


Upload Match Report to Website.

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

Log in with your GMS username and password.

Click on 'Match Report' in the left hand menu.

1. Put in a title.
2. Select a team.
3. Select the correct season if the one shown is wrong.
4. Select the correct match.
5. Type your report into the box labelled 'Body'. If you wish to put an image within the report then click on 'Insert Media'  and navigate to the folder containing your image. Click on the image so that it is ticked. Click on 'Select' at the top right. Your image should appear within the report. See the [help file about image size](#). Delete the text 'Hyperlink' I haven't a clue what this is for? Anyone?
6. In the section labelled 'Layout', Click on the message:-
"Please enter your page detail here. This can be HTML or text. To edit click the first menu icon on the small HTML menu that appears when you click on this text. Please use the elements on the right if you wish to construct a richer page content with headers, images and layout grids."
Ignore what it says!
7. Click on the '</>' which appears in the horizontal menu. 
8. Delete the text:-
"Please enter your page detail here. This can be HTML or text. To edit click the first menu icon on the small HTML menu that appears when you click on this text. Please use the elements on the right if you wish to construct a richer page content with headers, images and layout grids."
Click on 'Save'.
9. At the bottom of the page click on 'Save' then 'Publish now' OR just click on 'Publish now'.