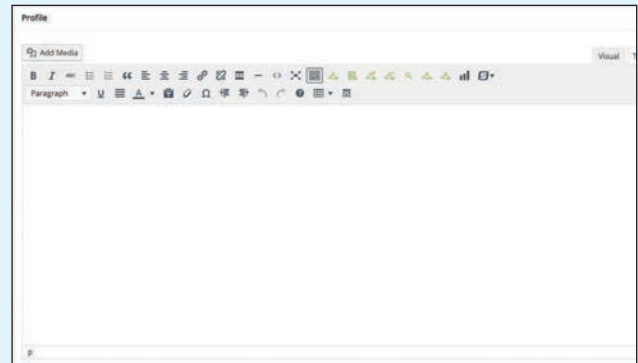
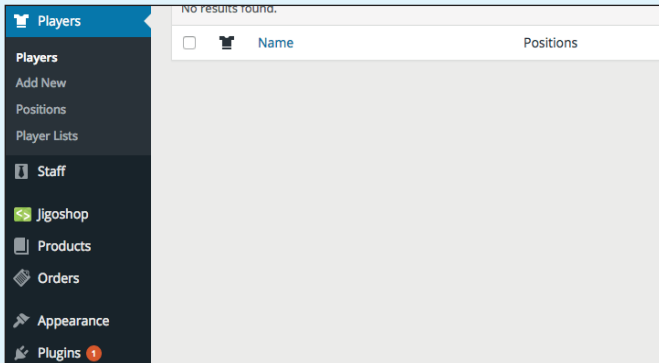




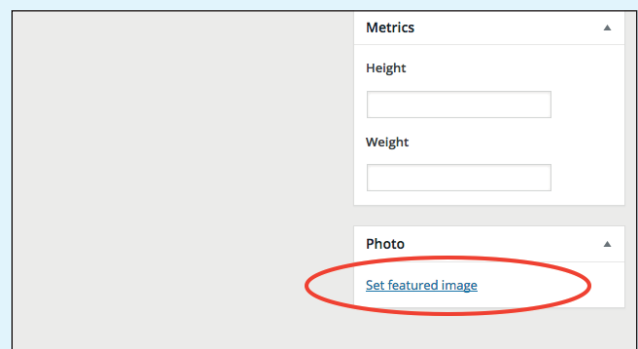
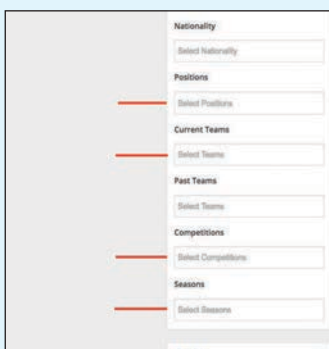
ADDING NEW PLAYERS GUIDE:

(Population of the squad for first team and u18's)



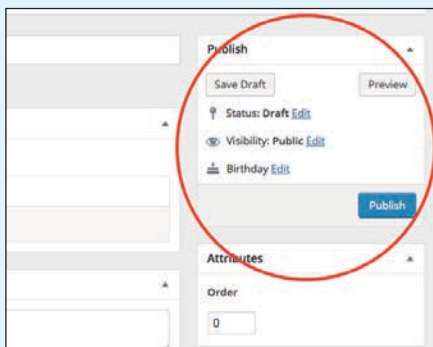
1. Down the sidebar on the left, you will see the "Players" tab. Click 'Players' to see list of current players, if any.

2. Click the 'Add New' button. Add the player name in at the top and a player description within the Profile section.



3. You then have to assign them to the lists they need to be on, whether it be first team or U18's, and what position they play in, E.G Defender. This can be done down the right hand side of the page. We suggest you leave 'Seasons' blank so as to appear on the current team list.

4. Now you can add the Player's photo. Click "Featured Image" down the right hand side of the screen. Upload the image to the media library. You can drag it in from the desktop of your computer, or use the upload button.

