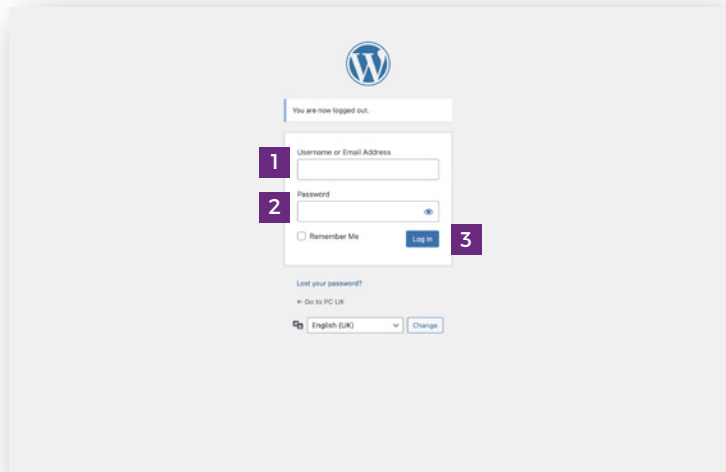




Guide to
Wordpress

Log into WordPress, or reset password

Log into WordPress



The screenshot shows the WordPress login interface. At the top is the WordPress logo and the text 'You are now logged out.' Below this is a login box with two input fields: 'Username or Email Address' (labeled with a purple box containing the number 1) and 'Password' (labeled with a purple box containing the number 2). There is a 'Remember Me' checkbox and a 'Log In' button (labeled with a purple box containing the number 3). Below the login box, there is a link 'Lost your password?' and a link '+ Go to PC UK'. At the bottom, there is a language selector set to 'English (UK)' with a 'Change' button.

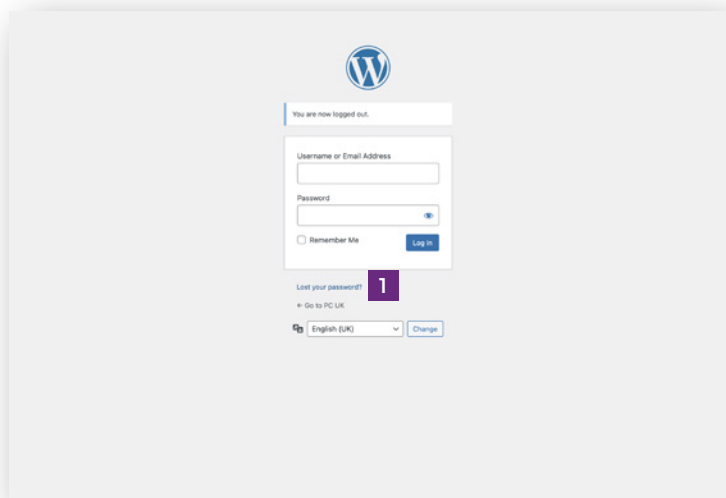
To get started, go to the log in page:

**[http://branches.pcuk.org/
branchname/wp-login](http://branches.pcuk.org/branchname/wp-login)**

Make sure you enter your branch name in the http link

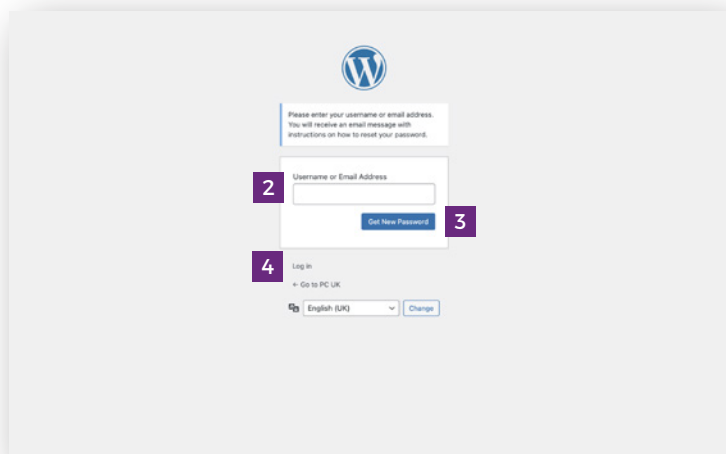
- 1 Enter your username or email address.
- 2 Enter your password.
- 3 Click the 'Log in' button.

Reset password



This screenshot is identical to the one above, but with a purple box containing the number 1 highlighting the 'Lost your password?' link located below the login box.

- 1 If you don't know your password and need to reset it, click 'lost your password' under the log in box.
- 2 Enter your username or email address.
- 3 Click the 'get new password' button. You will then receive an email with the next steps.
- 4 After you have completed the steps in the email, you can log in with your new password.



The screenshot shows the 'Lost your password?' page. At the top is the WordPress logo and the text 'Please enter your username or email address. You will receive an email message with instructions on how to reset your password.' Below this is an input field for 'Username or Email Address' (labeled with a purple box containing the number 2) and a 'Get New Password' button (labeled with a purple box containing the number 3). Below the input field, there is a 'Log In' link (labeled with a purple box containing the number 4) and a link '+ Go to PC UK'. At the bottom, there is a language selector set to 'English (UK)' with a 'Change' button.

About The Pony Club

Do not edit or remove this page



The screenshot shows the 'About The Pony Club' page on a WordPress site. The page has a dark header with the Pony Club logo and navigation links. The main content area features a large image of a horse's head, followed by a welcome message and a paragraph about the club's history and membership. Below this is a section titled 'Our Vision' and 'Our Values', which lists four core values: Togetherness, Empathy, Respect, and Learning. The 'Our Charitable Purpose' section follows, detailing three critical strands of the club's purpose. The footer contains links for Membership, Activities, About us, and Contact, along with social media icons and a copyright notice.

PONY CLUB 

[About The Pony Club](#) [Calendar](#) [News](#) [Useful Information](#) [Contact Us](#) [Portal](#) [Join now](#)

[Home](#) | [About The Pony Club](#)

Welcome to The Pony Club

The Pony Club is an international voluntary youth organisation for young people, up to the age of 25, interested in horses, ponies, and riding. Founded in England in 1929, and granted independent charitable status on 1st January 1997, there are around 330 Branches and 300 Linked Riding Centres in the UK alone. The Pony Club is represented in no less than 27 countries with a worldwide membership exceeding 110,000, making it the largest association of young riders in the world.

Our Vision

To provide children and young people with the opportunity to develop a lifelong love of horses through fun, friendship, horsemanship and sport.

Our Values

Togetherness
We are one Pony Club, fostering friendship, teamwork and volunteering.

Empathy
We support every individual to reach their goals. We celebrate success and learn to lose with grace.

Respect
We treat all people fairly and equally. We celebrate our history and heritage.

Learning
We grow through learning and education, the development of skills, expertise and the pursuit of excellence.

Our Charitable Purpose

We have three critical strands to our purpose, we exist:

1. To promote and advance the education and understanding of the public and particularly children and young people, in all matters relating to horsemanship and the horse.
2. To encourage the development of sportsmanship, unlocking potential by building resilience, confidence, teamwork and leadership skills.
3. To support and develop the volunteering network to strengthen The Pony Club community and sustain lifelong engagement with equestrianism

Membership
[Join Now](#)
[Members Code of Conduct](#)
[Find a Pony Club](#)
[Members Insurance](#)

Activities
[Calendar](#)
[Results](#)
[Volunteering](#)

About us
[Latest News](#)
[Pony Club Shop](#)
[Classifieds](#)
[Contact Us](#)
[Safeguarding](#)
[Cookie Policy](#)
[Privacy](#)
[FAQ's](#)

Contact
T: 02476696300
E: enquiries@pony.co.uk

[f](#) [v](#) [i](#) [in](#) [x](#)

 **CLICK CROP**
Advanced safety

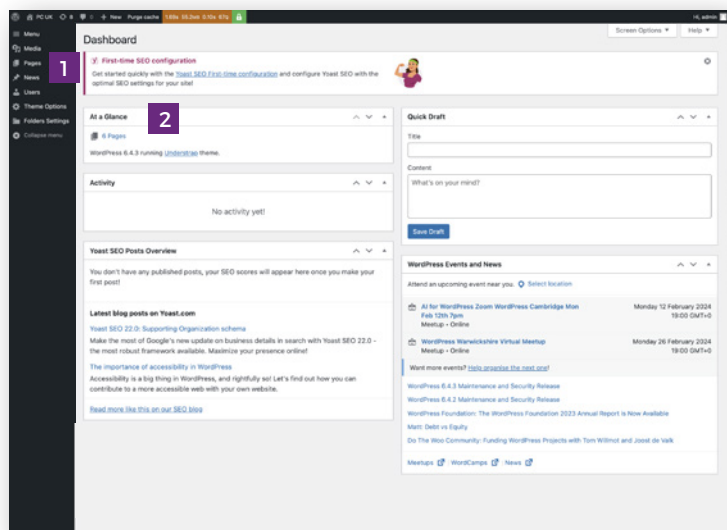
Copyright ©2024 The Pony Club Registered Charity No: 1050146 | Incorporated as a Company Limited By Guarantee Registered in England No: 3072475

[Share this page](#)

This page must not be edited or removed. This page is fundamental to visions and values of The Pony Club, it needs to be visible on all branch sites.

