



BowlsLink Editing your Homepage

To be able to edit your site the first thing you need to do is to log in. You will have been provided a username and password by your State body and a link to your site.

1. Click on the link and you should see a page similar to the one below.

Username or Email Address

Password

Remember Me

[Lost your password?](#)

[← Back to My Club Websites](#)

2. Put your username and Password in the spaces provided.

Username or Email Address

krogers

Password

Remember Me

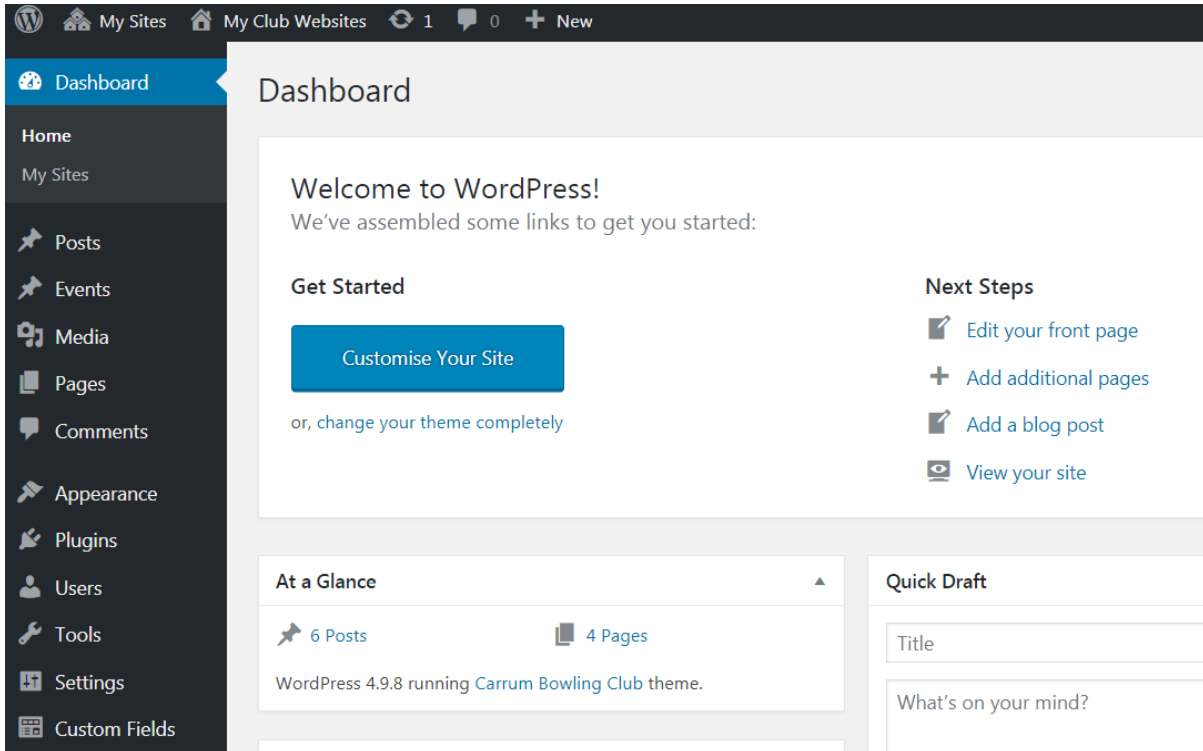
[Lost your password?](#)

[← Back to My Club Websites](#)

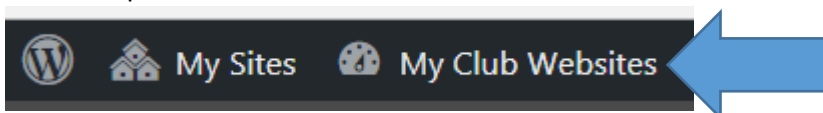


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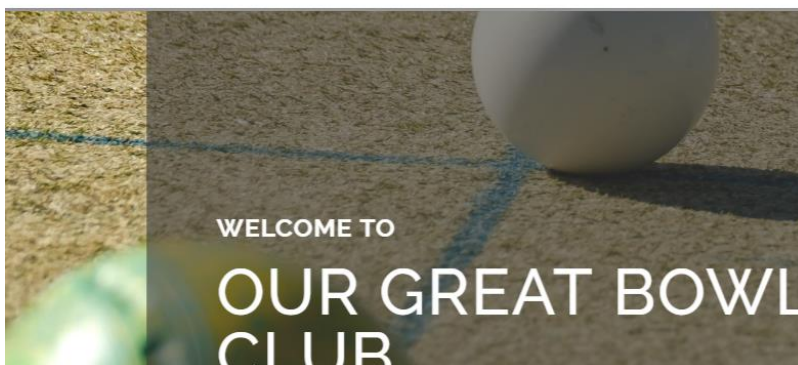
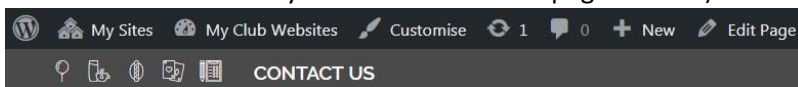
3. Once you have logged in you will see a page similar to the one below.