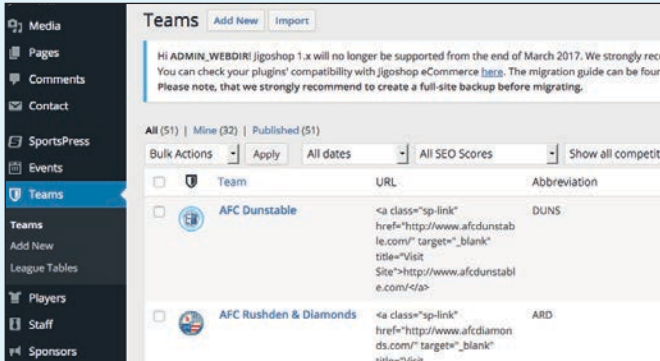


5. Save it and Go
Once you're happy with the changes, click "Publish" at the top right of the page.

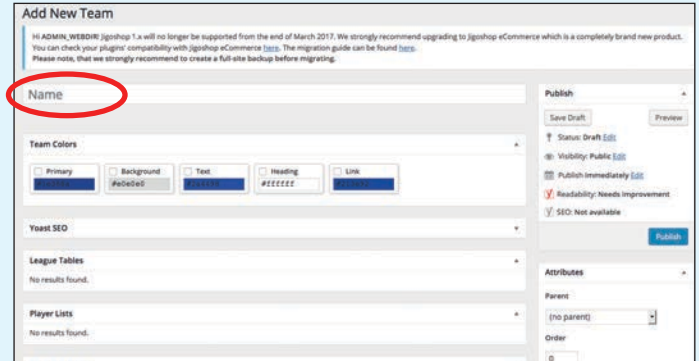


ADDING NEW TEAMS GUIDE:

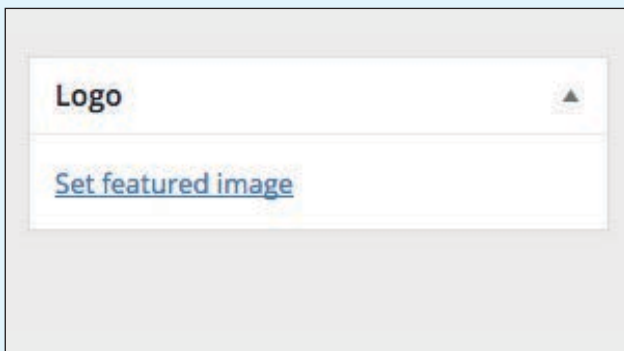
(How to add a new Team)



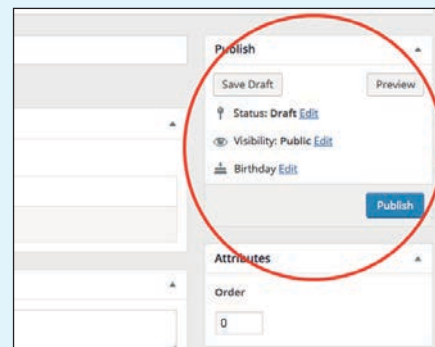
1. On the left sidebar, go to 'Teams'. Then click 'Add New'.



2. Enter the name of your team, and a logo.



3. Click "Featured Image" down the right hand side of the screen. From here, you can select an image already in the media library, or upload a new one from your computer. You can drag it in from the desktop of your computer, or use the upload button. We recommend using a .png image with a transparent background.



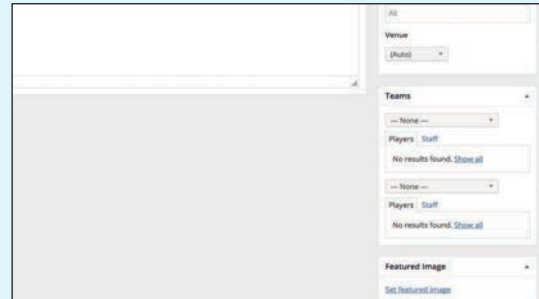
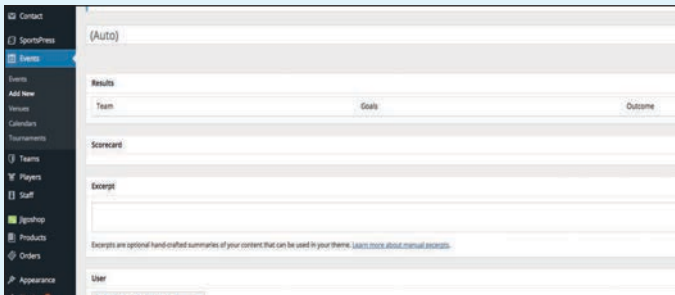
4. Save it and Go

Once you're happy with the changes, click "Publish" at the top right of the page. This team will now be available for you to select when creating fixtures in the next guide.