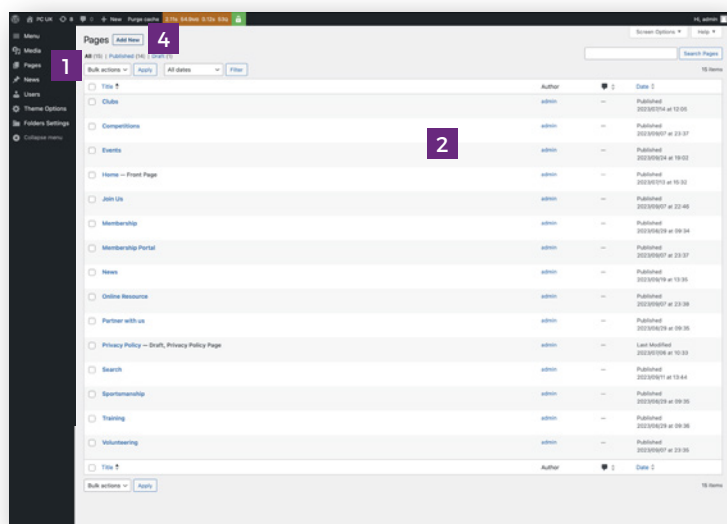
Creating or editing a page

Creating a new page



- 1 To create a new page: on the menu on the left, hover over 'Pages'.
- 2 Click 'Add New'.

Editing a page



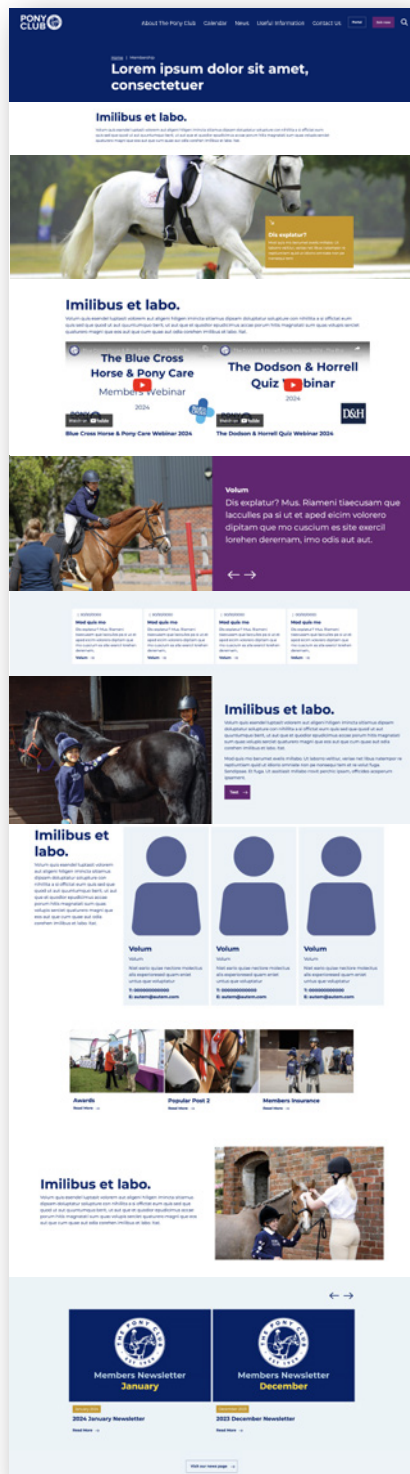
- 1 On the menu on the left, click 'Pages'.
- 2 Here you will be able to see the list of all the pages that are set up. You can click on a page to edit it.
- 3 To remove a page, hover over the page, then click 'Bin'.
- 4 You can also add pages from this page.

Or edit from the front end



- 5 On the front end of the website, go onto the page you want to edit.
- 6 On the bar at the top, click 'Edit Page'.

Blocks overview



Header block options

Page 15

Full width text block

Page 5

Full width image block

Page 7

Video block

Page 8

Gallery block

Page 9

Relevancy block (no image)

Page 10

Full width content left right block

Page 11

Contact(s) block

Page 12

Relevancy block (image)

Page 13

Content left and right block

Page 6

News block

Page 14

Full width text block

Published view









Imilibus et labo.





































































Volum quis esendel luptasit volorem aut aligeni hiligen imincta sitiamus dipsam doluptatur solupture con nihilita a si officiat eum quis sed que quod ut aut quantumquo berit, ut aut que et quodior epudicimus accae porum hitis magnatati sum quas volupis serciet quaturero magni que eos aut que cum quae aut odia corehen imilibus et labo. Itat.

Dashboard

Full Width Text Block

[Add Media](#) Visual | Text

Paragraph **B** *I* U ~~ABC~~        

Formats **ABC**                                                                    

Imilibus et labo.

Volum quis esendel luptasit volorem aut aligeni hiligen imincta sitiamus dipsam doluptatur solupture con nihilita a si officiat eum quis sed que quod ut aut quantumquo berit, ut aut que et quodior epudicimus accae porum hitis magnatati sum quas volupis serciet quaturero magni que eos aut que cum quae aut odia corehen imilibus et labo. Itat.

1

Enable button?

☐ Yes ☒ No 2

Anchor Name 3

Buttons

Button link

Add Row

Hint

Use for introduction copy and to help display long form content.

Font style are available please refer pg 20 for text styles.

Tip: Break up bulk copy by using image or content blocks.

Tip: When adding external links need to start with <https://> - <https://www.google.com/> not www.google.com or google.com

1 **Insert text** (no character limit). Refer to page 20 for type styles.

2 **Option to include a button.** (If yes go to page 17)

3 **Insert anchor name**

Imilibus et labo.


Volunt quis esendel luptasit volorem aut aligeni hiligen imincta sitiarnus
dipsam doluptatur solupture con nihilita a si officat eum quis sed que
quod ut aut quanturnquo berit, ut aut que et quodior epudicimus accae
porum htis magnatati isum quis volupis serciet quatvero magni que eos
aut que cum quae aut odia corehen imilibus et labo. Itat.

A photograph of two young women in equestrian attire standing next to a horse in front of a brick building. One woman is wearing a white shirt and tan breeches, and the other is wearing a dark blue shirt and tan breeches. They are both wearing helmets. The horse is brown and white. The background is a brick building with an arched doorway.

Image Position

☐ Left
☒ Right

Image



Ideal image size 1270px x 850px

Text Content

Add Media

Visual | Text

Paragraph

B I [List Icons] [Link Icon] [Table Icon]

Formats ▾ ABC — A [Font Color Icon] [Background Color Icon] [Indent Icon] [Outdent Icon] [Undo Icon] [Redo Icon] [Help Icon]

Imilibus et labo.

Volum quis esendel luptasit volorem aut aligeni hiligen imincta sitiamus dipsam doluptatur solupture pum nihililita a si offictat eum quis sed que quod ut aut quantumquo berit, ut aut que et quodior epudicimus accae porum hitis magnatati sum quas volupis sserciat quaturero magni que eos aut que cum quae aut odia corehen imilibus et labo. Itat.

Ideal maximum amount of characters 350

Buttons

Button link

Add Row

- 1 **Choose image placement, on the left or right.**
- 2 **Insert image** (ideal image size 1270x850 – JPEG, 72dpi).
- 3 **Insert text** (no character limit). 350?
- 4 **Include a button** (go to page 17)

Tip: When adding external links need to start with **https://** - **https://www.google.com/** not **www.google.com** or **google.com**


Full width image block

Published view



Dashboard

Full Width Image

 1

Ideal image size 1080px by 700px

Card Title 2
Dis explatut?

Card Text 3
Mod quis mo berumet evelis millabo. Ut laborro velitiur, veriae net libus natempor re reptiuntiam quid ut idiorio omniante no


Card Link 4
<https://pcuk.org/>

Insert URL

Card Colour 5
Gold

Open in a new window?
☒ Yes 6
☐ No

- 1 Insert image (ideal image size – JPEG, 72dpi).
- 2 Insert optional card title (maximum 50 characters).
- 3 Insert optional body text (maximum 100 characters).
- 4 Insert optional card link.
- 5 Select the optional card background colour from the list:


- 6 Choose to open the button link in a new window, click 'Yes'

Hint

This block is a great way to break up content on a page and display a featured image relating to the page content. The optional card can be used to promote and link to other content.

Tip: Use these sparingly on the page as they can disrupt readers' flow.

Tip: When adding external links need to start with <https://> - <https://www.google.com/> not www.google.com or google.com

Published view



Dashboard

Text Content

[Add Media](#) Visual | Text

Paragraph **B** *I* U ~~ABC~~

Formats

Imilibus et labo.

Volum quis esendel luptasit volorem aut aligeni hiligen imincta sitiatus dipsam doluptatur solupture con nihilita a si officat eum quis sed que quod ut aut quuntumquo berit, ut aut que et quodior epudicimus accae porum hitis magnatati sum quas volupis serciet quaturero magni que eos aut que cum quae aut odia corehen imilibus et labo. Itat.

1

Videos

Video Link
Insert URL

https://www.youtube.com/watch?v=Vt1-GAHFclc 3

Video Description
Ideal maximum characters 75

Blue Cross Horse & Pony Care Webinar 2024 4

Video Link
Insert URL

https://www.youtube.com/watch?v=4fnjKB02skM

Video Description
Ideal maximum characters 75

The Dodson & Horrell Quiz Webinar 2024 5

Video Link
Insert URL

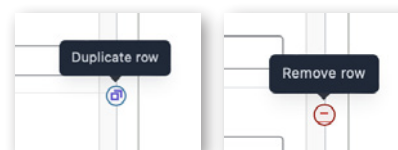
https://www.youtube.com/watch?v=W9F_gNd0LUA

Video Description
Ideal maximum characters 75

HOYS 2023 Interview - Lanark & Upperward's Grace and Zara !

2 Add Row

- 1 Insert video block title and text content (maximum 200 characters).
- 2 Click 'add row' to add a video.
- 3 Insert video link. (go to page 18)
- 4 Insert a short description (maximum 75 characters).
- 5 You can add or remove images by hovering over the right bar and clicking either the '+' sign or the '-' sign.



Hint

This block is a great way to display video content from external libraries such as YouTube.

Tip: Use the description box wisely to describe what the video shows and why a viewer would be interested.


Published view



Dashboard

Gallery Content

Gallery Image
Ideal image size 1920px by 1290px



2

Gallery Title
Volum

3


Gallery Description
Dis explatur? Mus. Riameni tiaecusam que lacculles pa si ut et aped eicim volorero dipitam que mo cuscium es site exercil lorehen derernam, imo odis aut aut.

