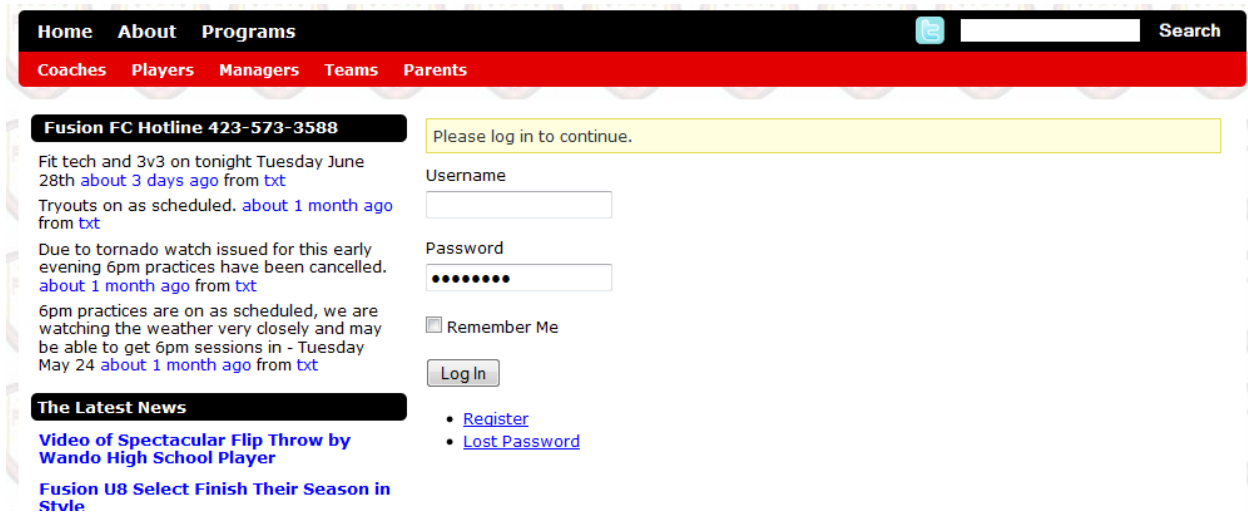


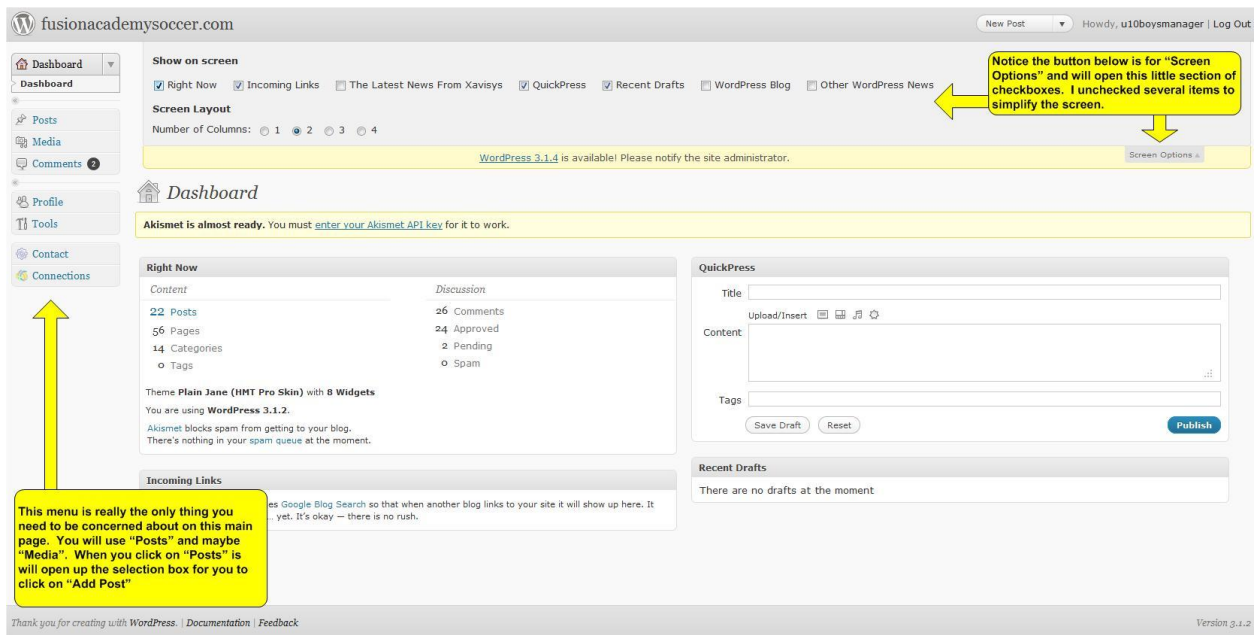
# Lesson 1

The first step is to log into the system. Type [www.fusionacademysoccer.com/wp-admin](http://www.fusionacademysoccer.com/wp-admin) into the browser address bar and it should take you to a page like the image below. Enter your username and password to get into the website back-end.



# Lesson 2

Take a look at the image below. This is what the screen will look like after you log in. By clicking on the "Screen Options" button you can turn off some of the garbage that clutters the screen. All you need is the menu on the left to add content to the website. Click on 'Posts' and then 'Add Post'.



## Lesson 2

Take a look at the image on the next page. This is what the page will look like where you will add content. Understanding the options on this page is critical. Again you will have a 'Screen Options' button in the top right corner which will give you check boxes to add and remove sections. On this screen all of the options are useful or can be useful depending on what you want to do.