CREATING NEW FIXTURES GUIDE:

(How to guide on adding new fixtures to the list)

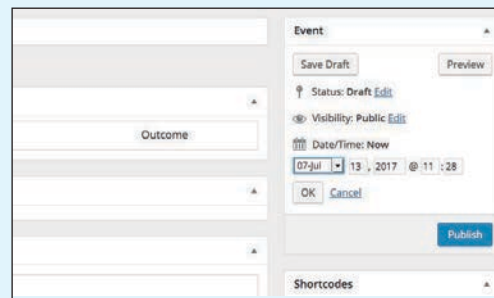
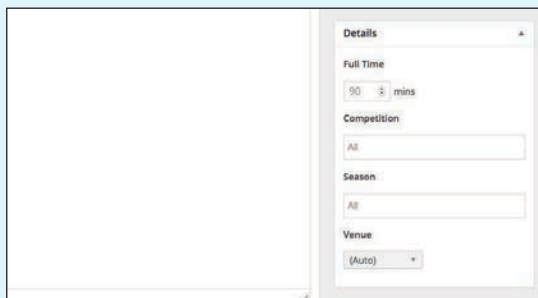


1. Add New Fixture

Go to Events, along the left hand side of the screen. Then click Add New. this will take you to a blank events page. In the title add in the fixture making sure the home team is always first.

2. Selecting the Teams

Along the right hand side you will need to select the home and away team. This will be a drop down for both teams and is easy to find. All teams are in alphabetical order.



3. You'll also need to add a season (2017/18), a competition, whether it's league or cup, and the venue which is just Home or Away.

4. Once you've added in all the content you need, you're ready to publish. But before you do, schedule the fixture in using the calendar section by the publish button. This works with the switching of the fixtures on the home page.

Time	Teams	Competition
15:00	<ul style="list-style-type: none"> Hayes & Yeading United Fleet Town 	The Evo-Stik League Southern East Division
Edit Results		
15:00	<ul style="list-style-type: none"> Fleet Town Moneyfields FC 	The Evo-Stik League Southern East Division
15:00	<ul style="list-style-type: none"> AFC Rushden & Diamonds Fleet Town 	The Evo-Stik League Southern East Division

Club News...

Fleet Town vs Farnborough
Fleet Town made use of 19 players in this first pre season friendly, with Farnborough also using a similar number, both sides gave... [View more](#)

New Challenge Cup Sponsor
The Southern Football League has announced that the upcoming 2017/18 League Challenge Cup will be sponsored by www.bigfreebet.com, a... [View more](#)

2017/18 Season Tickets Now Available
Fleet Town FC Season Tickets are now available for 2017-18 Season. Come and support your local team! [View more](#)

Next Fixture

Molesley vs Fleet Town
Away Friendly
02 days 01 hrs 19 mins 41 secs

Previous Result

Tadley Calvea vs Fleet Town
5-2

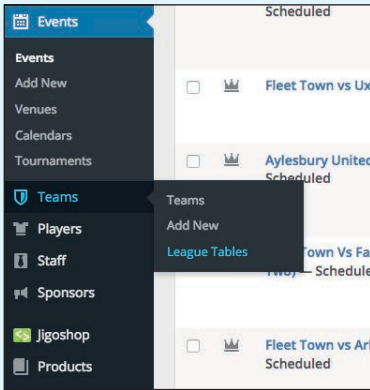
5. Once the game has finished, all you will need to do is key in the result on the "Events" page. There are two black buttons where you click and enter the result as shown above.

6. Once you've entered the result click "update" and this should have updated throughout! Check the homepage to see if the new fixture appears on the countdown and the previous fixture moves down.

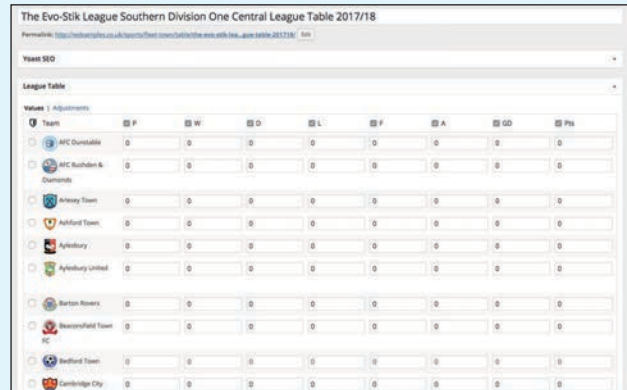


EDITING LEAGUE TABLE GUIDE:

(How to guide on adjusting the league table)



1. Navigate to the League Tables Section.
Hover over Teams on the left hand side. You will then see a list of the league tables from the previous seasons as well as the current season



2. Edit League Table
When you first arrive on the edit screen you will see a blank table (Start of season) or a partially populated table which will show figures from wins, losses, draws, points and goal difference etc.

