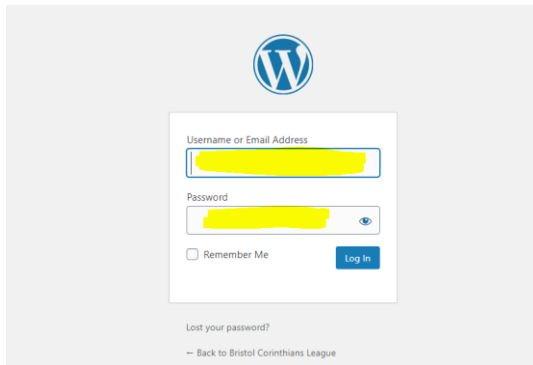


## Updating Match Results/Dates/Reports/Club Info

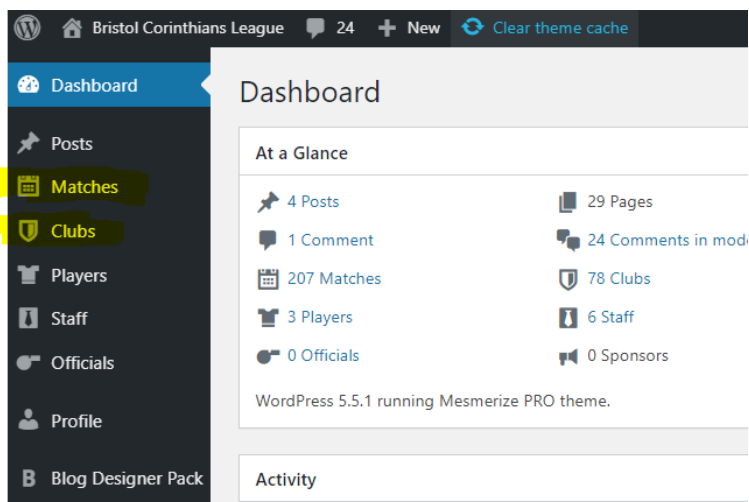
1. From the website home page, click **ADMIN** and select **CLUB LOGIN** link from main menu



2. Log in to the WordPress back-end

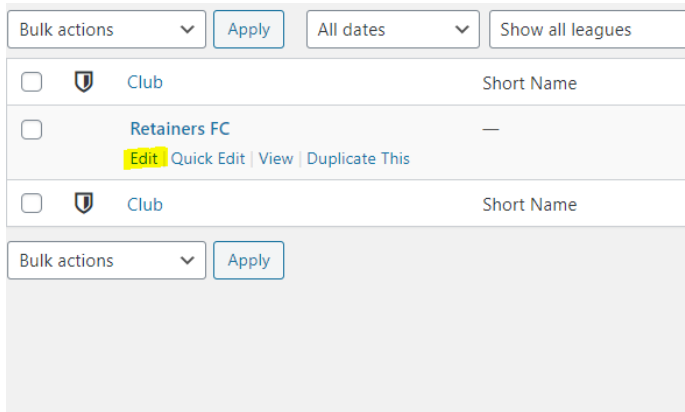


3. This will take you to the WordPress back-end Dashboard page (the vast majority of which you can ignore, though some other options may be utilised as the site develops). The two key areas you will need to access, **MATCHES** and **CLUBS**, can be found in the menu in the left column;



## To Edit Club Information

1. From the left menu column, Click on **CLUBS**. This will show you a list of the clubs you have access to editing (in most cases, just one).
2. Hover your cursor over the club name and a menu of options appears underneath. Click **EDIT**

