Hello and welcome to the tutorial on adding a calendar and gallery to your website.

From your home page, click ‘site update wizard’ and then click the first option. ‘add a brand new section’.

From the drop-down menu select ‘Calendar’ and proceed. This is a two-step process. Give the submenu a title – I’d recommend ‘School Calendar’ or ‘Term Calendar’ for this. Next add some introductory text such as ‘Welcome to our school calendar - here you will find important dates for your diary’. Once you are happy – click ‘Next’ and select the menu you’d like this to appear under followed by clicking finish.

Now go to ‘My Website’ and select ‘Site Update Wizard’ then select option two for updating existing content. Locate your calendar from earlier steps taken and press ‘Update/Delete’. Next click the ‘Entries’ tab and press ‘click here’ next to add new entry.

Give the entry a title – this could be ‘Easter Holidays’ or ‘Christmas Break’ then enter the date of the calendar entry. In the box below you can also provide more details on the entry for users visiting the site. Once you are happy – press ‘Add Entry’ which will add the entry to your calendar and will appear on the site.

\*\*Show on the front end once complete\*\*

From your home page, click ‘site update wizard’ and then click the first option. ‘add a brand new section’.

From the drop-down menu select ‘Gallery’ and proceed. This is a two-step process. Give your gallery a title such as ‘Easter Celebrations’ and then decide the number of images you want to appear in a row. I would recommend 4 for this. In the box below give a brief introduction for the gallery.

Now go to ‘My Website’ and select ‘Site Update Wizard’ then select option two for updating existing content. Locate your gallery from the earlier step and press to update this. Once the page loads – click ‘Albums’ from the tabs.

In this section you’ll be uploading the images you’d like to appear – this is done by clicking the ‘Click here’ button. Give your new album a name such as ‘Easter Celebrations 2021’. Next tick the boxes if you’d like to allow image comments and ratings – I recommend leaving these unchecked. Now enter how many images you’d like to see per row – I’ll be doing 4 and then lastly give your album an introduction.

Lastly, click ‘Add Album’ which will add this album to gallery and will appear live on the site.

\*\*Show results on the site of this\*\*