<input type="radio"/>	AFC Dunstable	1	1	0	0	4	1
<input type="radio"/>	AFC Rushden & Diamonds	1	1	0	0	2	0
<input type="radio"/>	Arlsey Town	1	1	0	0	1	0
<input type="radio"/>	Ashford Town	1	1	0	0	1	0
<input type="radio"/>	Aylesbury	1	1	0	0	1	0
<input type="radio"/>	Aylesbury United	1	1	0	0	1	0

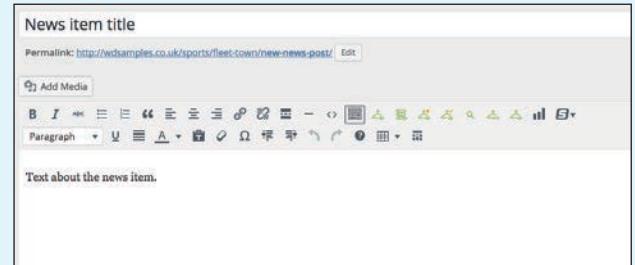
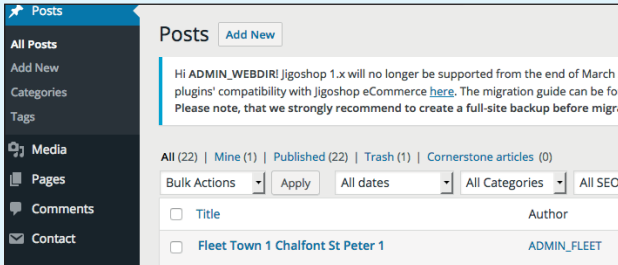
Pos	Team	P	W	D	L	GD	Pts
1	AFC Dunstable	0	0	0	0	0	0
2	AFC Rushden & Diamonds	0	0	0	0	0	0
3	Arlsey Town	0	0	0	0	0	0
4	Ashford Town	0	0	0	0	0	0
5	Aylesbury	0	0	0	0	0	0
6	Aylesbury United	0	0	0	0	0	0
7	Barton Rovers	0	0	0	0	0	0
8	Beaconsfield Town FC	0	0	0	0	0	0
9	Bedford Town	0	0	0	0	0	0

3. Have the official league table open and copy and paste the figures across from the league table. Once all figures are entered in, just save.
4. The table will automatically change once you've clicked save and calculate league positions etc for you.



NEWS/EVENTS GUIDE:

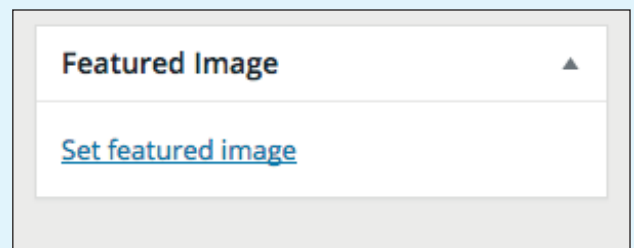
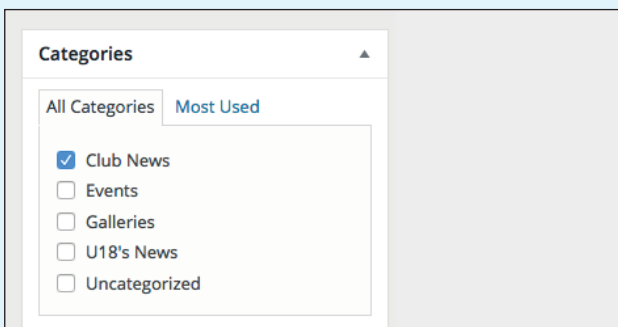
(How to guide on creating and editing News posts, and Event posts, including image galleries & featured images.)