4

Background Color
Purple

5

Gallery Image
Ideal image size 1920px by 1290px



8

Gallery Title
Volum

2

Gallery Description
Dis explatur? Mus. Riameni tiaecusam que lacculles pa si ut et aped eicim volorero dipitam que mo cuscium es site exercil lorehen derernam, imo odis aut aut.

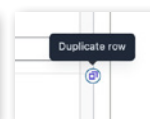
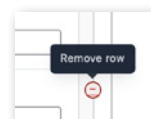
7

Background Color
Dark Blue

1 6 Add Row

- 1 Click 'Add row'.
- 2 Insert Image (ideal image size 1270x850 – JPEG, 72dpi).
- 3 Insert gallery title (maximum 50 characters).
- 4 Insert image description (maximum 350 characters).
- 5 Choose background colour from list:

- ✓ Purple
 - Gold
 - Light Blue
 - Alternate Purple
 - Alternate Gold
 - Dark Blue
- 6 Repeat the first 5 steps to add another image.
- 7 To swap the image order, click and hold the bar, drag up or down to re-order.
- 8 You can add or remove images by hovering over the right bar and clicking either the '+' sign or the '-' sign.



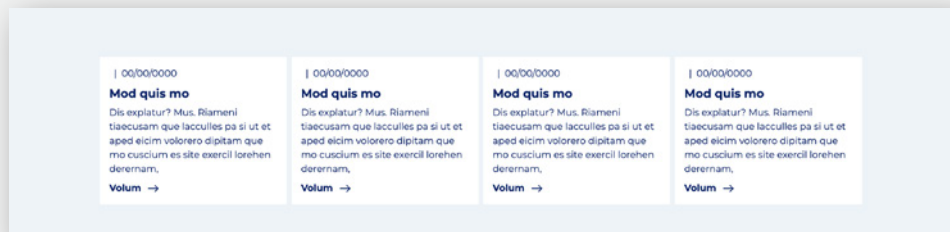
Hint

The gallery block works as a slider so is a great way to show a collection of images with associated descriptions.

Tip: A different background colour can be applied to each slide.

Relevancy block (no image)

Published view



Dashboard

Relevancy Title

1

Cards

Date

00/00/0000

3

Card Title

Maximum amount of characters 499

Mod quis mo

4

Text Content

Maximum amount of characters 499

Dis explatur? Mus. Riameni tiaecusam que lacculles pa si ut et aped eicim volorero dipitam que mo cuscium es site exercil lorehen derernam.

5

Card Link

https://pcuk.org/

Button Text

Volum

Date

00/00/0000

Card Title

Maximum amount of characters 499

Mod quis mo

8

Text Content

Maximum amount of characters 499

Dis explatur? Mus. Riameni tiaecusam que lacculles pa si ut et aped eicim volorero dipitam que mo cuscium es site exercil lorehen derernam.

7

Card Link

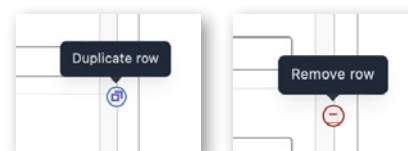
https://pcuk.org/

Button Text

Volum

2 6 Add Row

- 1 Insert title (maximum 50 characters).
- 2 Click 'Add row'.
- 3 Insert date.
- 4 Insert card title (maximum 499 characters).
- 5 Add body text (maximum 499 characters).
- 6 Repeat steps 1-5 to add another card.
- 7 To swap the cards around, click and hold the bar, drag up or down to re-order.
- 8 You can add or remove images by hovering the right bar and clicking either the '+' sign or the '-' sign.



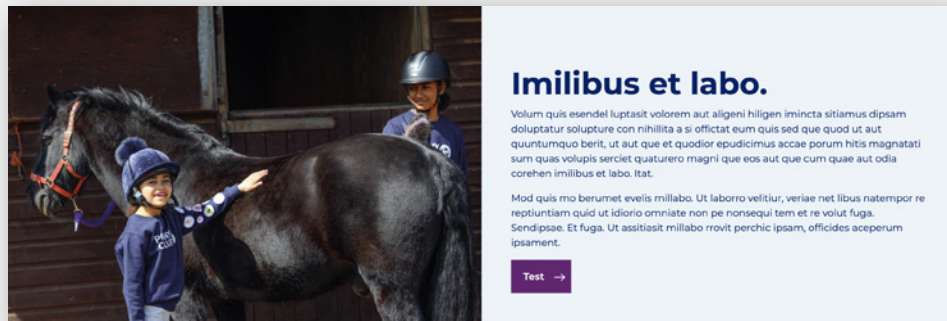
Hint

A relevancy block can be used to link to other relevant site content, downloads or external website content.

Tip: Use this towards the bottom of a page.


Full width content left right block

Published view



Dashboard

Image



1

Ideal image size 1920px by 1290px

Text content

Add Media

Visual Text

Paragraph

Formats

Imilibus et labo.

Volum quis esendel luptasit volorem aut aligeni hiligen imincta sitiamus dipsam doluptatur solupture con nihillita a si officiat eum quis sed que quod ut aut quuntumquo berit, ut aut que et quodior epudicimus accae porum hitis magnatati sum quas volupis serciet quaturero magni que eos aut que cum quae aut odia corehen imilibus et labo. Itat.

Mod quis mo berumet evelis millabo. Ut laborro velitiur, veriae net libus natempor re reptiuntiam quid ut idiorio omniate non pe nonsequi tem et re volut fuga. Sendipsae. Et fuga. Ut assitiasit millabo rovit perchic ipsam, officides aceperum ipsament.

2

Ideal maximum amount of characters 499

Background Color

Light Blue

3

Image Position

☒ Image Left

☐ Image Right

4

Buttons

Button link

1 Test <https://pcuk.org/>

5

Add Row

1 Insert image (ideal image size 1270x850 – JPEG, 72dpi).

2 Insert text (maximum 499 characters).

3 Choose background colour from list:



4 Choose image placement, on the left or right.

5 Include a button (go to page 17)

Hint

This is a full width alternative to the “Content left and right block” with a background colour. Use this block to display copy alongside an associated image. There is an optional button to link off to additional content.

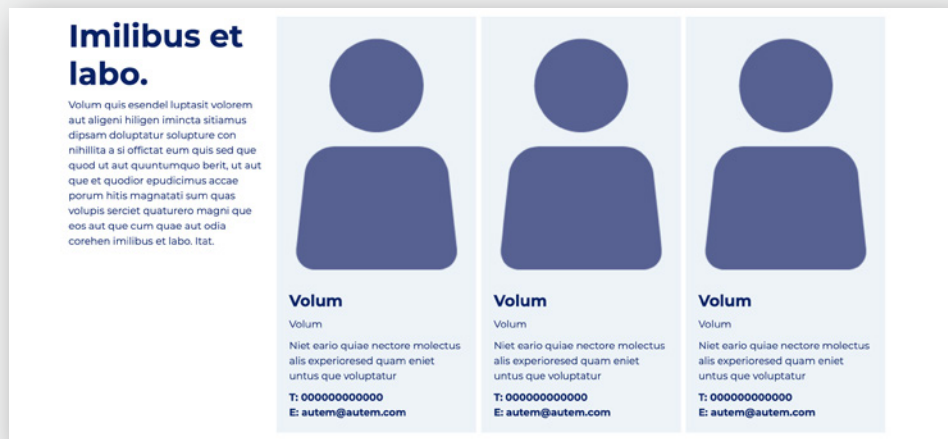
Font style are available please refer pg 20 for text styles.

Tip: Use this block to break up bulk copy. They can also be used underneath each other to add variety and break up long pages.

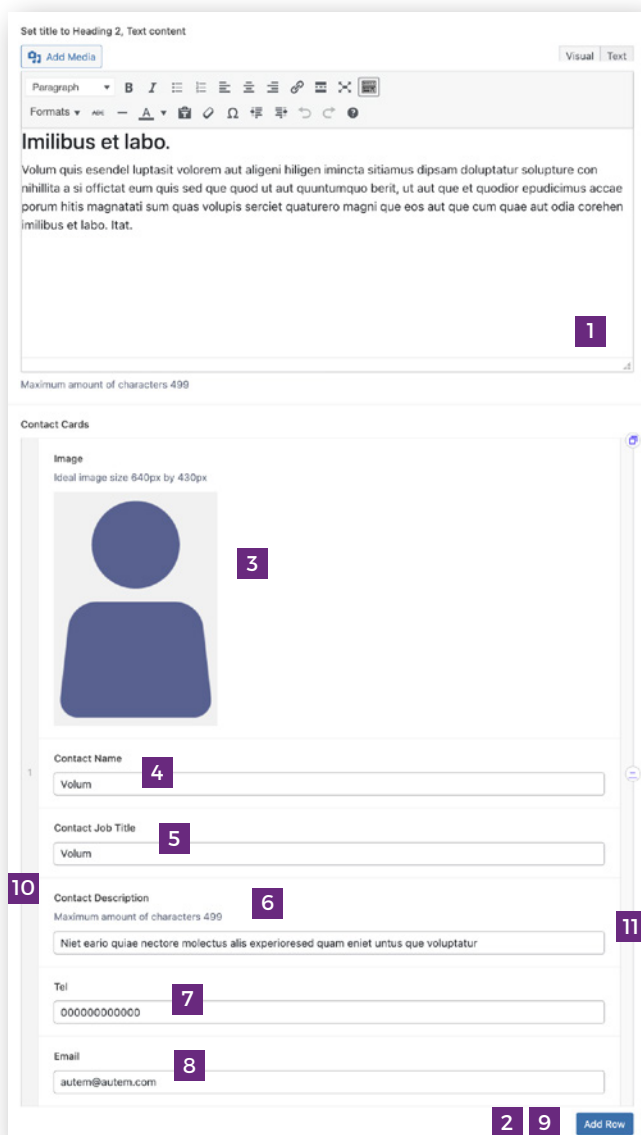
Tip: When adding external links need to start with <https://> - <https://www.google.com/> not www.google.com or google.com

Contact(s) block

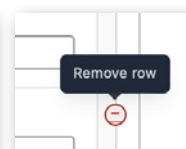
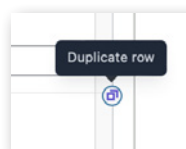
Published view



Dashboard



- 1 Insert title and copy (maximum 499 characters).
- 2 To add a contact card click 'Add row'
- 3 Insert image (ideal image size 685x460 – jpeg, 72dpi).
- 4 Insert contact name (maximum 100 characters).
- 5 Insert job title (maximum 100 characters).
- 6 Insert description (maximum 499 characters).
- 7 Insert contact number.
- 8 Insert email.
- 9 To add another contact card click 'Add row' and repeat steps 3-8.
- 10 To swap the cards around, click and hold the bar, drag up or down to re-order.
- 11 You can add or remove cards by hovering the right bar and clicking either the '+' sign or the '-' sign.