4. Down the left hand side is the navigation for parts of your website, along the top is the menu to view your site.
5. There are two ways to edit the site, either from the Dashboard or from the site when logged in as an Administrator. You can view the site anytime by click the MyClub Websites on the top menu.



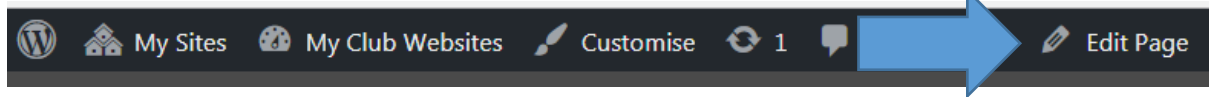
6. This will take you to a version of your site with the top menu still visible, as shown below. (It will also return you to the Dashboard page as well.)



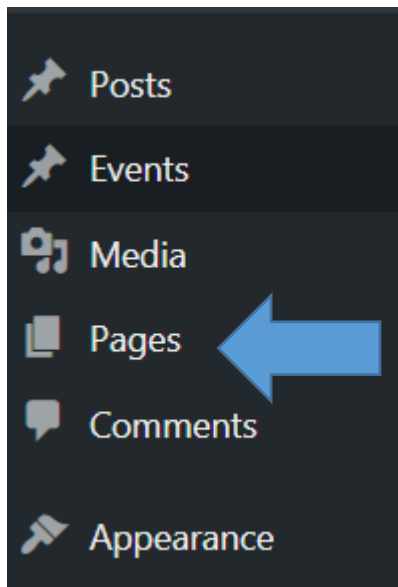


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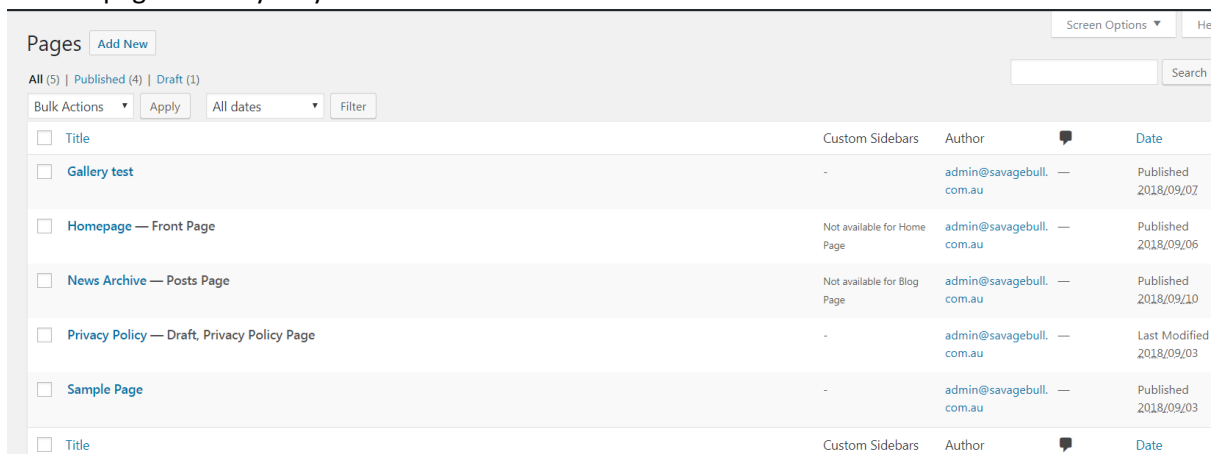
7. From here you can select Edit Page. If you do this please skip to step 11



8. From the Dashboard menu select pages to view your sites pages.



9. By viewing the pages it will take you to a page like the one shown below, which shows the pages already on your site.



10. For now we want to focus on the Homepage . So click the word Homepage





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11. You will be taken to the following screen.

Edit Page [Add New](#)

Homepage

Permalink: <http://clubs.bowls.mptest.com.au/>

Home Page	▲
Slider Section	▶
TextInfo Section	▶
Info Section	▶
News Section	▶
Galleries Section	▶
Events Section	▶
Sponsors Section	▶

12. As you can see all the section matches a section on the homepage as per the Homepage guide document. To expand the options use the drop arrows on the right hand side.

Edit Page [Add New](#)

Homepage

Permalink: <http://clubs.bowls.mptest.com.au/>

Home Page	▲
Slider Section	▶
TextInfo Section	▶
Info Section	▶
News Section	▶
Galleries Section	▶
Events Section	▶
Sponsors Section	▶





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13. When you click an arrow it will open that section of the page to edit. Opening the Slider section give you the below screen.

