

# strettononfosse.com

## Instructions for Events & Content Update

### 1. Introduction

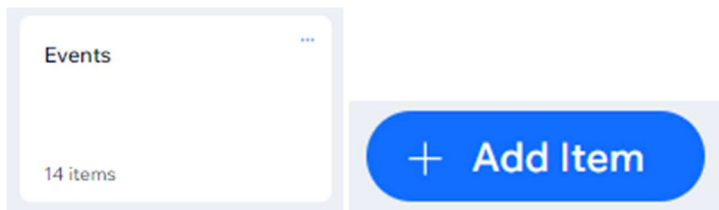
The website is hosted on the Wix platform which provides a series of tools for maintaining the information. Events are maintained by a Content Management System (CMS) and page content maintained by an online editor.

### 2. Adding new Events

Access the CMS via the following link (login when request to do so):

<https://manage.wix.com/dashboard/25f7a894-9937-4deb-bdd5-1d7b7a43e4ac/database>

Click on Events then the Add Item button:



Enter the details into the form:

**Item content** [Manage Fields](#)

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Title

Image

+

Upload an image or [add an image URL](#)

Date

Contact

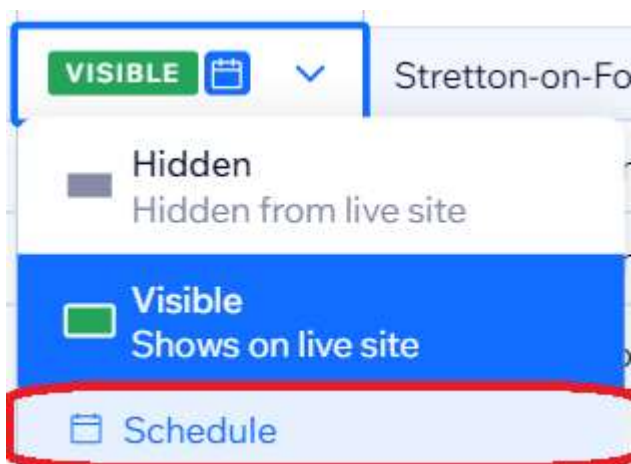
To select an image click on the Image + button to select images from the Stretton library and also the feely online libraries

Under content enter a name followed by either a phone number or email address in brackets – like Jon Holdback ([jonnyh001@gmail.com](mailto:jonnyh001@gmail.com))

Complete the remainder of the fields (Visible on Site and Hidden from site are left blank) and hit Save:



A new entry will be added to the list. Click on the Status cell for the Event and select Schedule:



Select the date and time the Event will be automatically hidden from the website – suggest selecting 11.45pm on the day of the Event

### 3. Re-scheduling previously entered Events

Events previously hidden can be re-used for future dates by amending the details and re-setting the visibility schedule.

Access the CMS via the previous link.

Amend the details by clicking on the cells and updating the content – such as date and details

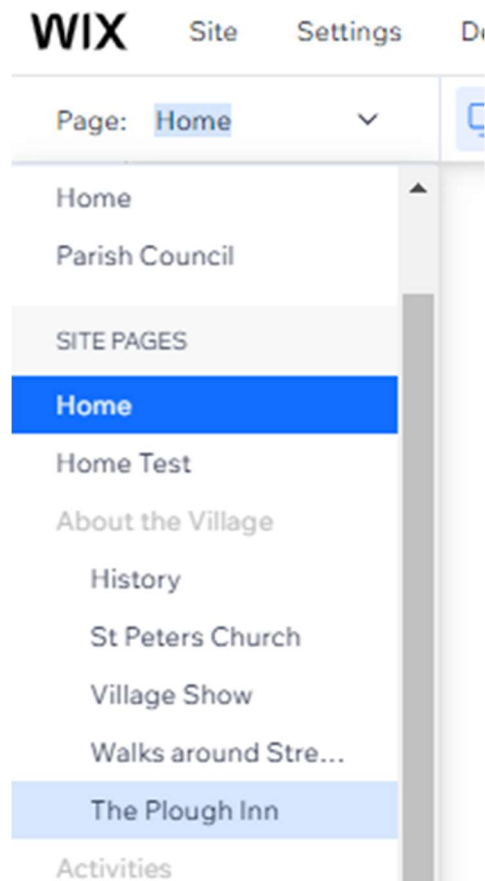
Click on the Status cell and select Schedule as before and set the details

## 4. Updating Page Content

Access the online editor via the following link (login when requested to do so):