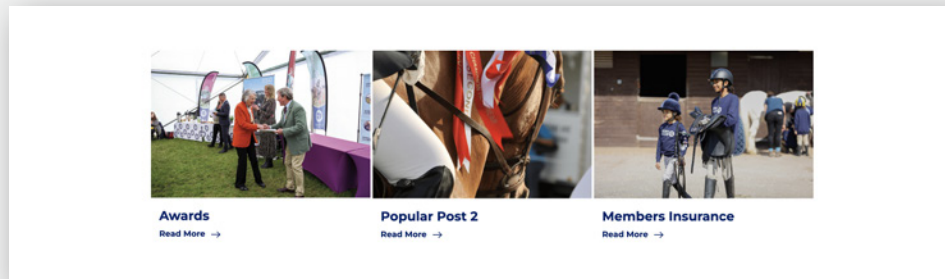
Hint

This block is useful to show who to contact or to introduce team members.

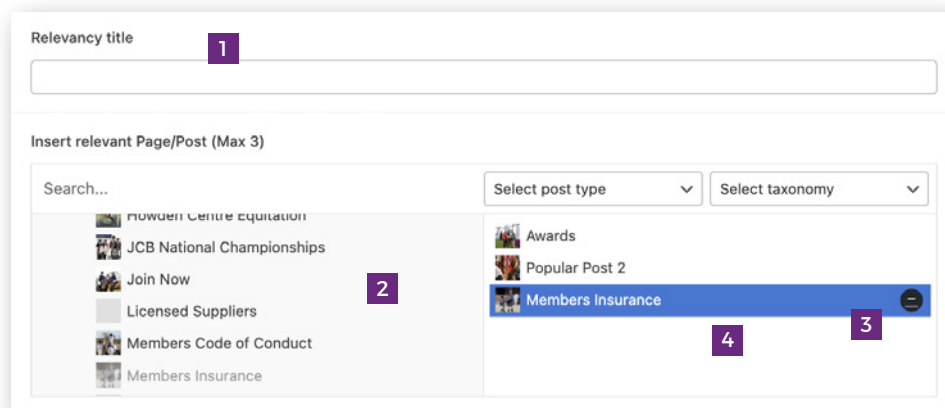
Tip: Use this towards the bottom of a page as a "Call to action".

Relevancy block (image)

Published view



Dashboard



The dashboard view shows the configuration interface for the Relevancy block. It includes a 'Relevancy title' field (labeled 1), a search bar, and two columns of topic suggestions. The left column (labeled 2) lists topics like 'Powder Centre Equitation', 'JCB National Championships', 'Join Now', 'Licensed Suppliers', 'Members Code of Conduct', and 'Members Insurance'. The right column (labeled 3) shows a list of selected topics: 'Awards', 'Popular Post 2', and 'Members Insurance' (labeled 4). A minus sign icon (labeled 3) is next to 'Members Insurance' to allow removal. There are also dropdowns for 'Select post type' and 'Select taxonomy'.

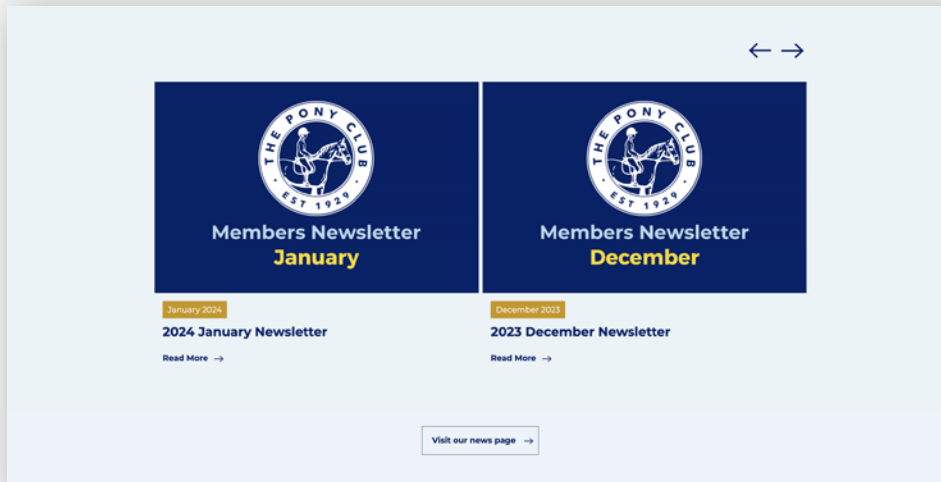
Hint

The “Relevancy block with image” is a visual way to link to other relevant site content or external website content.

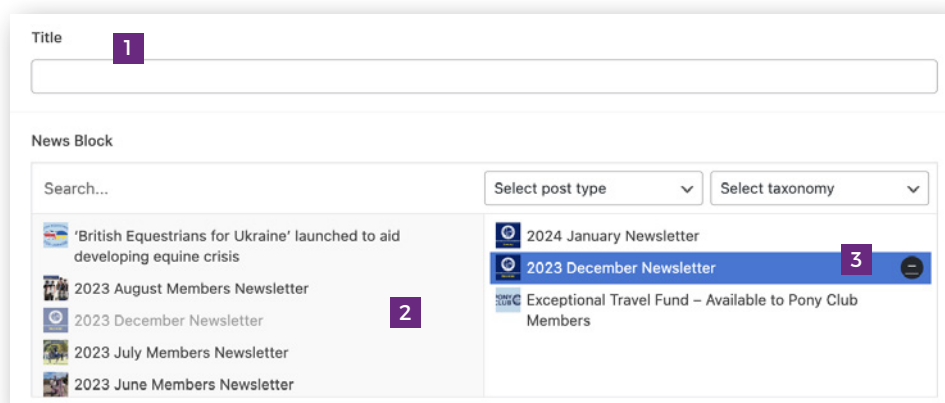
Tip: Use this towards the bottom of a page.

- 1 **Insert title** (maximum 50 characters).
- 2 The box on the left is a list of topics. You can scroll down the list and select up to three relevant topics. The ones you select will then move to the box on the right.
- 3 To remove a subject from the box on the right, hover over the topic and click the black circle with the – sign.
- 4 You can re-order by clicking and holding the bar, and dragging up or down to move.

Published view



Dashboard



Hint

The news block can be used to link to relevant news items on your site.

Tip: Use sparingly and place towards the bottom of a page as it looks similar to other modules but serves a different purpose.

- 1 Insert title (maximum 50 characters).
- 2 The box on the left is a list of topics. You can scroll down the list and select up to three relevant topics. The ones you select will then move to the box on the right. (This block will only show news subjects).
- 3 To remove a subject from the box on the right, hover over the topic and click the black circle with the – sign.

Adding a button

Buttons

Button link	Remove row
1 Select Link	8

Add Row

Insert/edit link ✕

Enter the destination URL

URL

Link Text

☒ Open link in a new tab

Or link to existing content

Search

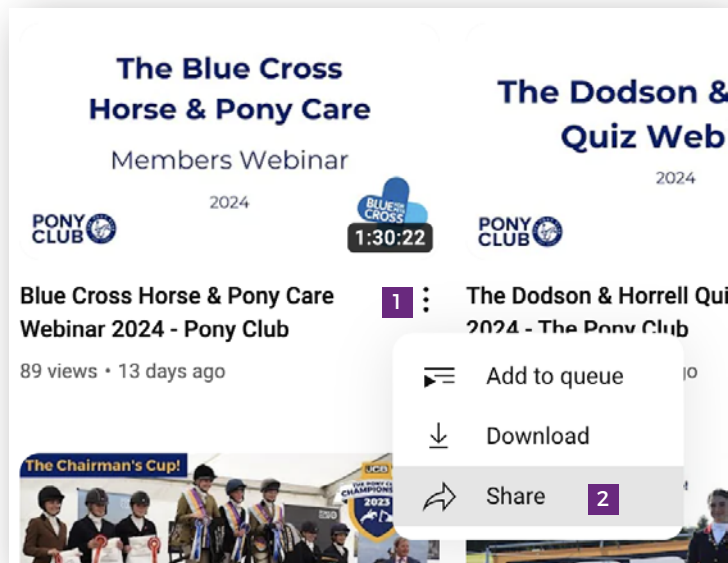
No search term specified. Showing recent items.

