

Uploading New Event

1. Log In, then select:
 - Wessex Orienteering, Dashboard (top left screen)
 - Events, Add New
2. Title – as appropriate. Refer to previous events to check format
3. Main text box: Some short piece of text about the event
4. Add date and times
5. Event Details: initially, just add any available information at the time. As they become available, the flier and Final Details will be uploaded here
6. Map Area Name – as appropriate
7. Postcode and Event Location: use UK Grid Reference Finder website for any relevant information
8. Categories: choose 'Event', 'Organised by Wessex'
9. If there is a suitable photo of the area, upload into Featured Image box
10. Publish