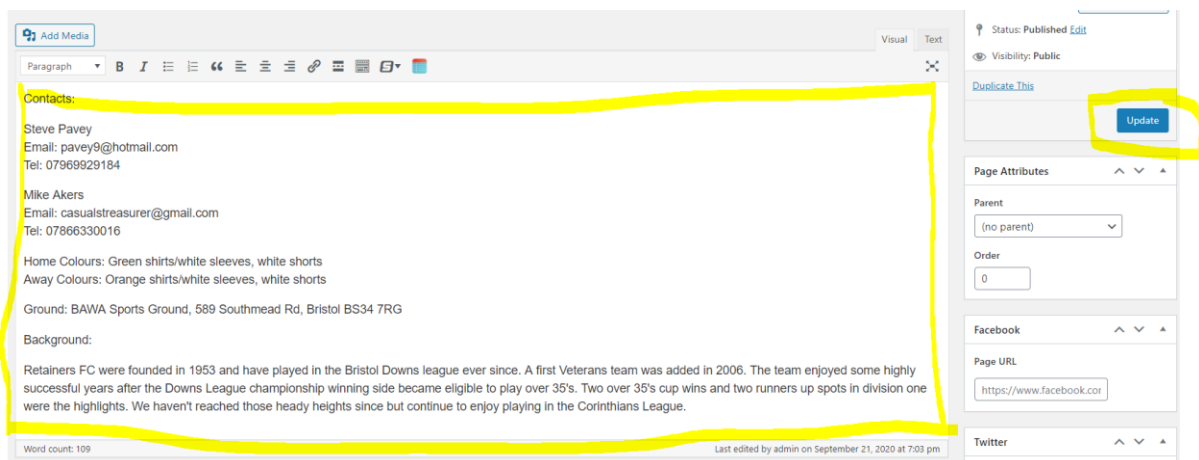


Bulk actions  All dates

<input type="checkbox"/>	Club	Short Name
<input type="checkbox"/>	Retainers FC <a href="#">Edit</a> <a href="#">Quick Edit</a>   <a href="#">View</a>   <a href="#">Duplicate This</a>	—
<input type="checkbox"/>	Club	Short Name

Bulk actions

3. Edit the club information in the main text box, highlighted below. Try to keep information in same format/layout as is current.
4. Click the **UPDATE** button on the right hand side (highlighted below), to save changes. Do **NOT** edit any other page information.



Visual Text

Paragraph

**Contacts:**

Steve Pavey  
Email: pavey9@hotmail.com  
Tel: 07969929184

Mike Akers  
Email: casualstreasurer@gmail.com  
Tel: 07866330016

Home Colours: Green shirts/white sleeves, white shorts  
Away Colours: Orange shirts/white sleeves, white shorts

Ground: BAWA Sports Ground, 589 Southmead Rd, Bristol BS34 7RG

**Background:**

Retainers FC were founded in 1953 and have played in the Bristol Downs league ever since. A first Veterans team was added in 2006. The team enjoyed some highly successful years after the Downs League championship winning side became eligible to play over 35's. Two over 35's cup wins and two runners up spots in division one were the highlights. We haven't reached those heady heights since but continue to enjoy playing in the Corinthians League.

Word count: 109 Last edited by admin on September 21, 2020 at 7:03 pm

Status: Published [Edit](#)  
Visibility: Public  
[Duplicate This](#)

**Page Attributes**

Parent: (no parent)

Order: 0

**Facebook**




Page URL: https://www.facebook.com

**Twitter**

5. Click **DASHBOARD** link to return to Dashboard.

## To insert Match report, score

1. From the Dashboard, Click the **MATCHES** link from left menu column. You will see a list of all matches pertaining to the club(s) you have access to editing.
2. Hover your cursor over the fixture you want to edit and select **EDIT** from the menu that appears below

<input type="checkbox"/>	 <b>Pucklechurch FC Vets vs Yate Town Vets</b> — Scheduled	Scheduled 2020/11/15 at 10:30 am	10:30
	<a href="#">Edit</a> <a href="#">Quick Edit</a>   <a href="#">Duplicate</a>   <a href="#">Preview</a>		
<input type="checkbox"/>	 <b>Knowle CC vs Yate Town Vets</b> — Scheduled	Scheduled 2020/11/01 at 10:30 am	10:30
<input type="checkbox"/>	 <b>Fry Club Vets vs Yate Town Vets</b> — Scheduled	Scheduled 2020/10/25 at 10:30 am	10:30

3. Enter your match report in the main large text field (as highlighted below). Do not enter the match report in the small Match Report field below the main text box – this will come into use at a later date.
4. Enter the match score in the two **GOALS** boxes (as highlighted below). Do not enter anything in the **OUTCOME** box
5. Click the **UPDATE** button on the right to save changes to website (as highlighted below)

Edit Match [Add New](#)
Screen Options ▾

Pucklechurch FC Vets vs Yate Town Vets

Permalink: <http://bristolcorinthiansleague.co.uk/event/2014/> [Edit](#)

[Add Media](#)
Visual Text

match report here, i.e.