<https://editor.wix.com/html/editor/web/renderer/edit/9df7fc03-78b4-451a-9437-38bf8ab7db3f?metaSiteId=25f7a894-9937-4deb-bdd5-1d7b7a43e4ac>

Select the page required from the page dropdown at the top:

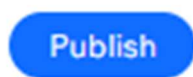


Clicking on the entry you need to update will show a context specific menu (it changes with the type of content selected such as a button or text box) – like this for a text box:



Select the operation to perform such as Edit Text – the text will be highlighted to show what is being edited and additional settings shown to help you configure the display of the content:

When all edits are made click on Publish (top right) to commit changes to the live site:

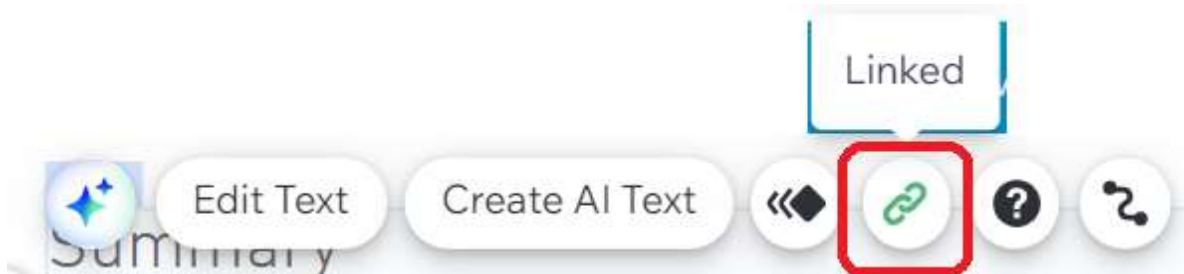


## 5. Use of online help

Note the online help is context specific and very comprehensive – click on the help ? icon to access.

## 6. Adding / Amending Downloadable Content

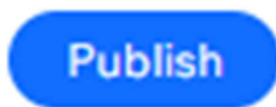
Access the online editor via the previous link and select the page you wish to add the content to. Click on the entry to add the downloadable content – such as button to show the context specific menu and select the Linked:



In the following dialog Select Document, click on Choose File and select the file to download. New files can be added here by clicking on Upload Media:

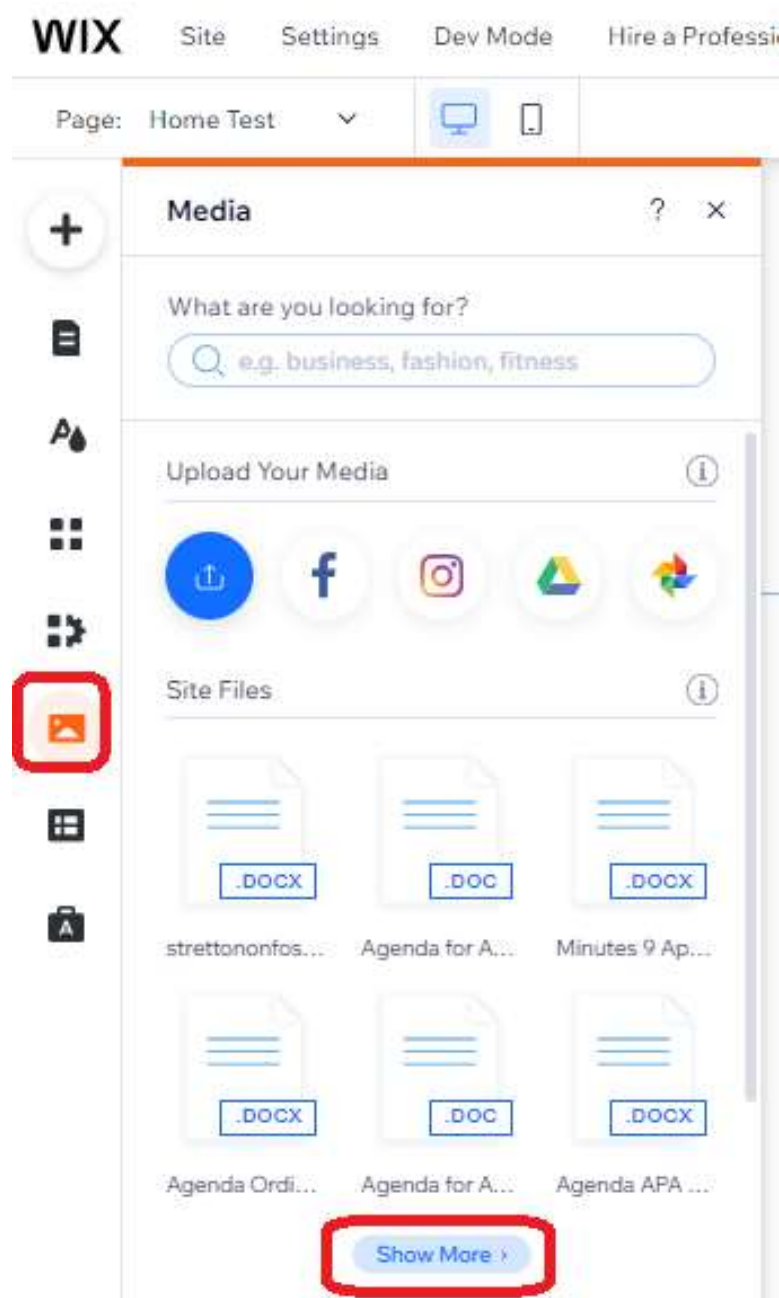


click on Publish (top right) to commit changes to the live site:

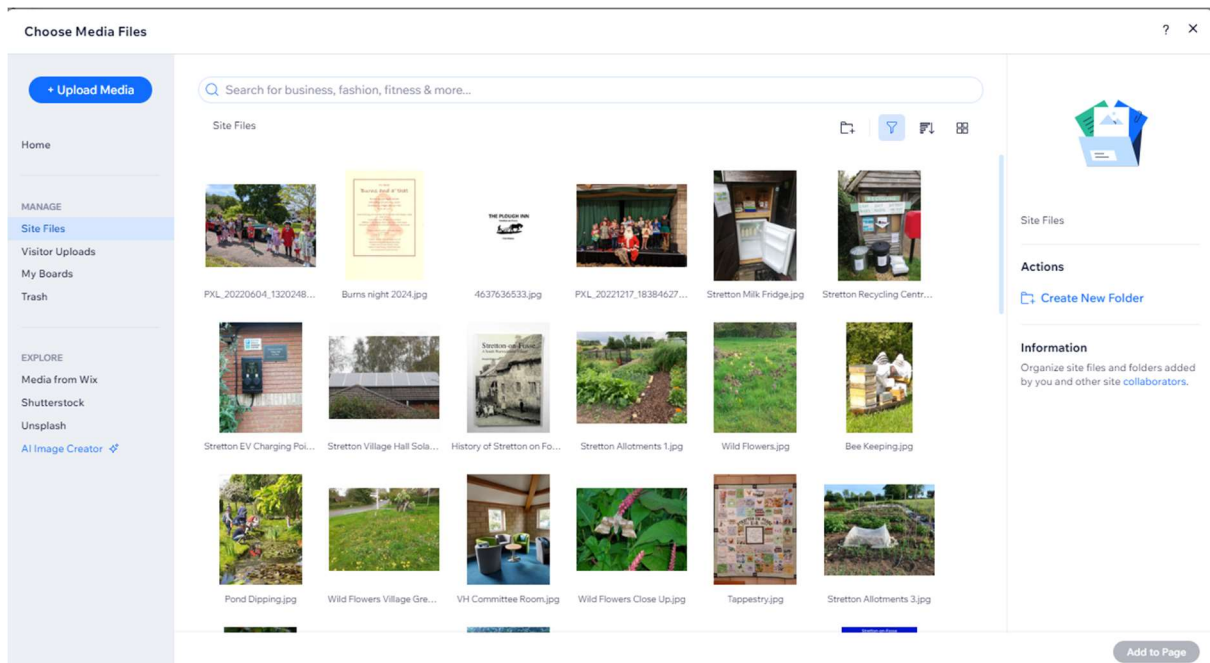


## 7. Adding Images to the library and showing on pages

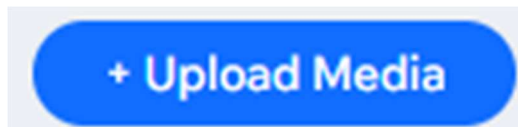
Access the Library via the Media toolbar button on the left and click on Show More:



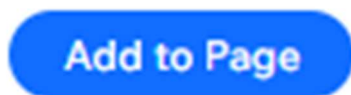
The media Library will be shown like this:



Click on the Upload Media button to select content:



Select the content you wish to display and select Add to Page:



You can now move and manipulate the new content until you're happy with the results.

Click on Publish (top right) to commit changes to the live site:

