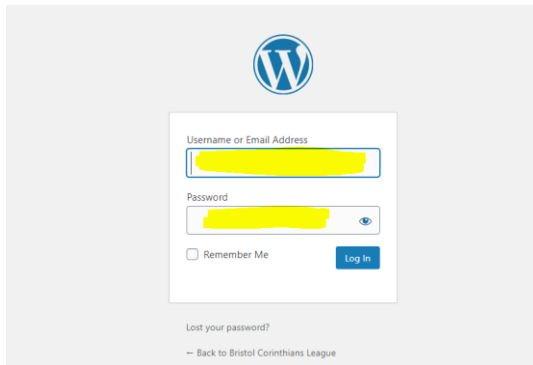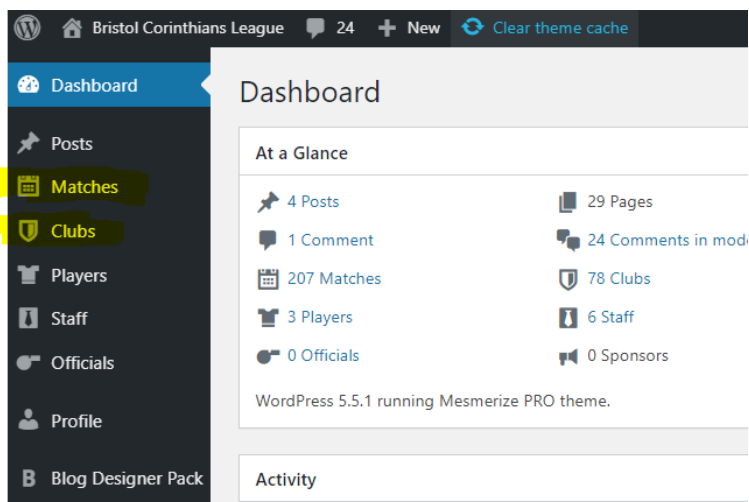# Updating Match Results/Dates/Reports/Club Info

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

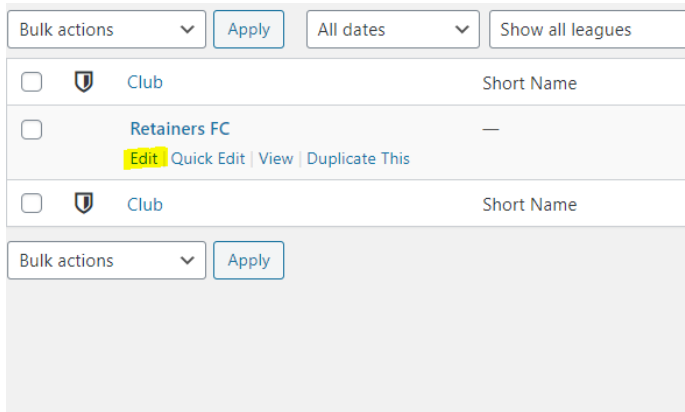2. Log in to the WordPress back-end

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).
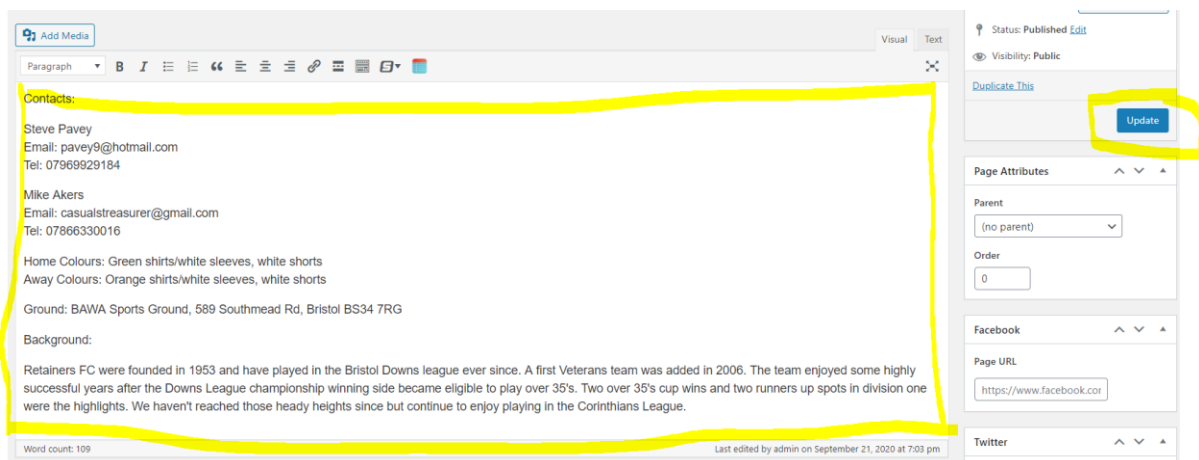2. Hover your cursor over the club name and a menu of options appears underneath. Click **EDIT**

Bulk actions ▼	Apply	All dates ▼	Show all leagues ▼
☐ 🛡 Club			Short Name
☐ **Retainers FC** Edit | Quick Edit | View | Duplicate This			—
☐ 🛡 Club			Short Name

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.

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

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)
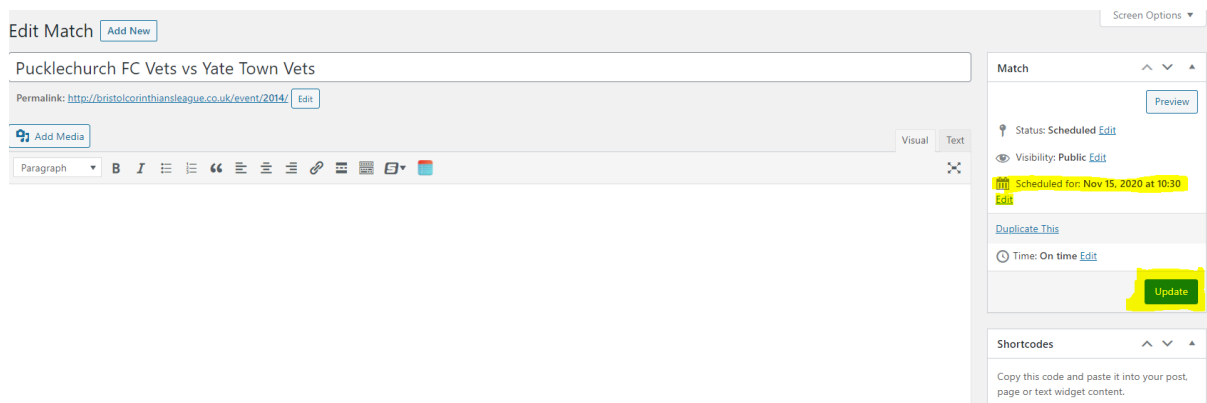

League Tables will be automatically updated.

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

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

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