Test	PAGE
Albrighton Hunt	CLUB
Amman Valley & District	CLUB
Albrighton Woodland Hunt	CLUB
Angus	CLUB
Anglesey	CLUB
Axe Vale Hunt	CLUB
Avon Vale	CLUB
Atherstone Hunt	CLUB
Arroll South	CLUB

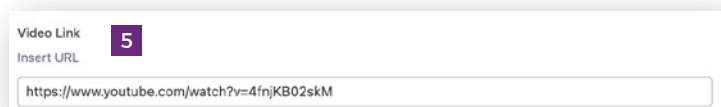
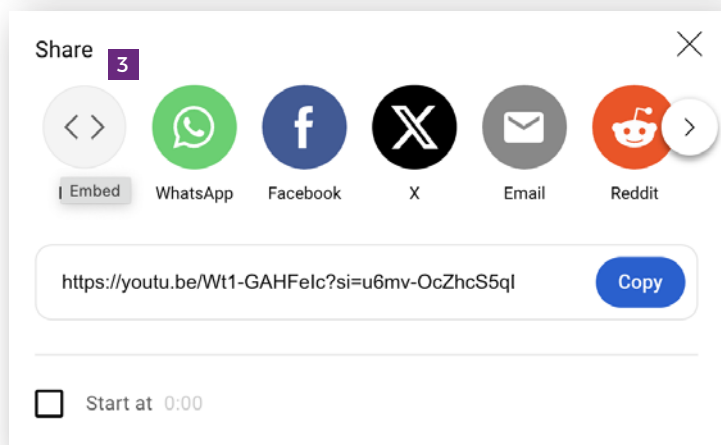
Cancel Add Link

- 1 Click 'Add Row'.
- 2 Click 'Select Link'.
- 3 Insert link.
- 4 Insert button text.
- 5 There is also an option to link the button to internal branded pages.
- 6 Click 'Add Link'.
- 7 Add another button repeat steps 1-6.
- 8 You can remove a button by hovering and clicking the '-' sign.

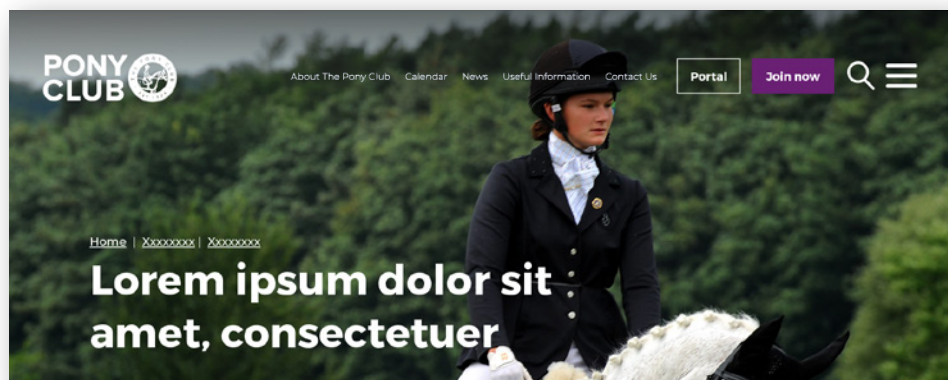
Adding a video from YouTube



- 1 Click the three dots
- 2 Click 'Share'
- 3 Click 'Embed'
- 4 Click 'Copy'
- 5 Paste code in video block as a link.



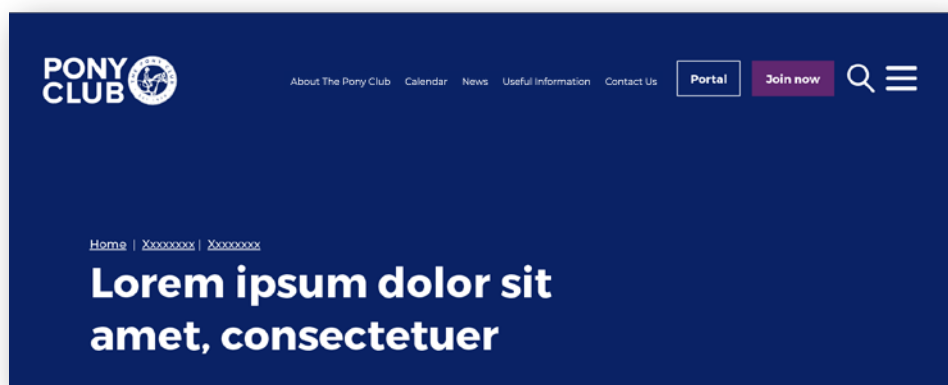
Header block options



Image

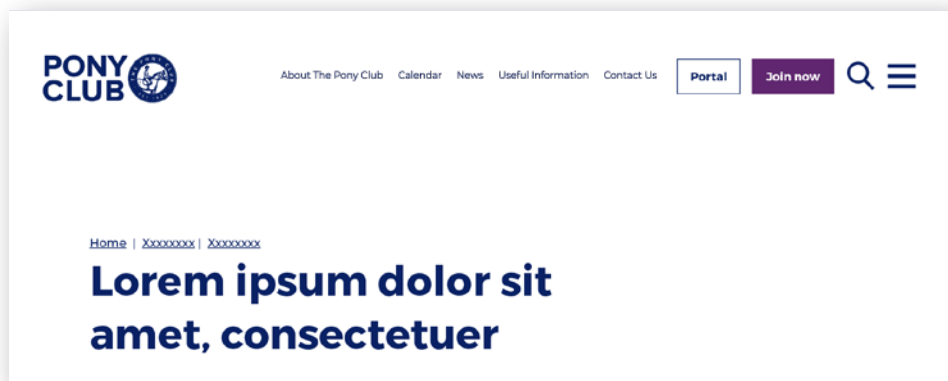
Use this for key pages where you want to use images to create engagement.

Tip: When using the image version, make sure the focus of the image is in the right third and ensure that the background is dark enough for the white title to be legible.



Colour header

Use the colour header for secondary pages.



White header

Use this for formal notification pages like rules and regulations.

Header Block Options

Header Block Type

☐ Image
 ☒ Solid **1**
☐ White

Header Block Solid Color

Dark Blue

Header Block Title **2**

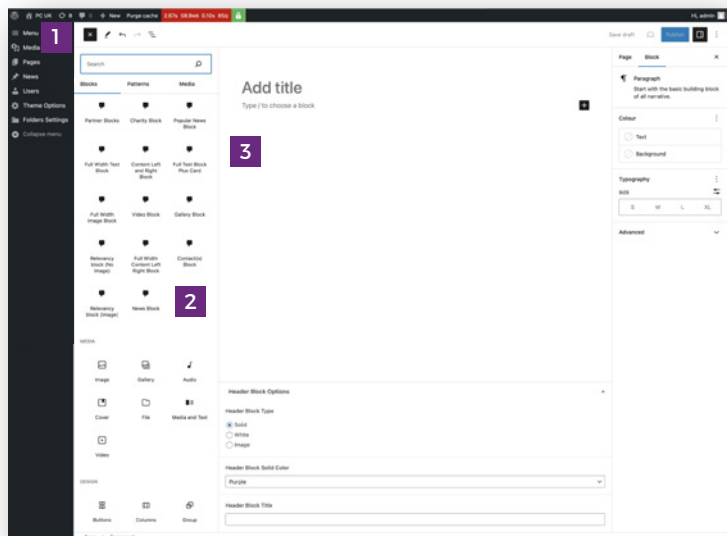
Lorem ipsum dolor sit amet, consectetur

1 3 option header types.

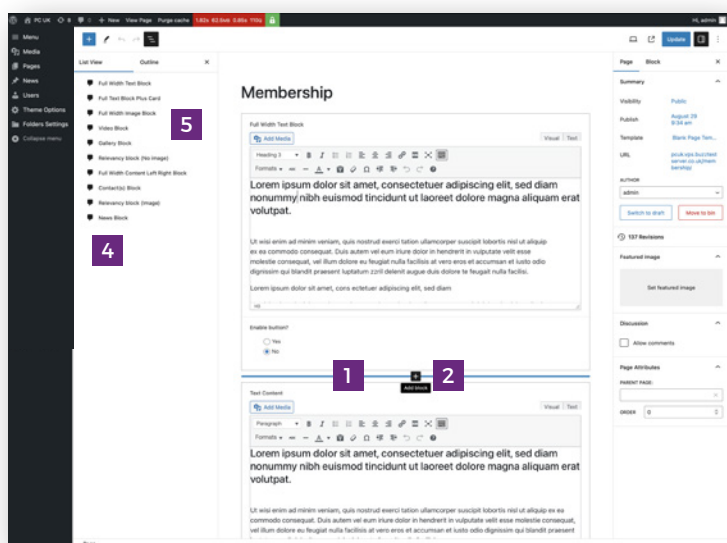
- Image: insert image
(ideal image size 3840x1200 – JPEG, 72dpi).
- Solid colour background.
- White background.

2 Insert header title.

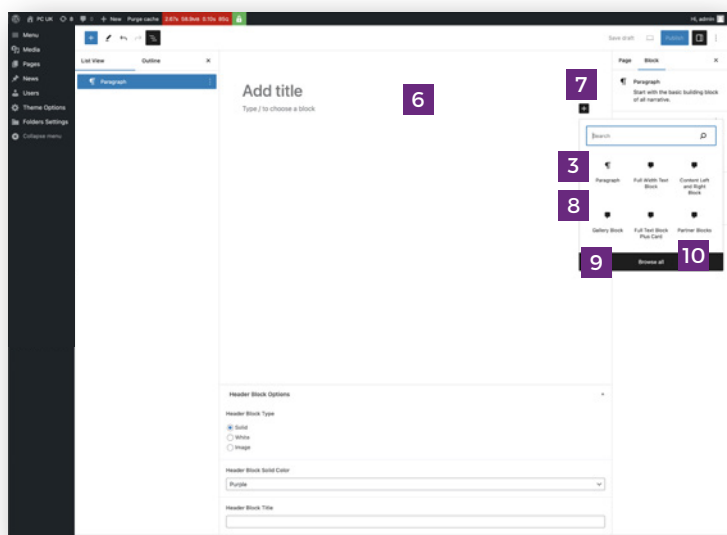
Building a page with blocks



- 1 Click the plus sign in the top left corner.
- 2 The list of blocks will come up on the left.
- 3 To add a block, either click on the block you want, or click, hold and drag to where you want the block to go.