1. Create a Post

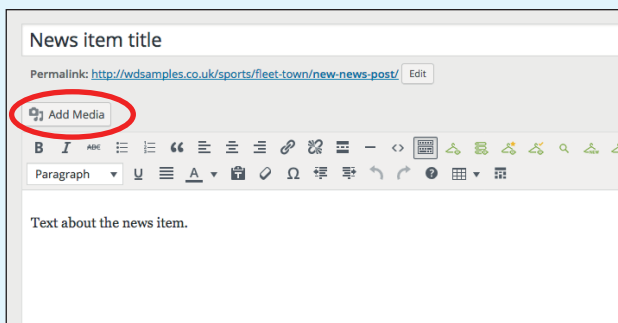
Go to 'Posts' on the lefthand sidebar. Click 'All Posts' to see list of current posts. Click 'Add New' to create a new post.

2. Enter a title for your news item or event, and enter some descriptive text in the main text area.



3. In the Categories section on the right of the edit post screen, select either 'Club News' or 'U18's News' or 'Event'. This will determine which page the post will appear on. You can tick more than one if you wish the post to appear in multiple places.

4. Click "Featured Image" down the right hand side of the screen. From here, you can select an image already in the media library, or upload a new one from your computer. You can drag it in from the desktop of your computer, or use the upload button.

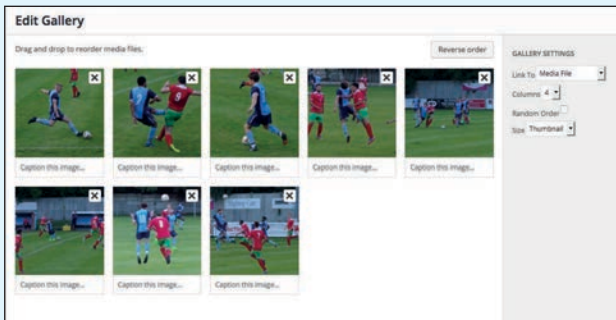


5. To add images to the post, click on the 'Add Media' button in the main text area, as shown above.

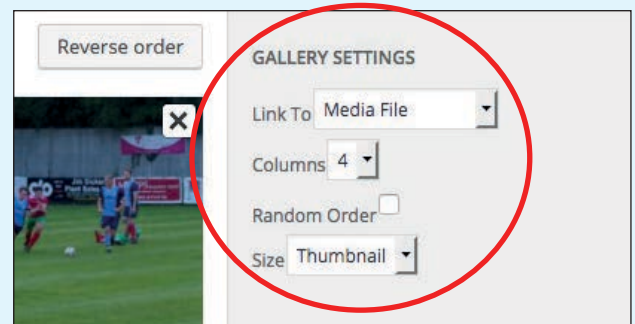
6. In the above screen, be sure to click, 'Create Gallery'. This will ensure that the images you upload will appear in a neat thumbnail gallery. Tick the images you wish to use. You can also upload new images from your computer. Then click the 'Create Gallery' button.



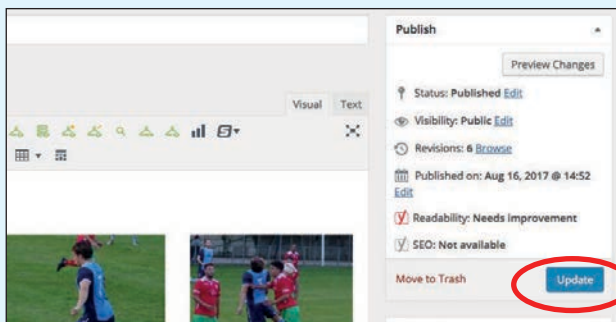
NEWS/EVENTS GUIDE CONTINUED:



7. In this Edit Gallery screen, you can reorder your images by clicking and dragging. You may also add captions to your images: [Please note your captions will be displayed underneath your images within your gallery.](#)



8. To the right of the Edit Gallery screen, be sure to select 'Media File' for the 'Link To' gallery setting. Select Columns '4'. Select Size 'Thumbnail'. Now click the 'Update gallery' button.



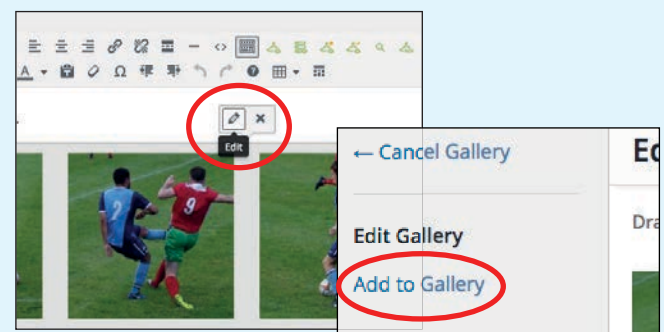
9. You should now be back on the edit post screen. If it is a new post that you have not yet published, click the 'Publish' button. If you have already published the post, but want to save your change, click the 'Update' button. You can also, 'Preview Changes' if you wish to see your post before making it live.



