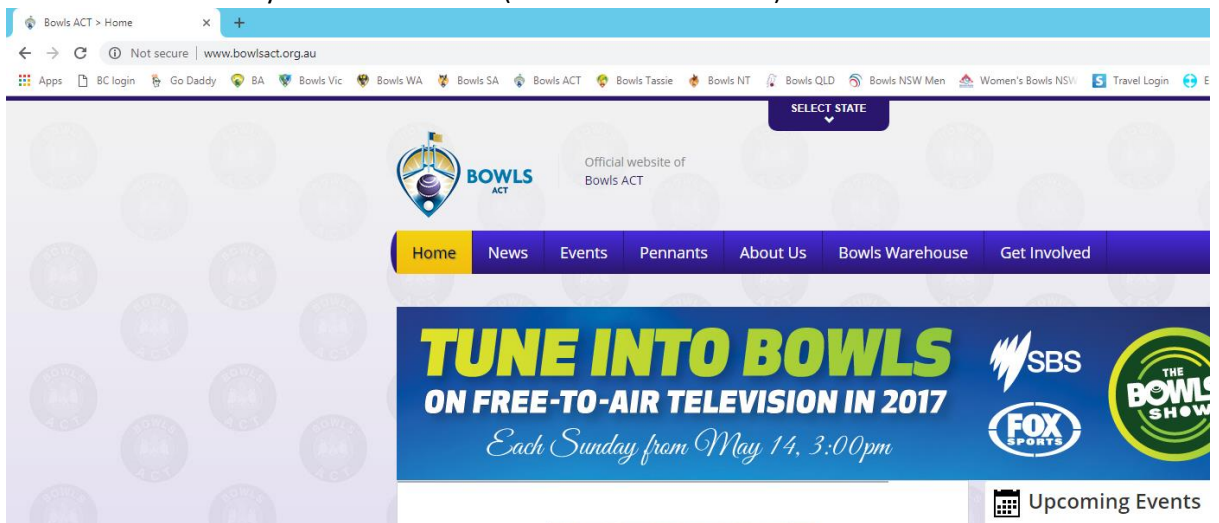
# BowlsLink Adding Links

Adding links to your site is very important. It allows you to link to external sites (such as your district or State site) as well as to other pages within your site. In the following document we will look at linking internally, externally and through menu items.

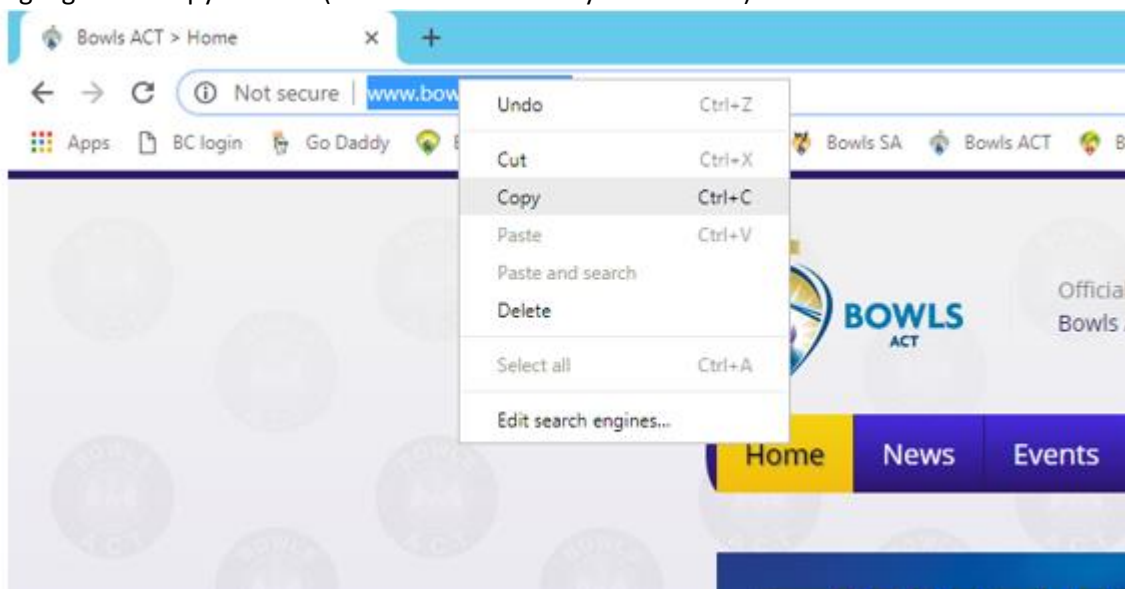
## Adding External links.

