



GUIDE FOR POSTING PHOTOGRAPHS ON FIXTURES

Photo Preparation.

- All photos should be no more than 100kb filesize
- Generally make photos 800px wide
- Save all filenames with no spaces. Use hyphen (-) or underscore (_) instead. Filenames will show on the gallery
- If you need assistance with the preparation of photos, you may ask John Palmer photos@salisburyrfc.org

Step 1. Login to website back-end Content Management System

“Admin” Link is at footer of website. Choose “Website Admin Login” link

Step 2. Create folder and upload photos

Click **Content > Media >** Choose “**galleries**” and browse to the relevant section

- “**Create New Folder**” and name it. (No spaces. Use hyphen (-) or underscore (_) instead
 - Naming convention to make life easy for all is as below
 - *2016-11-26-1st-xv-vs-dings-crusaders*
 - *Year-Month-Date-Team-vs-Opposition*
- Navigate to the folder
- “**Upload**”. Browse to your photos on your computer, select them and upload

Step 3. Create photo gallery

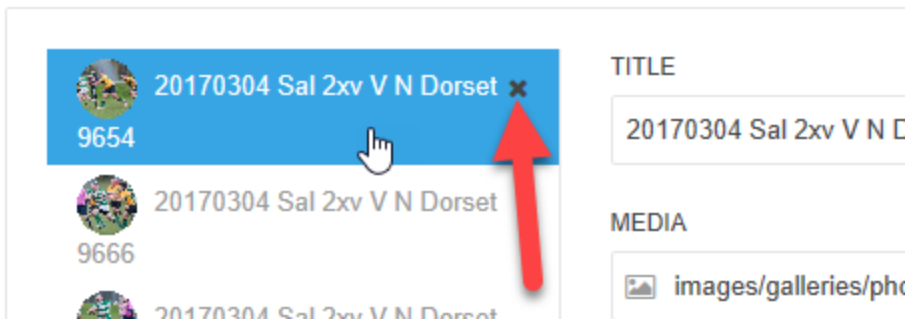
Click **Components > Widgetkit**

- Copy an existing gallery so you keep the same style settings:

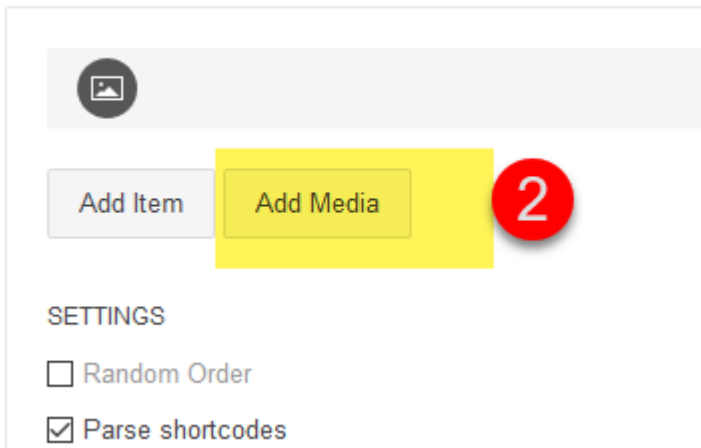


- Open the copied gallery and rename it
 - Naming convention to be like:
 - Seniors 2017-02-21 1st XV vs Bromsgrove

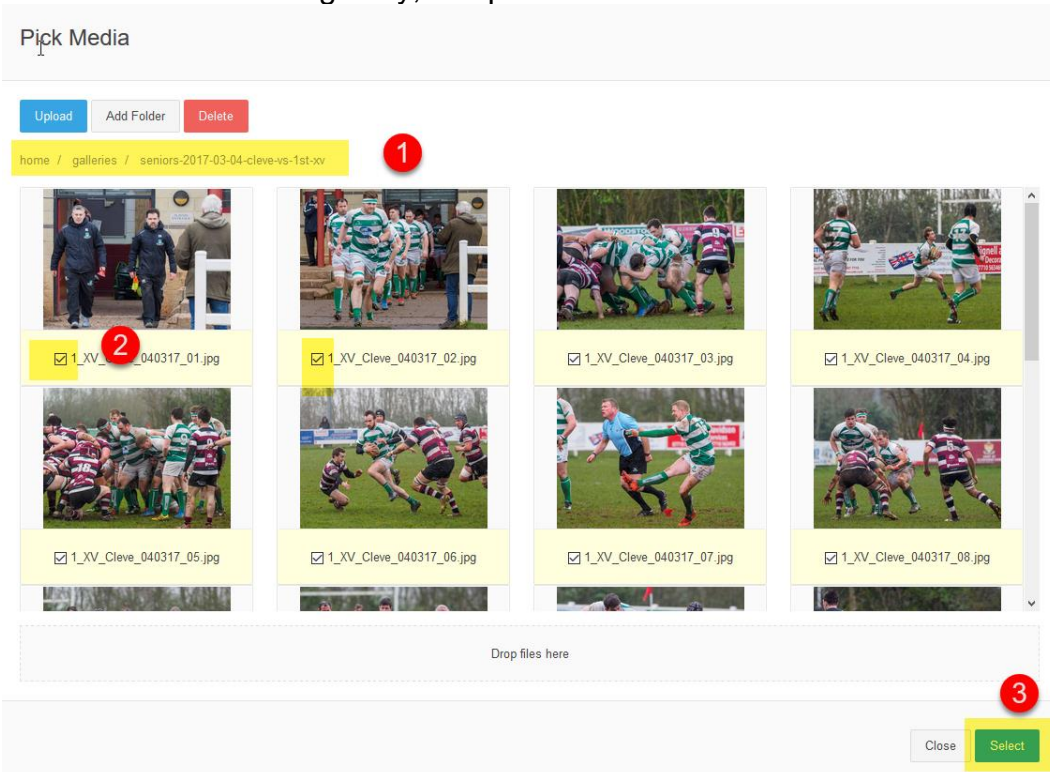
- Delete existing photos



- **“Add Media”** to add your own photos



- Select relevant gallery, tick photos and choose **“Select”**:



- In “Content” box for each photo, put caption if required
- Click “Save”

TEAMWORK

RESPECT

ENJOYMENT

DISCIPLINE

SPORTSMANSHIP

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- Note Widgetkit ID e.g. **[widgetkit id="32"]**

Step 4. Allocate gallery to Event

- Click **Components > jEvents > Manage Events**
- Find event with search, showing past events and click on it:

Hide Past Events All Categories Search

Event Creator	Published	Timesheet	Created	Modified	Access
bbsadmin(Super User)	<input type="checkbox"/>	From : 2016-08-20 15:00 To : 2017-02-20	2017-02-27 16:55	2017-02-27 16:55:28	Public
bbsadmin(Super User)	<input type="checkbox"/>	From : 2016-08-27 14:30 To : 2017-02-27	2017-02-27 14:27:07		Public
christophk(Christopher Kuhle)	<input type="checkbox"/>	From : 2016-09-03 15:00	2017-02-27 14:27:07		Public

- Insert Widgetkit code at end of document, ideally using "Source code" to ensure no formatting is copied:

Common Calendar

Title: 1XV vs Cleve

Event Creator: Select user

Categories: - 1XV

Access level: Public

State: Published

Description: [widgetkit id="31"]

Source code: [widgetkit id="31"]

- Save:

Edit Event

Save Save & Close Save & New Cancel