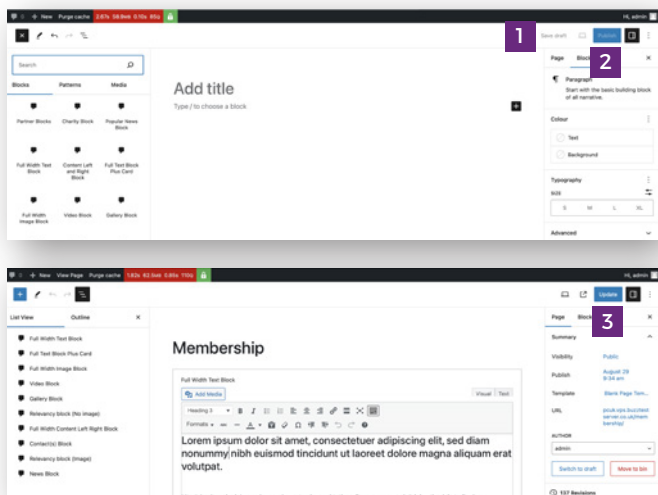


- 1 Hover between blocks, so a blue line shows up with a + sign in the middle.
- 2 Click the + sign.
- 3 A small box comes up, with some of the block setups and a search bar. You can either click one of the blocks, search for the block you want or click 'Browse all'.
- 4 If you clicked 'Browse all', the list of blocks will come up on the left.
- 5 Either click on the block you want, or click, hold and drag to where you want the block to go.



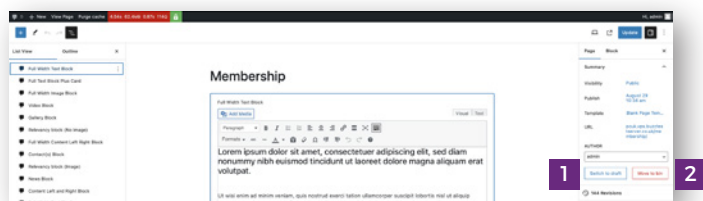
- 6 For a new page, click on the main body. A + sign will show towards the right.
- 7 Click the + sign.
- 8 A small box comes up, with some of the block setups and a search bar. You can either click one of the blocks, search for the block you want or click 'Browse all'.
- 9 If you clicked 'Browse all', the list of blocks will come up on the left.
- 10 Either click on the block you want, or click, hold and drag to where you want the block to go.

Save a page as draft or publish page/updates



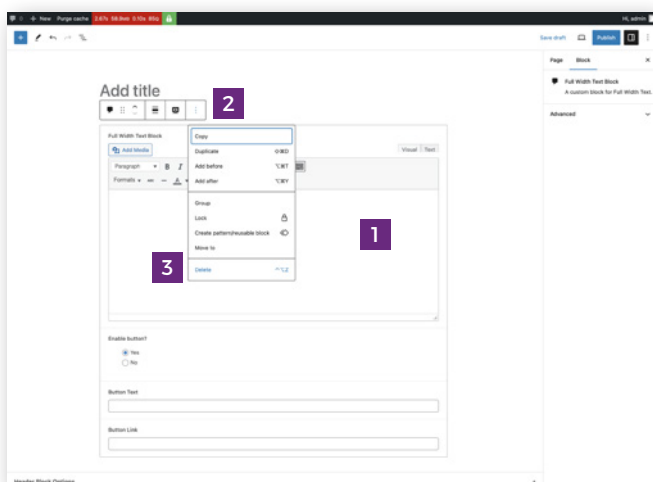
- 1 To save as draft – click the button ‘save draft’ on the top right.
- 2 To publish the page – click the button ‘publish’ on the top right.
- 3 To make updates live on a published page– click the ‘update’ button on the top right.

Switch to draft and unpublish



- 1 To unpublish a page and set it as a draft – click the button ‘switch to draft’ on the right, in the bar under the ‘page’ tab.
- 2 To delete the page, click ‘Move to bin’.

How to move and delete blocks on a page



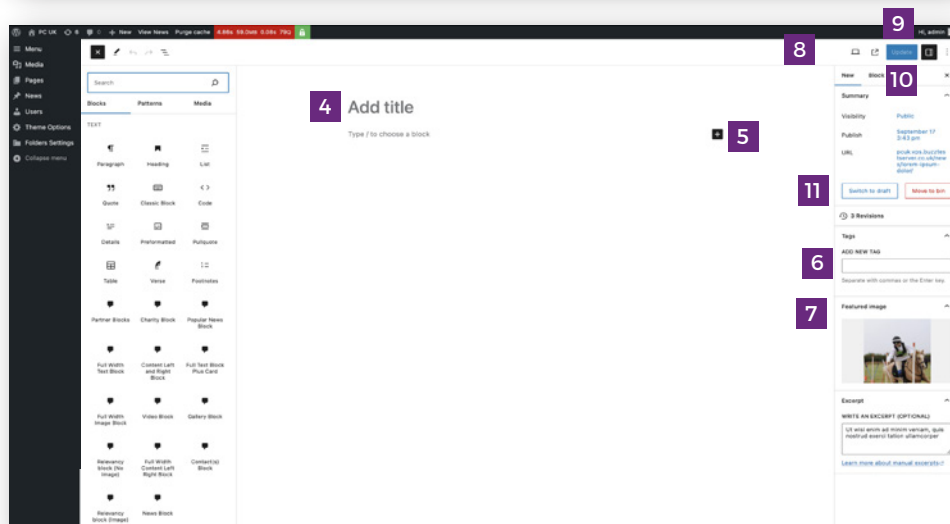
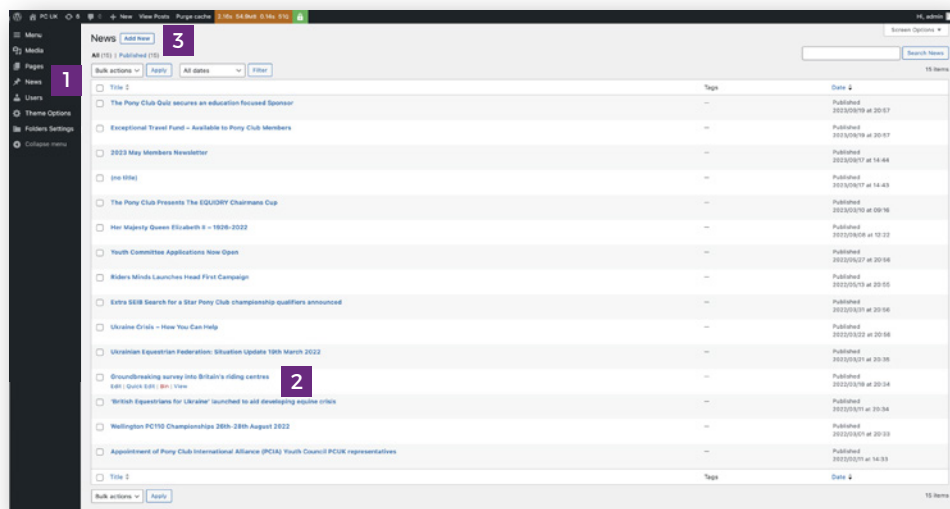
- 1 Click on the block you want to remove.
- 2 A box with icons will appear above the block. Click the 3 dots at the end on the right. A list of options will appear.
- 3 To remove the block, click ‘delete’.

Get to dashboard from front end



- 1 To get to the dashboard from the front end of the website, on the bar at the top of the page, hover over 'PC UK'.
- 2 A drop down list will appear, click 'Dashboard'.

News – Adding and editing



- 1 To find the News posts, click on 'News' in the bar on the left.
- 2 Here you can view the list of all the existing news posts. You can click on a post to edit it, or hover over a post to edit, quick edit, delete, or view.
- 3 To create a new post, click the 'Add new' button at the top.
- 4 Here you can start your new post by adding a title.
- 5 Then add a block like you would for a new page.
- 6 Add tags that are relevant to the news post.
- 7 Add a feature image.
- 8 To save as draft – click the 'save draft' button on the top right.
- 9 To publish the post – click the 'publish' button on the top right.
- 10 To make updates live on a published post– click the 'update' button on the top right.
- 11 To unpublish a post, set it as a draft – click the button 'switch to draft' on the right, in the bar under the 'New' tab.