To add links to external sites is quite simple.

1. Find the external site you want to link to. (in this case Bowls ACT)

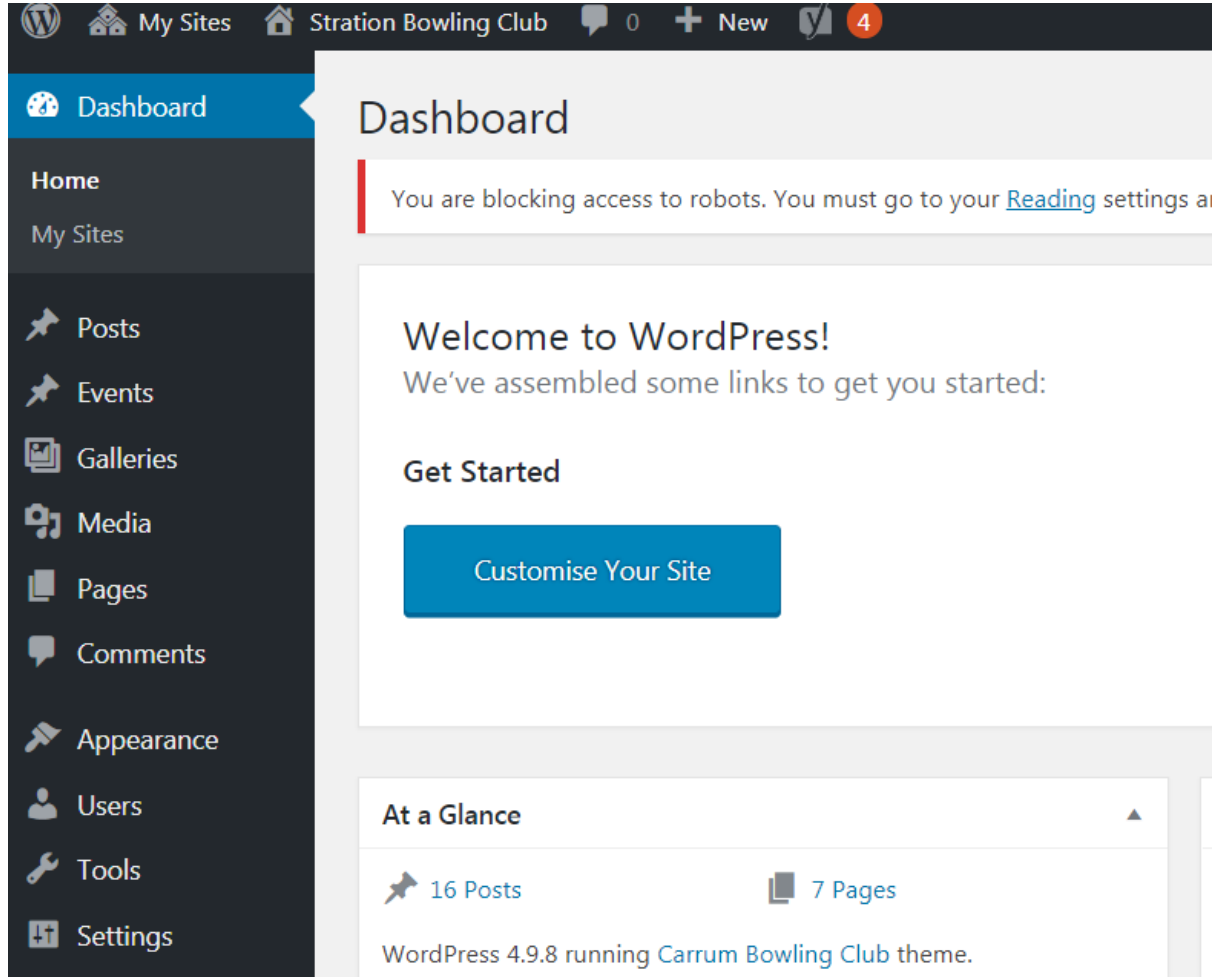


2. Highlight and copy the URL (in the address bar of your browser).