YATE TOWN REPORT

Blah blah blah

Word count: 10
Draft saved at 1:29:07 pm. Last edited on August 14, 2020 at 1:34 pm

Club	Corinthian Score	Match Report	1st Half	2nd Half	Goals	Outcome
Pucklechurch FC Vets	10				2	(Auto)
Yate Town Vets					2	(Auto)

Match

Status: Scheduled [Edit](#)

Visibility: Public [Edit](#)

Scheduled for: Nov 15, 2020 at 10:30 [Edit](#)

[Duplicate This](#)

Time: On time [Edit](#)

[Update](#)

Shortcodes

Copy this code and paste it into your post, page or text widget content.

Results

[\[event\\_results 2014\]](#)

Details

[\[event\\_details 2014\]](#)

Box Score

[\[event\\_performance 2014\]](#)

Ground




[\[event\\_venue 2014\]](#)

League Tables will be automatically updated.

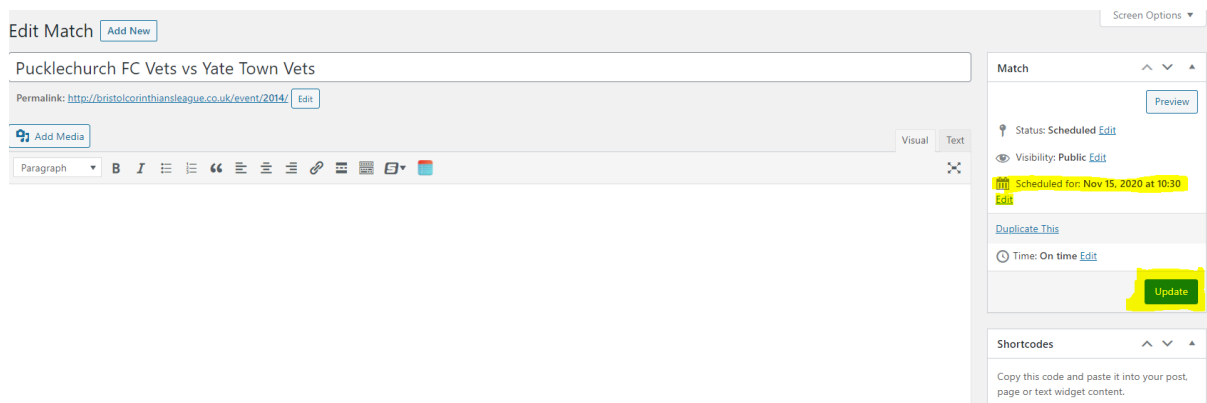
**DO NOT AMEND ANY OTHER INFORMATION ON THE PAGE**

## To alter fixture date of forthcoming match

1. From the Dashboard, Click the **MATCHES** link from left menu column. You will see a list of all matches pertaining to the club(s) you have access to editing.
2. Hover your cursor over the fixture you want to edit and select **EDIT** from the menu that appears below

<input type="checkbox"/>	 <b>Pucklechurch FC Vets vs Yate Town Vets</b> — Scheduled	Scheduled 2020/11/15 at 10:30 am	10:30
	<a href="#">Edit</a> <a href="#">Quick Edit</a>   <a href="#">Duplicate</a>   <a href="#">Preview</a>		
<input type="checkbox"/>	 <b>Knowle CC vs Yate Town Vets</b> — Scheduled	Scheduled 2020/11/01 at 10:30 am	10:30
<input type="checkbox"/>	 <b>Fry Club Vets vs Yate Town Vets</b> — Scheduled	Scheduled 2020/10/25 at 10:30 am	10:30

In the right hand column, you will see the fixture date details



**Edit Match** [Add New](#) Screen Options

Pucklechurch FC Vets vs Yate Town Vets

Permalink: <http://bristolcorinthiansleague.co.uk/event/2014/> [Edit](#)

[Add Media](#) Visual | Text

Paragraph **B** *I* [List](#) [Quote](#) [Link](#) [Image](#) [Video](#) [Code](#)

**Match** [Preview](#)

Status: Scheduled [Edit](#)

Visibility: Public [Edit](#)

**Scheduled for:** Nov 15, 2020 at 10:30 [Edit](#)

[Duplicate This](#)

Time: On time [Edit](#)

[Update](#)

**Shortcodes** [Copy](#)

Copy this code and paste it into your post, page or text widget content.

3. Click the **EDIT** button under the scheduled date, enter the new date, and click OK
4. To save changes, click the **UPDATE** button