



# GGC Website Documentation

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## Posts

You can access the Post creation or Post edit screen from the toolbar or dashboard. On the Add New Post or Edit Post page there are the following fields:

### Title and Text

The first text entry block is the Post's Title. Required in every case (though not visible on the website in the case of the 200 Club).

The second text entry block holds the contents of the Post. As you type in here there is a spelling and grammar checker.

On the top right of the block you can choose to be in *Visual* mode which is ideal for normal text entry. The *Text* mode is there if you wish to enter html formatting. In either case, there are quick format buttons for styles such as Bold, Italic, etc.

For Posts that update the 200 Club winners table, there is a special format to the Text, See the separate document [here](#).

There are 2 more buttons:

#### **Add Media**

Use this to add photographs to the Post. For information about adding Featured Images, photographs or galleries click [here](#)

#### **Fontallic EPW**

We use this to enter special symbols.

### Status and Publish dates

After you have entered the Title and Text, you can **Save Draft** and then **Preview** the draft before pressing **Publish**.

Once published, you can edit the status back to **Draft** to hide the post.

**Visibility** we don't use (see Categories below).

The system takes recognition of the publish date and time. Any post with a date or time in the future will have a status of **Scheduled** and will not be visible on the website until the publish date and time.

### Categories

When a Post is created the software will remind you to specify a category. The category is used to determine where and how the Post is displayed on the website, as noted in the following table:

| Category                                | Where displayed  |
|---|--|
| 200 Club                                | The 200 Club web page.   |
| Alert(red)                              | This is intended for <b>Course Closed</b> notices and they are displayed on the footer of every page. These notices stay on the page for 1 day only. |
| Notices                                 | These are displayed on the Welcome page for a maximum of 8 weeks or a maximum of 5 Notices.  |
| Promotions                              | These are displayed on the Welcome page before <i>Upcoming Events</i> within a box to highlight this Post.   |
| Gents, Ladies and Seniors Match Notices | These are displayed on the Gents/Ladies/Seniors web page for a maximum of 8 weeks. <i>Currently not used</i>   |
| Uncategorised                           | These are not displayed anywhere on the website.   |

## Featured image

You can specify a single photograph as the Featured Image. For the Notices category, there will be a thumbnail of the image shown on the Welcome page. If the user clicks on the Post to Feature Image will be above the text.

You can also add Photo's and Galleries to the Post, as noted [here](#)

## Expanding text

When we Post a Promotion this appears on the front page to make it prominent but at the same time we don't want a large Promontion dominating the Welcome page.

We get around this by adding some html trickery to add a [More ...](#) button that reveals the full text if clicked.

\*\*\*\*Note: This one example where the text edit box needs to be in Text mode, not Visual mode.

Precede the text with this:

```
<a onclick="jQuery('#offer1').toggle('medium');"
href="javascript:void(0);">&nbsp;More information &nbsp;<i
class="easypromoweb-icon-down-dir"></i></a>
<div id="offer1" style="display: none; margin-top: -3em; background-color:
white; position: relative; z-index:1;">
```

and then close off the text with this:

```
<a onclick="jQuery('#offer1').toggle('medium');"
href="javascript:void(0);">&nbsp;Less&nbsp;<i class="easypromoweb-icon-up-
dir"></i></a>
<div id="offer1" style="display: none;">
</div>
```

## 16 months for the price of 12

The full text of this Post is as follows:

Join from 1st October 2018 and play until the end of January 2020.

```
<a onclick="jQuery('#offer1').toggle('medium');"
href="javascript:void(0);">&nbsp;More information &nbsp;<i
class="easypromoweb-icon-down-dir"></i></a>
<div id="offer1" style="display: none; margin-top: -3em; background-color:
white; position: relative; z-index:1;">
```

Take advantage of this offer and join our friendly, vibrant golf club and enjoy one of the best 9 hole courses in Scotland.

Ladies & Gents subscriptions £290 (including £20 bar vouchers) plus £100 joining fee - total payable £390. Any subscription increase in 2019 will not apply to anyone who takes up this offer.

In addition, we are actively looking for intermediate golfers between the age of 18 and 25. Memberships are available for £140 with no joining fee. Junior golfers are also welcome and should contact the club for further details.

For more details on the best value for money golf in East Lothian contact the Secretary on 01620 810267

```
<a onclick="jQuery('#offer1').toggle('medium');"
href="javascript:void(0);">&nbsp;Less&nbsp;<i class="easypromoweb-icon-up-
dir"></i></a>
<div id="offer1" style="display: none;">
</div>
```