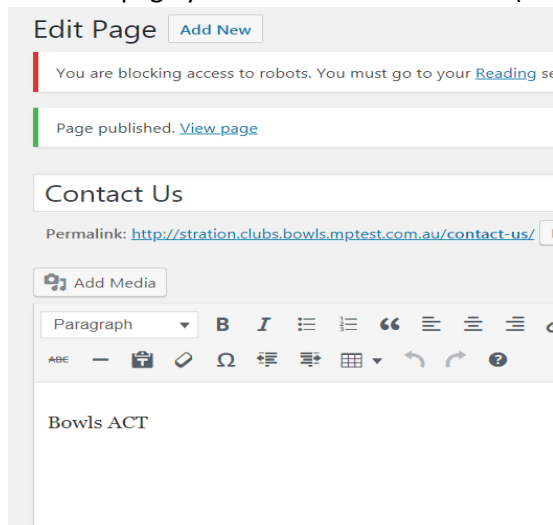


## BowlsLink Adding Links

3. Log into your dashboard

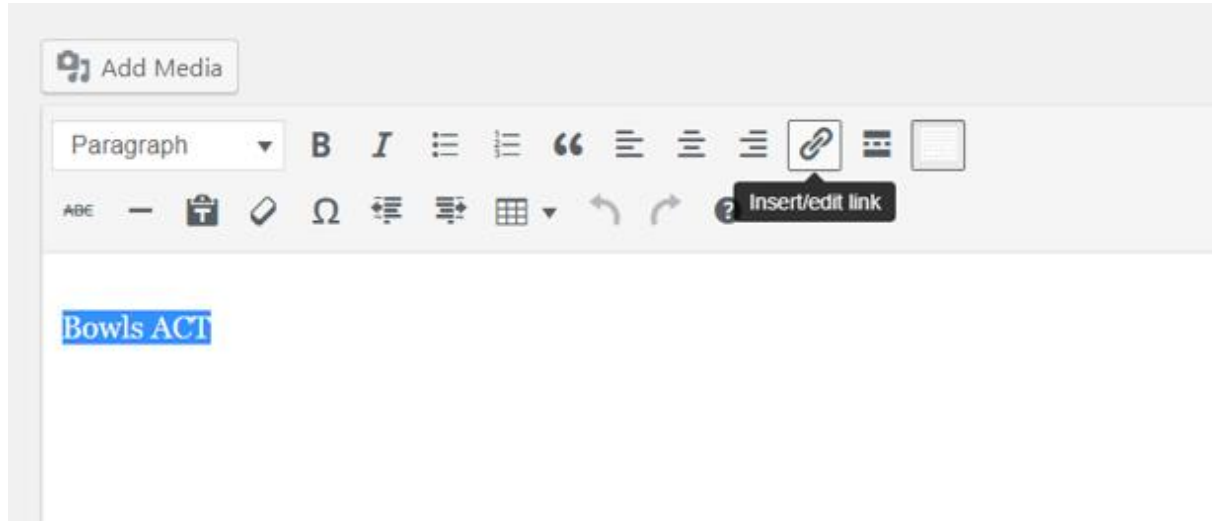


4. Goto the page you want to add the link to (in this case the contact us page)

