



## BowlsLink Adding Posts

There are two basic components to your new website. Pages (static, only needing to be updated every now and then) and Posts (more time sensitive information conveyed to users of your page).

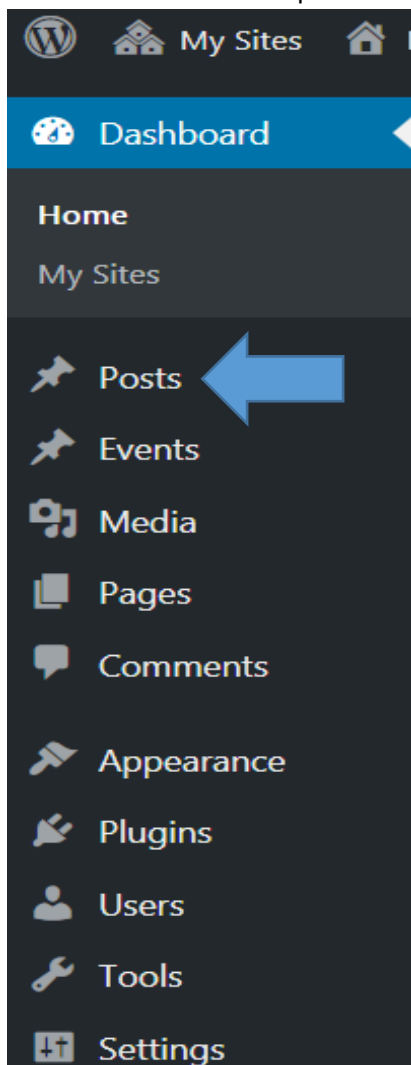
Example of these could be:

**Pages:** Venue Hire, Facilities, Barefoot Bowls, Opening times, Join Us and contact us information. (This information is fairly unchanged over time, and will generally appear on your menu)

**Posts:** Upcoming tournaments, Specials for the week, fundraising activities, Announcements (these may vary week to week or even month to month, will appear in the “News” section of your site)

Here we will add a Post to your site:

1. Click the Posts option from the left hand menu





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## BowlsLink Adding Posts

2. You will get a screen similar to the one below, which will show all the posts within your site.

Posts [Add New](#)

All (6) | Mine (1) | Published (6) | Trash (2)

Bulk Actions  All dates  All Categories

<input type="checkbox"/> Title	Author	Categories	Tags
<input type="checkbox"/> <a href="#">New Club Champs</a>	krogers	Competitions	Club Champs
<input type="checkbox"/> <a href="#">Club gets local support for reno</a>	admin@savagebull.com.au	Social	Clubhouse
<input type="checkbox"/> <a href="#">Pennant side packs punch in division title</a>	admin@savagebull.com.au	Competitions	Pennant
<input type="checkbox"/> <a href="#">Wild weather puts comp under cloud</a>	admin@savagebull.com.au	Competitions	Weather
<input type="checkbox"/> <a href="#">Barefoot bowling rolling in for summer</a>	admin@savagebull.com.au	Barefoot	Casual Bowling, Summer
<input type="checkbox"/> <a href="#">Hello world!</a>	admin@savagebull.com.au	Uncategorised	—
<input type="checkbox"/> Title	Author	Categories	Tags

3. It is important to note on the right hand side there are two columns Categories and Tags.

These can be used to sort your posts. Categories are exactly that the main things that you post on your website. Tags are more specific regarding the content of the post.


Examples may be:

Categories: Pennant, Functions, Club News

Tags: Dawns 50<sup>th</sup>, Division 2 results, membership renewal.

It will become apparent later why it is important to both use these and know the difference.

4. To add a new post click the add new button in the top left

Posts [Add New](#) 

All (6) | Mine (1) | Published (6) | Trash (2)

Bulk Actions  All dates  All Categories

<input type="checkbox"/> Title	Author	Categories	Tags
<input type="checkbox"/> <a href="#">New Club Champs</a>	krogers	Competitions	Club Champs
<input type="checkbox"/> <a href="#">Club gets local support for reno</a>	admin@savagebull.com.au	Social	Clubhouse
<input type="checkbox"/> <a href="#">Pennant side packs punch in division title</a>	admin@savagebull.com.au	Competitions	Pennant
<input type="checkbox"/> <a href="#">Wild weather puts comp under cloud</a>	admin@savagebull.com.au	Competitions	Weather
<input type="checkbox"/> <a href="#">Barefoot bowling rolling in for summer</a>	admin@savagebull.com.au	Barefoot	Casual Bowling, Summer
<input type="checkbox"/> <a href="#">Hello world!</a>	admin@savagebull.com.au	Uncategorised	—
<input type="checkbox"/> Title	Author	Categories	Tags



## BowlsLink Adding Posts

5. The top Box is where the Heading or name of your Post would go. In this case we are going to do a Barefoot Competition Post.