10. Once published, you will see the new post listed on the relevant category page, EG, on the Club News section of the homepage, or the Main Club News page, or the Event page (depending on which Category you selected for your post). Notice only the first few lines of text from your description are displayed here, with a link to 'view more'.



11. If you click the 'view more' link you will see the full post content, including the image gallery. Notice if you click on one of the thumbnail images, it should trigger a popup to show the full image that you uploaded.

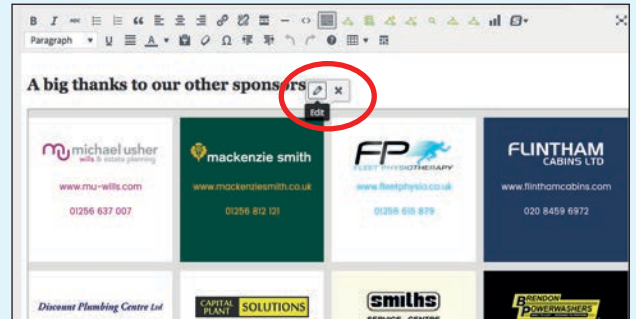
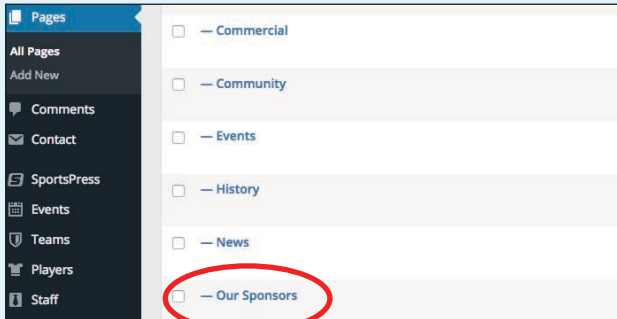


12. To edit a gallery, or add to a gallery, go back to the Edit post screen. Left click over your gallery and select the pencil icon to edit. In the next screen, you can remove images already in the gallery, click and drag to re-order the images in the gallery, or select 'Add to Gallery' to add additional images to the gallery.



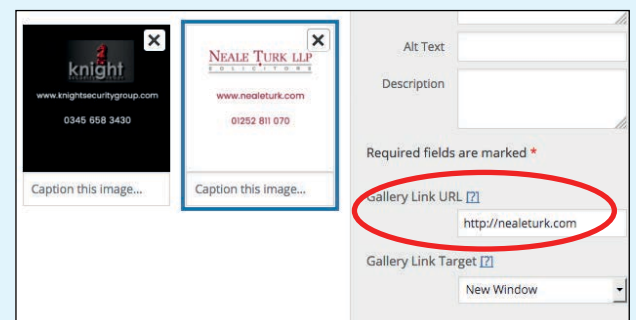
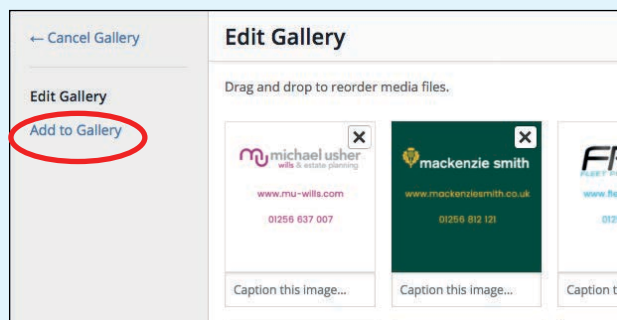
SPONSOR IMAGES GUIDE:

(How to guide on adding new sponsor images to the team sponsors page.)



1. Navigate to the 'Our Sponsors' page.
Go to 'Pages' on the lefthand sidebar. Click 'All Pages' and then click 'Our Sponsors'.