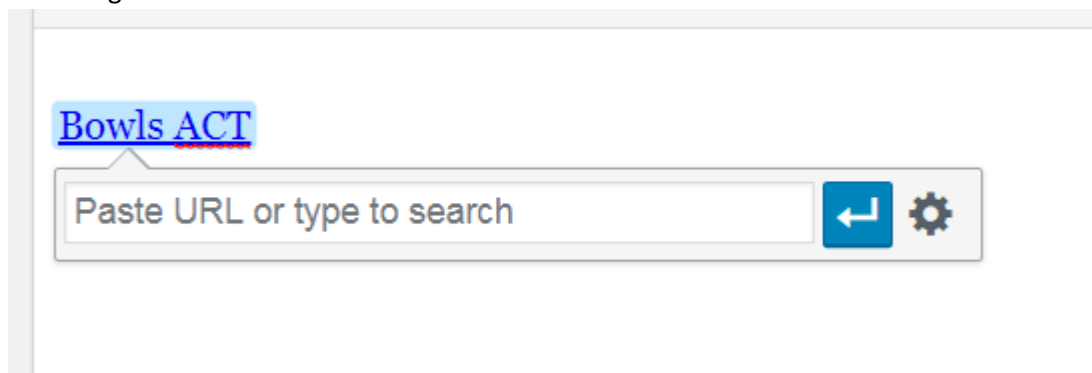


## BowlsLink Adding Links

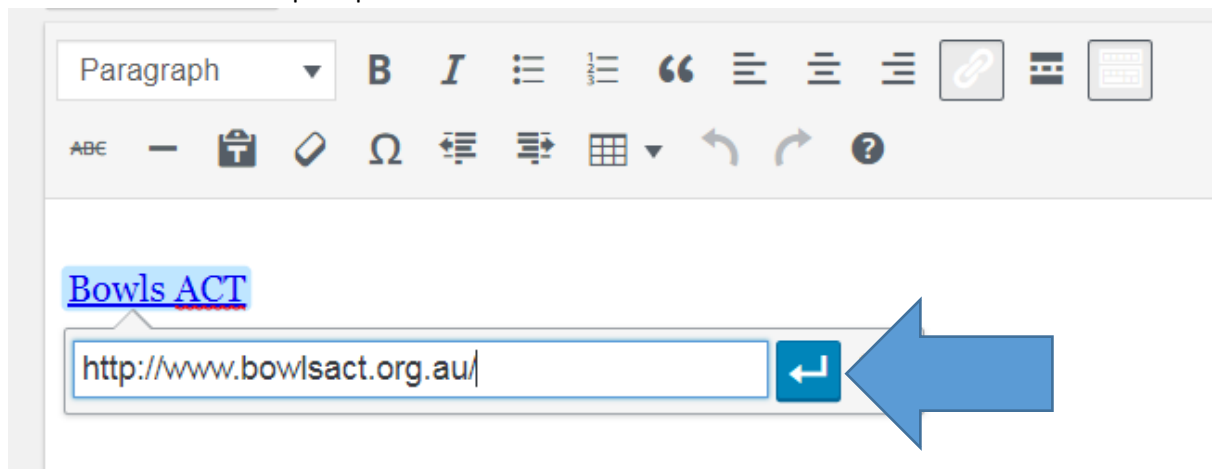
5. Highlight the text you are using to link to and select the link option from the editor toolbar.