Add a New Post

+ Add Media Visual Text

Paragraph **B** *I* ☰ ☰ “ ☰ ☰ ☰ 🔗 ☰ ☰ ☰ ✕

Word count: 0

6. As below you can put text into the larger box and this will form your post.

Paragraph **B** *I* ☰ ☰ “ ☰ ☰ ☰ 🔗 ☰ ☰ ☰

My Bowls Club is proud to present the next installment of it's Barefoot Bowls Competition starting 21 September.

This will follow Jack Attack Format, 2 Bowls Triples, substitutions allowed during games, fun environment for all.

Live music and the Kitchen open from 6.30 pm.

Comp runs for 5 weeks, first in best dressed.

Confirm your spot by calling Tim [0412 345 698](tel:0412345698)

Don't miss out limited to 10 teams.



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## BowlsLink Adding Posts

7. You can now select the category this best fits into in this case barefoot

**Categories** ▲

All Categories Most Used

- Barefoot
- Club History
- Competitions
- Social
- Uncategorized

[+ Add New Category](#)

8. Below this you can add tags

**Tags** ▲

*Separate tags with commas*

barefoot  fun  summer

Social Competitions

[Choose from the most used tags](#)

9. At the bottom of the right hand column you will see the option to add a featured image.  
Click Set Featured image

**Featured Image** ▲

[Set featured image](#)



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## BowlsLink Adding Posts

10. This will give you the option to Upload a new image, or use an image already in your media library.

### Featured Image

Upload Files

[Media Library](#)

Drop files anywhere to upload

or

Select Files

Maximum upload file size: 1 MB.




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11. When you select an image a menu will appear on the right side of your screen. Here you can give the photo a title and caption that are relevant. Then click Set Featured image. **Note: You DO NOT have to use an image, the post will still appear on the homepage, it will be text only.**

ATTACHMENT DETAILS



BA6.jpg  
September 6, 2018  
1 MB  
5000 x 3333  
[Edit Image](#)  
[Delete Permanently](#)

URL

Title

Caption


Alt Text


Description


Required fields are marked \*

12. When you are ready you can publish your post.

### Publish

 Status: Draft [Edit](#)

 Visibility: Public [Edit](#)

 Publish immediately [Edit](#)




[Move to Trash](#)

# BowlsLink Adding Posts

13. You will notice on your homepage the post is now under the News Section.

## CLUB NEWS

[VIEW ARCHIVE >](#)

 <p><b>Barefoot Competition Starting 21.09.18</b></p> <p>My Bowls Club is proud to present the next installment of it's Barefoot Bowls Competition starting 21 September. This will follow Jack Attack Format, 2 Bowls Triples, substitutions allowed during games, fun environment for all. Live music and the Kitchen open from 6.30 pm. Comp runs for 5 weeks, first in best dressed. Confirm your...</p> <p><a href="#">READ MORE &gt;</a></p>	 <p><b>New Club Champs</b></p> <p>John Emerson won the club champs on the weekend defeating Chis Wallace 21 -7 after 18 ends No related posts.</p> <p><a href="#">READ MORE &gt;</a></p>	 <p><b>Club gets local support for reno</b></p> <p>Local Council comes to the party for significant clubhouse refurbishment</p> <p><a href="#">READ MORE &gt;</a></p>
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14. The Boxed word in the top Right is the category you chose for this post, by clicking read more you will see the whole post.

HOME • NEWS ARCHIVE • BAREFOOT COMPETITION STARTING 21.09.18




BAREFOOT | September 12, 2018

## Barefoot Competition Starting 21.09.18


 My Bowls Club is proud to present the next installment of it's Barefoot Bowls

BAREFOOT CASUAL BOWLING CLUB CHAMPS  
 CLUBHOUSE FUN PENNANT  
 SOCIAL COMPETITIONS SUMMER WEATHER

### RECENT POSTS

 **Barefoot Competition Starting 21.09.18**  
[READ MORE >](#)

 **New Club Champs**  
[READ MORE >](#)

 **Club gets local support for reno**  
[READ MORE >](#)

**Pennant side packs punch in division title**  
[READ MORE >](#)

 **Wild weather puts comp under cloud**  
[READ MORE >](#)



## BowlsLink Adding Posts

15. You will see the most recent posts on the right hand side. Above these you will also see Tags used on your website. By clicking the Tags you can filter the posts that have these tags in them.
16. Below the Casual Bowling tag has been selected giving the two posts marked with that tag.

[HOME](#) • [NEWS ARCHIVE](#) • [CASUAL BOWLING](#)

### TAG: CASUAL BOWLING



BAREFOOT

#### **Barefoot Competition Starting 21.09.18**

My Bowls Club is proud to present the next installment of it's Barefoot Bowls Competition starting 21 September. This will follow Jack Attack Format, 2 Bowls Triples, substitutions allowed during games, fun environment for all. Live music and the Kitchen open from 6.30 pm. Comp runs for 5 weeks, first in best dressed. Confirm your...

[READ MORE >](#)

BAREFOOT

#### **Barefoot bowling rolling in for summer**

Our Club is expecting another great turnout of the local community for Barefoot Bowling this season

[READ MORE >](#)

17. Have fun creating posts for your page. Remember there is no limit to the number of posts you can create.