2. To edit a sponsor gallery, or add to the gallery, left click over the gallery and select the pencil icon to edit.



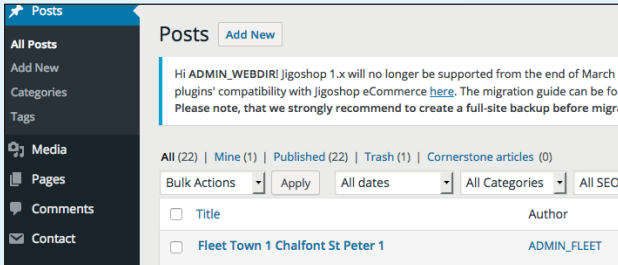
3. From here, you can remove images already in the gallery, click and drag to re-order the images in the gallery, or select 'Add to Gallery' to add additional sponsor images to the gallery. We recommend uploading the new sponsors images at 500 x 500px.

4. When you click on a sponsor image in the Edit Gallery screen, you will see a 'Gallery Link URL' option to the right hand side. This is where you would paste in your sponsors' website url so that if a user clicks on the image in the front end, it will take them to the sponsor's website. We recommend selecting 'New Window' as the Gallery Link target.

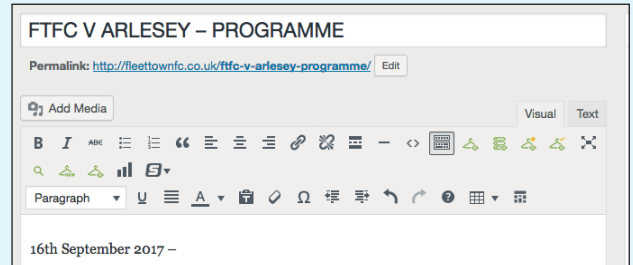


PROGRAMME UPLOAD GUIDE:

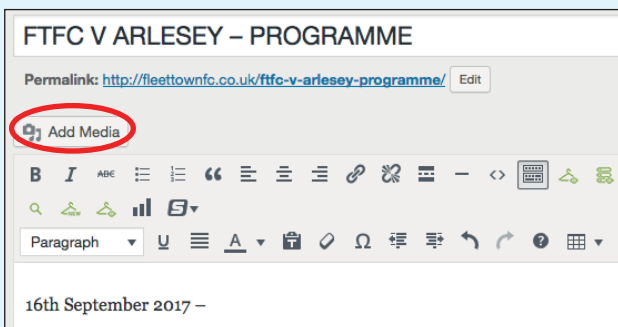
(How to guide on creating match programme posts.)



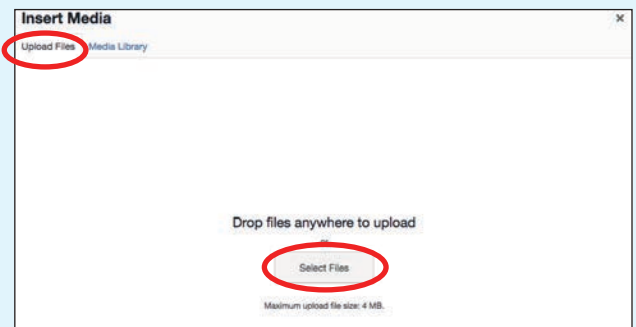
1. Create a Post
Go to 'Posts' on the lefthand sidebar. Click 'All Posts' to see list of current posts. Click 'Add New' to create a new post.



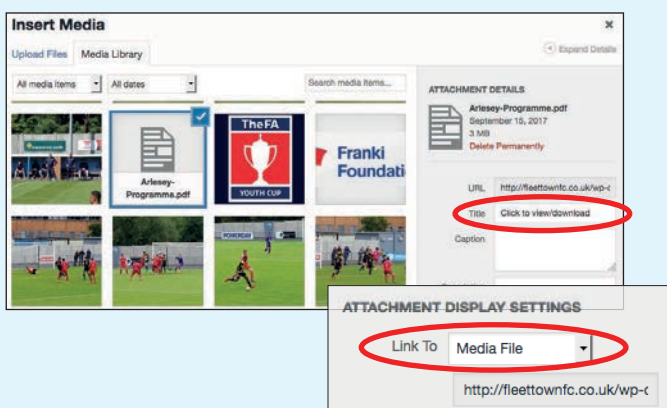
2. Enter a title for your programme, EG. 'FTFC V ARLESEY – PROGRAMME' and enter some descriptive text in the main text area. EG. '16th September 2017 - '