6. You will get the URL editor box



7. Paste the URL into the space provided.



8. Click on the blue button on the right.



BOWLSLINK

## BowlsLink Adding Links

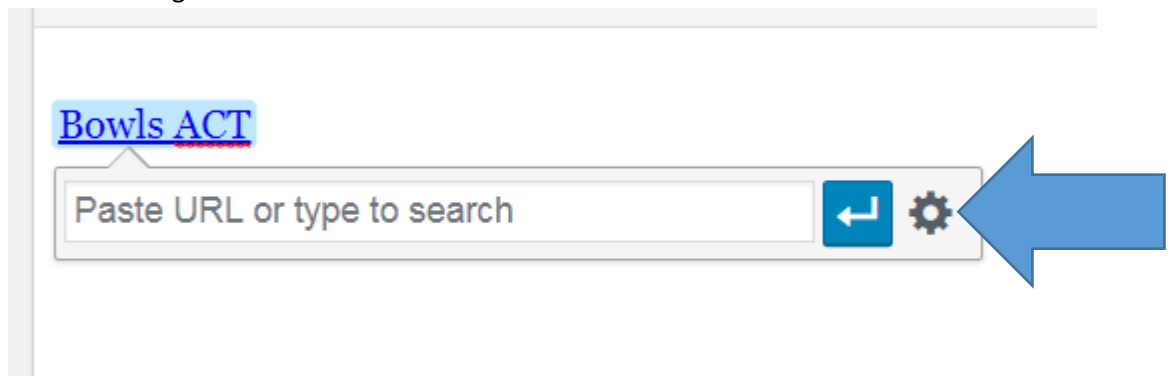
9. You will get a screen shown below. this indicates the link is active, note the colour of the writing will have changed to blue.



10. Publish/update the page and then ensure the link works by clicking on it.

### Internal Links

1. For more advanced linking option you can click the settings option (wheel looking button) when inserting the link



## BowlsLink Adding Links

2. This will give you some more options as discussed below

### Insert/edit link ✕

*Enter the destination URL*

URL

Link Text

Open link in a new tab

*Or link to existing content*

Search

No search term specified. Showing recent items.

Contact Us	PAGE
Jack Attack Season gets underway	2018/10/10
Video page	PAGE
Green opening Social game results	2018/10/05
Greens opening	EVENT
2018 fours champs decided	2018/10/04
Magic Fours	EVENT

Cancel
Add Link

The URL: the page you are linking to

Link text: the writing that appears blue on your page indicating a link

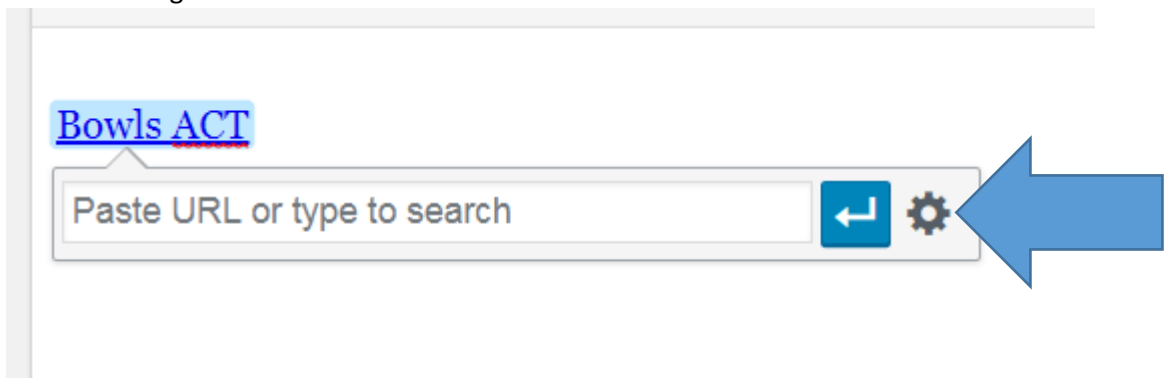
Open in new tab, when checked will open the link in a new tab for the user.

Link to existing content, allows you to search for a page, event or anything on your site already that you might want to link to.

## BowlsLink Adding Links

### Telephone numbers and email

1. For more advanced linking option you can click the settings option (wheel looking button) when inserting the link



2. This will give you some more options.

### Insert/edit link

Enter the destination URL

URL

Link Text

Open link in a new tab

Or link to existing content

Search

No search term specified. Showing recent items.