Primary Heading 1

Secondary Heading 2

Primary Sub-Heading 3

Secondary Sub-Heading 4

Sub-Sub Heading 5

Sub-Sub-Sub Heading 6

Paragraph – Body Text

Hint

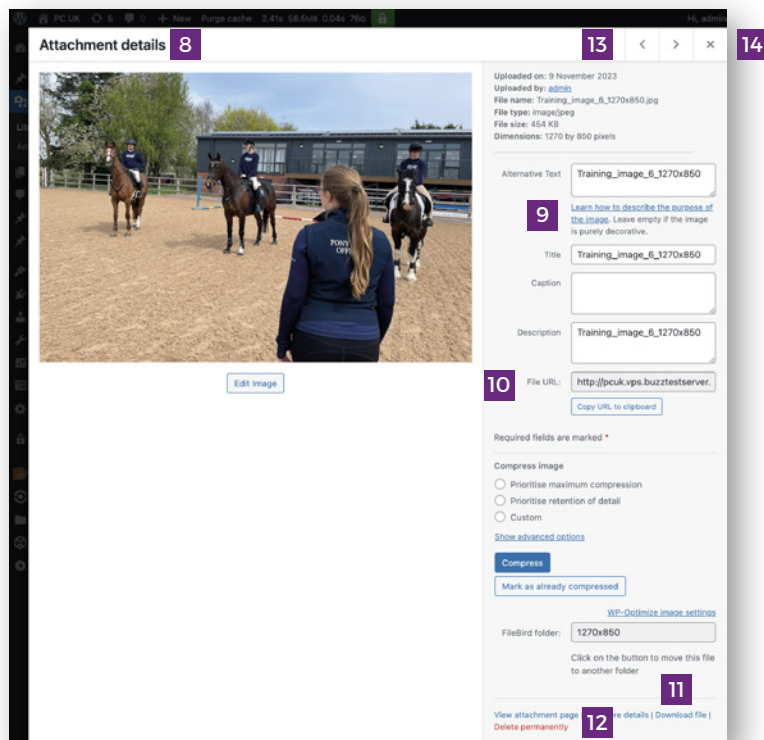
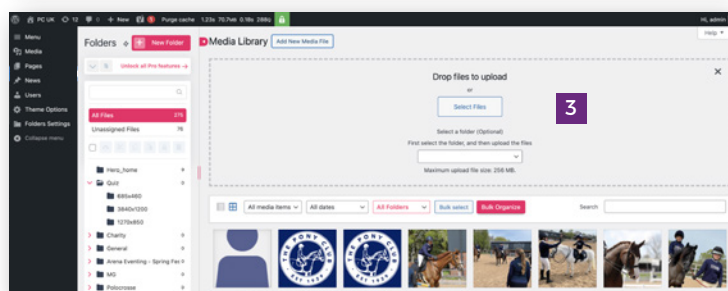
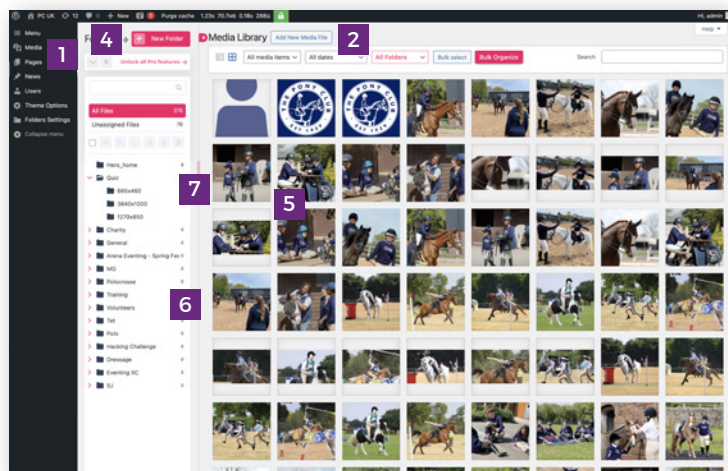
Tip Font styles have an impact on SEO rankings.

Heading 1 should never be used as this is automatically used as a default at the top of the page.

Use secondary headers to title up sections and H3-6 to add hierarchy.

Body is the default content style and is to be used for long form content.

Media Library



1 The media library is where you can upload images and PDF files. To access the media library, click 'Media' in the menu.

2 To add files, you can either drag them straight onto the page, or click 'Add New Media File'.

3 Here you will be able to drag and drop a file or click 'Select Files'.

You can organise your files into folders.

4 To create a new folder, click here.

5 To add images into a folder, click and drag.

6 You can click and drag folders to change the order or move a folder into another folder, creating a sub-folder.

7 You can also create a sub-folder by clicking on a folder then clicking the 'New Folder' button.

To edit or remove a file

8 When you click a file, an 'Attachment details' window will appear.

9 You can change the name of the file, add alternative text and description*.

10 Here you can find the URL to the file.

11 Here you can download the file.

12 Here you can remove the file from the library.

13 Click the arrows at the top to go to the next image.

14 Click here to exit the attachment details window.

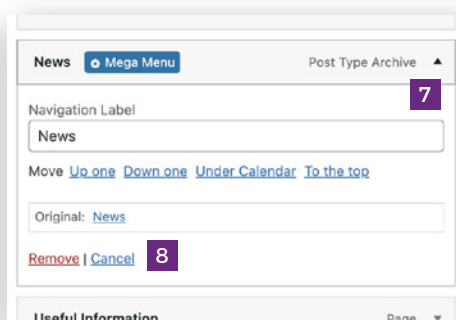
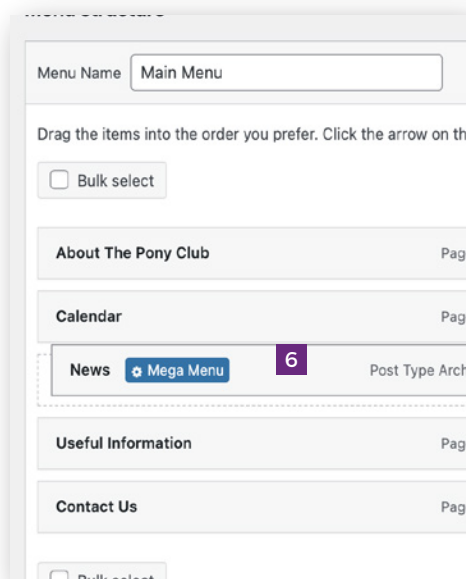
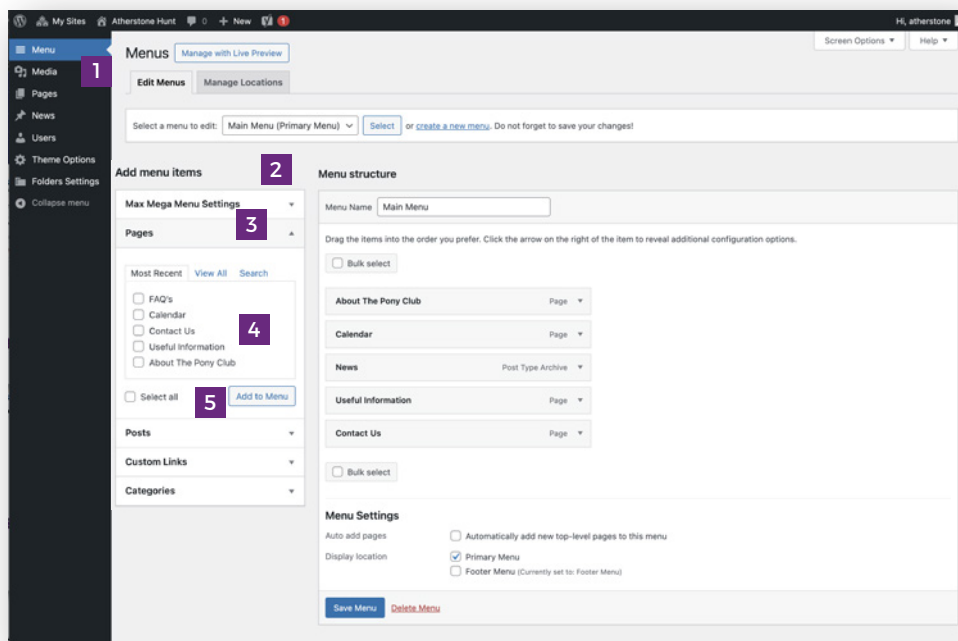
Hint

Alternative text (also known as alt text or descriptive text) describes the content of an image;

- To explain an image that fails to load.
- To describe the image for visually impaired readers using voice or screen readers.

- To improve SEO (search engine optimisation) and help people find relevant content.

Menu builder



1 To find the Menu builder, click on 'Menu' in the bar on the left.

2 Add pages or posts using the bar on the left with the heading 'Add menu items'.

3 Click the arrow for the tab you want.

4 Tick a page(s)/post(s) either from 'Most Recent', 'View All' or Search what you are looking for.

5 Once you have ticked the page(s)/post(s), click the 'add to menu' button.

6 To move the tabs, you can click hold and then drag the tab to where you want it.

7 By clicking the arrow on a tab, you will be able to edit the navigation label. You can also move the tab using the relevant move buttons.

8 Here you can also remove a tab.

Yoast SEO **1**

SEO Readability Schema Social

Focus keyphrase **2**

Get related keyphrases

Search appearance

Determine how your post should look in the search results.

Preview as:

☒ Mobile result ☐ Desktop result

PC UK
pcuk.vps.buzztestserver.co.uk › Pony-Club

Pony Club

Nov 30, 2023 — Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi ...

SEO title **3** Use AI Insert variable

Pony Club

Slug **4**

Pony Club

Meta description **5** Use AI Insert variable

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

SEO analysis

Premium SEO analysis Premium

+ Add related keyphrase Premium

Internal linking suggestions Premium

1 You can find Yoast SEO at the bottom of every page.

2 Insert keyphrases.

Hint

Use a basic keyword that people are most likely searching for. Yoast SEO will analyse your content to see how well-optimised your post is for that specific keyword.

3 Insert Title.

Hint

There is a colour guide, when it turns green, it indicates your title is an optimal length.

