

Editing previously entered content

Go to <https://broughtonparkfc.rfu.club/admin>

Log in with your GMS username and password.

Click 'Content' from the left hand menu.

You will see a list of all the content on the website. The list can be narrowed down by selecting the type eg 'News', 'Profiles' etc from the 'Show' drop down menu at the top left, then click on 'Apply' at the top right.

You can **View | Unpublish | Clone | Edit | Delete** any content. Just click on what you want to do.

If you click on 'Edit' you will be taken to the normal Editor that you used when the content was originally entered.

If you click on 'Delete' the content will be deleted.

Edit content whilst in the website.

It is also possible to edit content directly from the website.

Scroll down to the bottom of any page. Click on 'Sign In'. Sign in with your normal GMS username and password.

At the top of the page will appear 'Sign out', 'Preview', 'Dashboard'.

Sign Out is self explanatory.

Preview puts blue 'Edit Content' boxes above all editable content and yellow 'Edit Widget' boxes next to editable widgets. Don't click on 'Edit Widget' unless you know what you are doing.

Dashboard takes you to the normal website edit page.

To edit content click on the blue 'Edit Content' box above the content. You will be taken to the normal editor. Clicking Save and Publish in the editor will take you back to the website after you have finished editing.