Contact Us	PAGE
Jack Attack Season gets underway	2018/10/10
Video page	PAGE
Green opening Social game results	2018/10/05
Greens opening	EVENT
2018 fours champs decided	2018/10/04
Magic Fours	EVENT



## BowlsLink Adding Links

3. TO add a phone number use tel: *number* in the URL.

A screenshot of a web editor's "Insert/edit link" dialog box. The dialog has a title bar with "Insert/edit link" and a close button (X). Below the title bar, the text "Enter the destination URL" is displayed. There are two input fields: "URL" containing "tel:0412 456 789" and "Link Text" containing "Phone: 0412 456 789". Below these fields is a checkbox labeled "Open link in a new tab" which is currently unchecked. At the bottom of the dialog, there is a section titled "Or link to existing content" with a corresponding input field that is currently empty.

4. The above when published will show like this.

# Contact Us

Bowls ACT

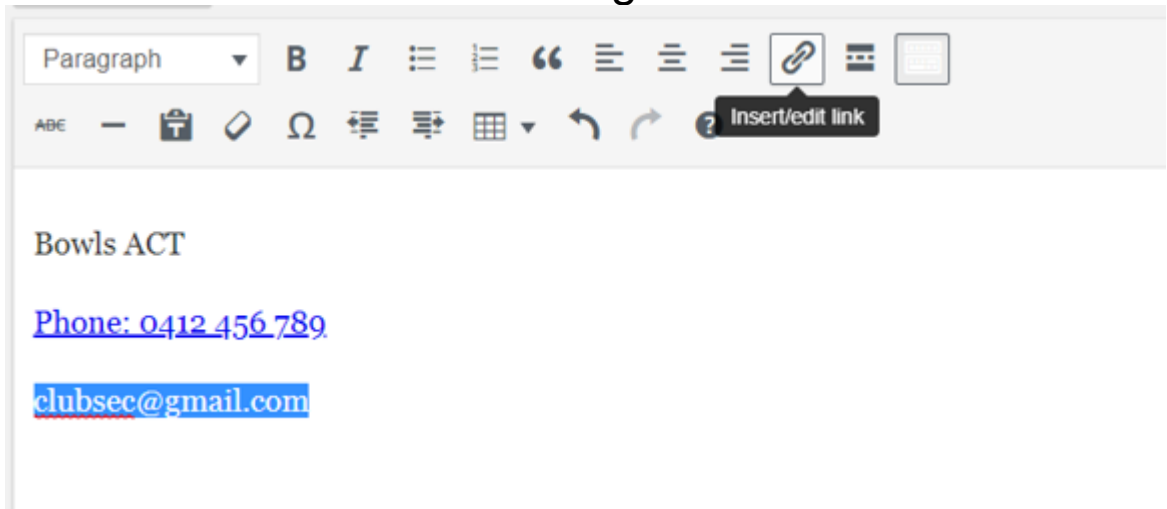
[Phone: 0412 456 789](tel:0412456789)

5. The blue will indicate that this can be clicked and when it is on a mobile device it will allow the user to call directly to the number stored.
6. Linking Emails is a bit easier. First put the email address on the page , highlight it, then click the link option on the toolbar.

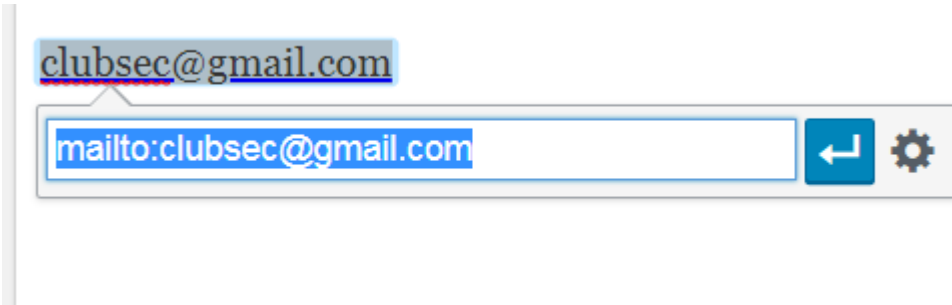


BOWLSLINK

## BowlsLink Adding Links



7. Wordpress automatically picks this up as an email address. And provides the mailto: link code.



8. Just click the blue button on the right. This will then display and when clicked open the users email application to send an email to the club.