4 Insert Slug.

Hint

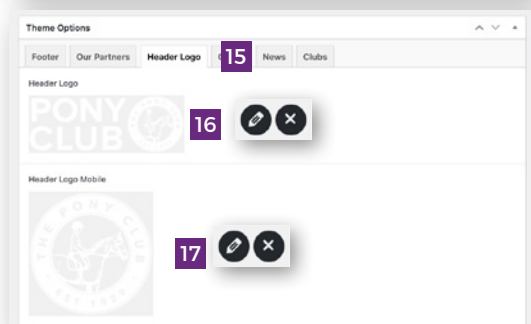
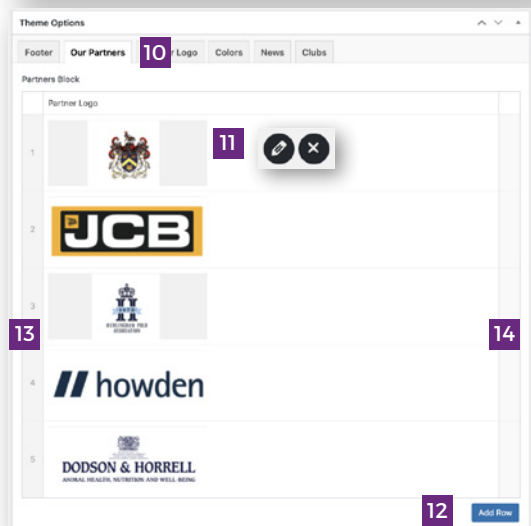
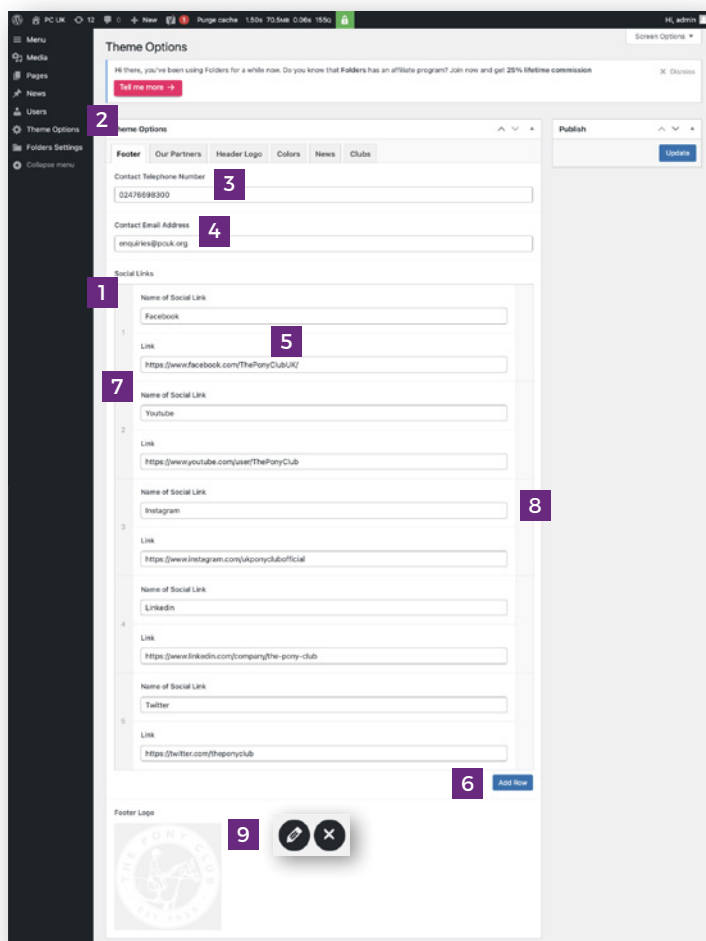
This is the URL where visitors can find your page.

5 Insert Description.

Hint

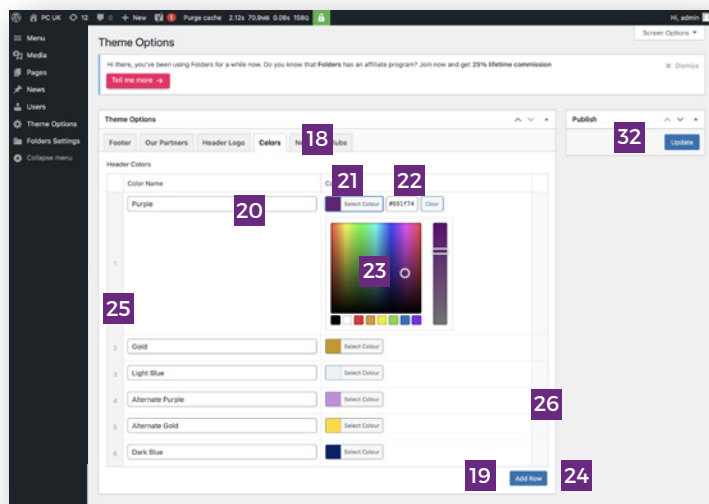
Yoast SEO information will show up in Google's search results, so make sure it reflects what the page is about.

Theme options



- 1 You can find Theme options on the bar to the left.
- 2 Footer:
- 3 Edit contact number here.
- 4 Edit email address here.
- 5 Edit social media links here.
- 6 To add another social link click 'Add row' and repeat steps 3-5.
- 7 To swap the links around, click and hold the bar, drag up or down to re-order.
- 8 You can add or remove links by hovering the right bar and clicking either the '+' sign or the '-' sign.
- 9 Change the footer logo here. (Go to xxx to see how to edit, replace or remove an image).
- 10 Our Partners:
- 11 Change a logo by hovering over an image, here you can remove the image also. (Go to xxx to see how to edit, replace or remove an image).
- 12 To add another logo click 'Add row' and then click 'add image'.
- 13 To swap the logos around, click and hold the bar, drag up or down to re-order.
- 14 You can add or remove a logo by hovering the right bar and clicking either the '+' sign or the '-' sign.
- 15 Header logo:
- 16 Hover over 'header logo' image to edit or remove the logo (Go to xxx to see how to edit, replace or remove an image).
- 17 Hover over 'header logo mobile' image to edit or remove the logo (Go to xxx to see how to edit, replace or remove an image).

Theme options



18 Colours:

19 The add a colour click 'add row'.

20 Enter or edit colour name.

21 Click 'Select colour'.

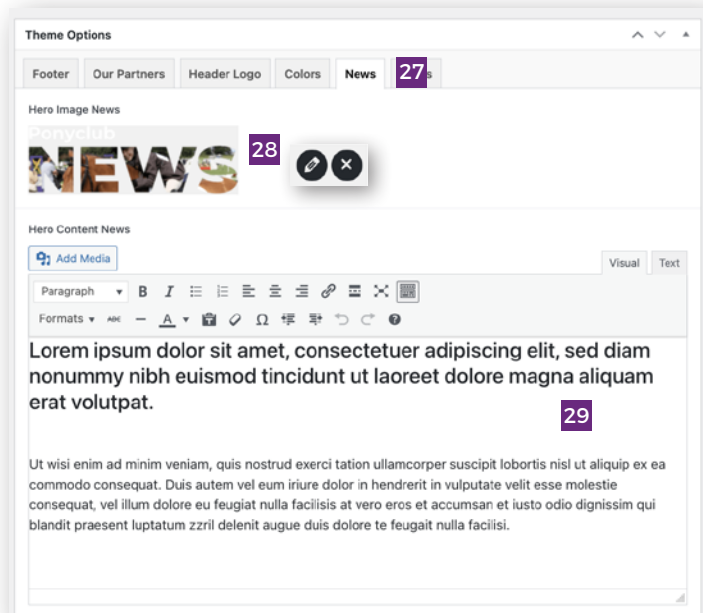
22 You can enter a hex colour code.

23 Or use the colour picker by clicking on the colour you want. Or move the circle around until you have found the colour you want.

24 To add another colour click 'Add row' and then repeat steps 20-23.

25 To swap the colours around, click and hold the bar, drag up or down to re-order.

26 You can add or remove a colour by hovering the right bar and clicking either the '+' sign or the '-' sign.



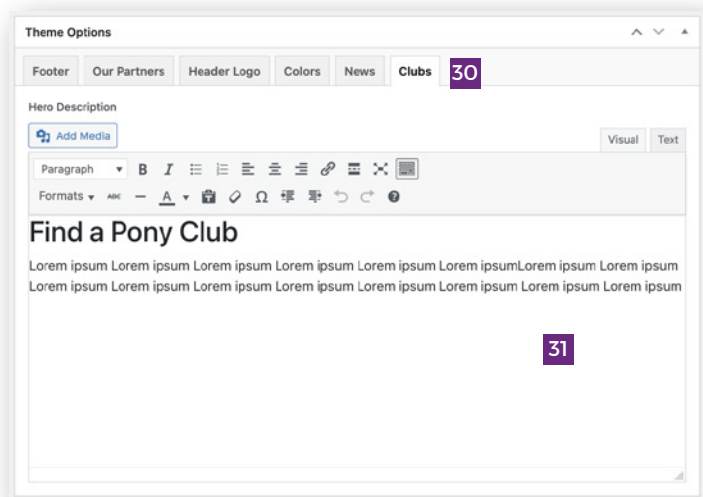
27 News:

28 Hover over 'hero image news' image to edit or remove it. (Go to xxx to see how to edit, replace or remove an image).

29 Insert a heading and body text.

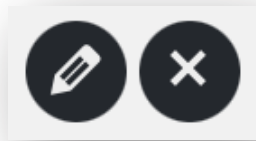
30 Clubs:


31 Insert a heading and body text.



32 To save and publish any changes click 'update' on the right under 'Publish'.

Theme options - Editing a image





icon.png

9 August 2023

10 KB

200 by 200 pixels

[Edit Image](#)

[Delete permanently](#)

Alt Text

1

Title

icon

Caption

Description

2

File URL:

http://pcuk.vps.buzztestserver.co.uk/wp-content/uploads/2023/08/icon.png

Copy URL to clipboard

Replace media

Upload a new file

4

Click on the button to replace the file with another file

☐ Update file name with title

Upgrade to Pro

Compress image

Restore original

Restore

The file was compressed from 9.95 KB to 6.39 KB saving 35.77 percent using WP-Optimize

+ More

WP-Optimize image settings

7

Update Image

- 1 You can change the name of the file, add alternative text and description*.
- 2 Here you can find the URL to the file.
- 3 Here you can remove the file from the library.
- 4 To change the image click 'upload a new file'
- 5 Drag and drop your image in the box or click the box to pick your file.
- 6 Click 'replace file'
- 7 Click 'update image' when completed.

Replace Your File

Upload a new file instead of the current one

Dimension: 200 x 200

Upgrade to Pro to compare size

5

DRAG AND DROP FILES HERE

Maximum file size 40 MB

For replacing a file the file extension should be the same ex. .png files can not be changed by .pdf file. Make sure you uploaded same types of file.

Replace Name

Also replace file name with new file name and update all links

off

Replace Date

Also replace file date with

☐ Use Today's Date (01/11/2024)
 ☒ Keep Old Date
 ☐ Replace the date with

6

Replace File

Cancel

29