Slider Section

Slider Slides

	Image	SubTitle	Title	Text	Link	Link Text	
1		Welcome To	Our Great Bowls Club		http://clubs.bowl	Join Now	+ -
2		Welcome To	Our Great Bowls Club	Bowling and friends	http://clubs.bowl	Join Now	
3	No image selected <input type="button" value="Add Image"/>	Another Great Day	At our Bowls Club this is	Getting some sun	<input type="text"/>	<input type="text"/>	


14. You can see the image/picture, the Subtitle, Title, Text, Link to another page and Link text.

15. To add another slider click the add row button on the bottom left.

Slider Section

Slider Slides

	Image	SubTitle	Title	Text	Link	Link Text	
1		Welcome To	Our Great Bowls Club		http://clubs.bowl	Join Now	+ -
2		Welcome To	Our Great Bowls Club	Bowling and friends	http://clubs.bowl	Join Now	
3	No image selected <input type="button" value="Add Image"/>	Another Great Day	At our Bowls Club this is	Getting some sun	<input type="text"/>	<input type="text"/>	





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16. When you have added what you want to you can see how it looks using the Publish menu on the right hand side.

Home Page

Slider Section

TextInfo Section

Info Section

News Section

Galleries Section

Events Section

Sponsors Section

Parent: (no parent)

Template: Home Template

Order: 0

17. In this section you will see a few options.

Preview Changes

Status: Published

Visibility: Public

Revisions: 27

Published on: Sep 6, 2018 @ 03:43

Copy to a new draft

Move to Trash

Update

Preview Changes allows you to view what the page will look like before publishing it.

Status (in this case published)

Visibility (who can see it) in this case Public so everyone who visits the site.

Revisions (the number of times the page has been changed, note if you make mistakes you can revert to earlier versions using this)

The update button: once you have made changes to you page you can click update. This will publish your changes. The changes will occur in real time and you can see the changes immediately on your site.



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18. The textinfo section can be edited as below

TextInfo Section

TextInfo Title

Your community gathering place for the most enjoyable
lawn bowls experience imaginable.

TextInfo Text

Add Media

Visual Text

Paragraph B I [List Icons] [Quote Icon] [Link Icon] [Table Icon]

Our Bowling Club is situated in a beautiful location – right alongside a local landmark, with views of the great park next door, and the gorgeous sunsets that bring an inspiring end to a satisfying day of lawn bowls. For the complete newcomer to lawn bowls, looking for a sporting activity that promises much in fun and enjoyment with a competitive element, then the friendly, welcoming atmosphere of Our Bowling Club will be the place to be.

TextInfo Link **TextInfo Link Text**

The Title provides the heading on the page, you will notice a
 in the title. This provides a line break when viewed on the page (as below) making the text easier to read.

**Your community gathering place for the most enjoyable
lawn bowls experience imaginable.**

19. If you want to link to another page or site from here you can do it using the textinfo link and link text at the bottom. It will appear as a link below the text in this section of your site, as below.

**Your community gathering place for the most enjoyable
lawn bowls experience imaginable.**

Our Bowling Club is situated in a beautiful location – right alongside a local landmark, with views of the great park next door, and the gorgeous sunsets that bring an inspiring end to a satisfying day of lawn bowls. For the complete newcomer to lawn bowls, looking for a sporting activity that promises much in fun and enjoyment with a competitive element, then the friendly, welcoming atmosphere of Our Bowling Club will be the place to be.



BOWLSLINK

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20. The Info Section as shown below. This can be turned off by clicking no in the Show info section.

Show Info Section
 Yes No

Info Items

	Icon	Title	Text	Link
1	 Remove	Functions	From weddings to a corporate day out ... talk to us about how your function can be a	<input type="text"/>
2	 Remove	Membership	Looking to join the best and friendliest club in the region. We have membership	<input type="text"/>
3	 Remove	History	Founded in 1926, the Our Bowling Club has been a local institution for more than eight	<input type="text"/>

Select from the pre-set Icons

Provide a Title for the section

Add some text

Add a link if required this will then display on the homepage as below.

Functions

From weddings to a corporate day out ... talk to us about how your function can be a memorable one.

[READ MORE](#)

Membership

Looking to join the best and friendliest club in the region. We have membership packages to suit all levels.

[READ MORE](#)

History

Founded in 1926, the Our Bowling Club has been a local institution for more than eight decades.

[READ MORE](#)

21. The News Section. This can be turned off by clicking no in the Show News section.

Show News Section
 Yes No

News Title

News Link

News Link Text

This will automatically pull the most recent posts on your site.



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22. The Events Section. This can be turned off by clicking no in the Show Events section.

Events Section ▼

Show Events <input checked="" type="radio"/> Yes <input type="radio"/> no	Events Title <input type="text" value="Upcoming Events"/>
Events Link <input type="text" value=""/>	Events Link Text <input type="text" value="View All"/>



This will show any events listed on your site that has a date in the future. They will display in chronological order, and once the date has passed they will be removed.

23. Sponsors Section. This can be turned off by clicking no in the Show Sponsors section.

Show Sponsors Yes No

Sponsors Title

Sponsors

Image	Link
1 	<input type="text" value="http://bendigobank.com.au"/>
2 	<input type="text" value="http://stockland.com.au"/>

[Add Row](#)

Top add a sponsor click add row and provide an Image and a link to their website.

Sponsors must have an image. The will appear as a single row, when you get more than fits on a page it will appear as a scrolling box.

24. Once you have published/updated the page you will be able to see the changes. Please do not forget to **UPDATE** the page.