Uploading Local Events PDF

1. Log In, then select:

- Wessex Orienteering, Dashboard (top left screen)
- Posts, All Posts
- Drop down menu in 'All Categories'
- 'Website Admin', then click 'Filter'
- Local Club Events
- Edit

2. Highlight the current link to be replaced

3. Select 'Add Media', 'Upload Files' and find the file on your computer

4. Once it has finished uploading, change the title in Attachment Details box on the right of the screen to as appropriate

5. Select 'Insert into Post'

6. Select 'Update'