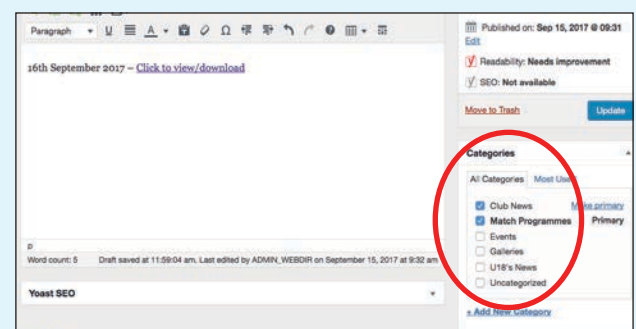
3. With the cursor at the end of text you have added, Click on the 'Add Media' button.



4. Click the 'Upload Files' tab and then select the programme pdf from your computer. You can either drag the programme pdf from your computer into this upload screen, or click on the 'Select Files' button.



5. Once uploaded you will see it in the Media Library with a blue tick in the top corner. Rename the Title of the uploaded pdf to 'Click to view/download'. Make sure in the Attachment settings it says 'Link to Media' then click the 'insert into post' button.

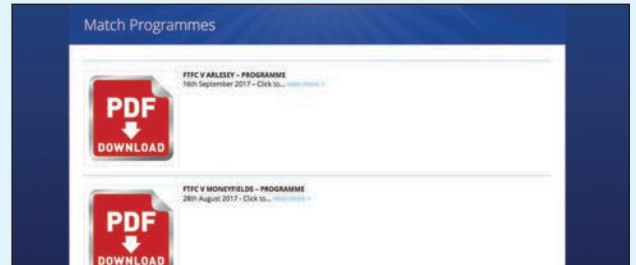
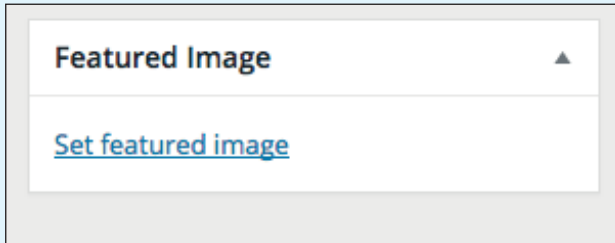


6. It should then return you to the post edit screen and should have added the line 'Click to view/download' title text with a hyperlink (underlined and blue/purple). You now need to assign it to the 'Club News', and 'Match Programmes' Categories by ticking these boxes.



PROGRAMME UPLOAD GUIDE:

(How to guide on creating match programme posts.)



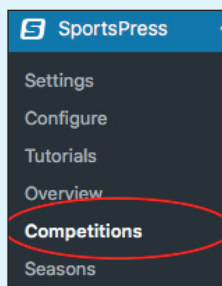
7. Next, click "Featured Image" down the right hand side of the screen. From here, you need to locate the red PDF download image already in the media library, select it so blue tick in the corner, and then click the 'Set featured image' button.

Now click the blue Publish/Update button.

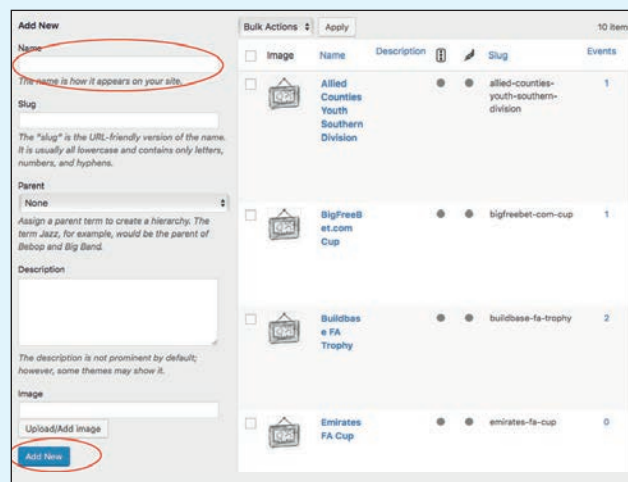
8. Your new programme post should now appear on the homepage under the 'Club News' section, and also on the 'Match Programme' page (from the 'CLUB INFO' Navigation Drop down).

COMPETITION CREATION GUIDE:

(How to guide on adding a new competition.)



1. Click on Sportspress option on the admin menu, and competitions will appear below as in the image above. Click on competitions.



2. Now you get the option to add a new competition as seen above, Add the Name only, and then press the blue button below "Add New".