Upload Pictures or PDF text to a Media Folder.

The system does not like image files with names that include '(1)' or '(2)' eg JoeSoap(1). This usually happens when there are copies of the original file made on your computer.
I think that it is better if we standardise on PDF files for text documents rather than WORD or other formats. PDF files in the Chrome browser are rendered just like any other page. I'm not sure about other browsers. Most files can easily be printed to a PDF file.
Your Images or PDFs (Media) should be in a folder on your computer or be accessible on a card plugged into it.

Go to https://broughtonparkfc.rfu.club scroll down to the bottom of the page and click on 'Sign in'.

Log in with your GMS username and password.

At the top of the page click on 'Dashboard'. You will be taken to the Editor.

In the left-hand side menu click on 'Media'. You will see folders which have already been created.
If you are only uploading a few pictures or PDFs then put them in a folder which is already there.
Maybe one that you have created previously or use 'Broughton Park Images' or 'BPFC Documents.'

To create a new folder, click on 'Create Folder' at the top left. Type in your folder name something like:-
U21 images or U21 documents.
Click on 'Save'.

Click on the folder that you have just created eg:- **U21 images**
Click on 'Import' at the top left.
Where it says "**Click here, Drop files or paste images.**", Click there.
Your folders on your computer should be shown. Navigate to the folder containing your media files.

Press Control A to select all the media files, OR
Select each individual media file by holding down the CTRL key and selecting all the files you want. Click on 'OPEN' or 'LOAD' whatever it says on your computer.

If they are images then thumbnails of all the pictures will appear in the folder that you have created. If they are documents then all that will shown is a document logo. You can see which document is which by selecting the document and looking on the right hand side for a description. I think this is a bit poor. They may improve this. I have put in a feature request that at least the names of the files show underneath each file.
Click on 'Close' at the top right.