Starting with the basics; you have a Title Box and a Content Box underneath. To put something on the website you would just have to enter a title and type some text and then hit the publish button on the right column. It is as simple as that if you just want to quickly add an article.

But there is a lot more you can do as you learn. Notice in the image the number '1' and what it is pointing to. If you hover over this button it will say "Show/Hide Kitchen Sink". Click on this button to open up another tool bar to see more word-processing types of buttons. Use these to make your post look better.

Notice in the image the number '2' and what it is pointing to. It is pointing to a section in the right column called 'DM Albums Album Manager'. This is something I have added to allow you to upload pictures into a flash gallery. If you have a bunch of pictures you want to add at one time then create an album here and then insert it into your post. I recommend the bottom of your post. To do this you would give the Album a name, click on 'Browse', select the folder on your computer that has the pictures, select the pictures, click on the button to 'Start Upload' and then wait on the pictures to all load. Once they are loaded you just click the button next to your gallery which says insert! Give it a try! Galleries are very nice and the kids love them!

Notice in the image the number '3' and what it is pointing to. It is pointing to a section in the right column called 'Categories'. Before you publish a post please check all of the categories that apply to your post. By selecting the categories your post will automatically get applied to the proper news areas. So if your post is about U12 Girls then check the categories for Fusion News and U12 Girls. By selecting these, the article will go into the main Fusion News Stream and the specific stream just for U12 Girls News.

Notice in the image the number '4' and what it is pointing to. It is pointing to a section in the center column called 'Excerpt'. Before you publish a post please enter a short description of the article. This is so the entire article does not appear on the front page. We want a short little description and then people can click on it if they want to read the whole thing.

Notice in the image the number '5' and what it is pointing to. It is pointing to a section in the right column called 'Publish'. Hopefully this is self explanatory but it is where you click a button to make your article transfer to the website as a live article. No big deal...you can still delete or change it anytime you want.

Enter title here

Upload/Insert Visual HTML

**1** ↑

**2** →

**5** →

**4** ←

**3** →

### DM Albums™ Album Manager

**Existing Albums** HELP +

show albums by: **NEWEST** OLDEST

- [U8 Select 05.21.11](#)  
+ Manage Album Details Insert ✕  
+ Photo Sorter
- [U12 Girls FC Alliance Tourney Spring 2011](#)  
+ Manage Album Details Insert ✕  
+ Photo Sorter
- [Spring 2011 3v3 Tournament](#)  
+ Manage Album Details Insert ✕

**Update Existing or Add New Album**

Album Name:

Upload Queue:

HELP +

**Publish**

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

[Edit](#)

[Move to Trash](#)

**Categories**

All Categories Most Used

- Academy Homework
- Events
- Front Page
- Fusion News
- U11 Boys News
- U12 Girls News
- U8G and U8B News
- U9 and U10 Boys News
- U9 and U10 Girls News

Notice in the image the number '1' and what it is pointing to. Leave these alone...they will be covered at a later date after everyone develops a better understanding of how to use the software.

Notice in the image the number '2' and what it is pointing to. Right now there are two Custom Field Options and you need to set both of them. When you click on the drop down box you will see an option for 'more-text' and 'short-excerpt'. First select 'more-text' and then type some text in the box to the right. Something like "Click here to read the full article". This is the text which will show up below the excerpt you typed in above and this text will be linked to the full article. Be sure to click the button to 'Add Custom Field' after entering the 'more-text'. Next select the Custom Field for 'short-excerpt'. This is NOT the same as the excerpt you entered for the post. What you enter here will appear beside the little pictures in the left column of the main website. It might sound confusion until you see where it goes but just type a short description here and click the button to 'Add Custom Field'.

Notice in the image the number '3' and what it is pointing to. This is where you set the featured image. You really need to do this for every article so you need to have at least one picture on your hard drive ready for each article you plan to add. Click the link to 'set featured image' and then the button to 'Select Files'. Please use only .jpg pictures and avoid .bmp or .gif files for this option. After the file loads you should see a page come up like the last one in this document. It is very important when this page or window comes up that you only click the link at the bottom titled "Set Featured Image". After clicking this you can click "Save All Changes" or just click the X in the top right corner of the window to back out.

After doing all of this you just need to click the Publish button and you are done! If you have any problems or questions feel free to call me, send an email, or text.

Don't be afraid to experiment with things because you can't hurt anything. The more you experiment and the more content that is added to the site the better the club will be.

Email is [fusionacademy@charter.net](mailto:fusionacademy@charter.net)

To call or text use 803-606-2817

Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)

### Custom Fields



Add New Custom Field:

Name	Value
<input type="text" value="-- Select --"/>	<input type="text"/>

Enter new

Custom fields can be used to add extra metadata to a post that you can [use in your theme](#).



- Front Page
- Fusion News
  - U11 Boys News
  - U12 Girls News
  - U8G and U8B News
  - U9 and U10 Boys News
  - U9 and U10 Girls News
- Fusion Soccer Teams

**Post Tags**

Separate tags with commas

[Choose from the most used tags](#)

### Dynamic Content Gallery Metabox

**Image URL:**

You are using [Full URL Image Management](#). Enter the URL to your image below.

**Slide Pane Description:**

You are currently using [Manual Slide Pane descriptions](#). Enter your Slide Pane text for this image below.

**External link for image:**

Enter a link here (including http://) if you want this image to link to somewhere other than the Post/Page permalink. Leave blank to link to the Post/Page.

**Exclude this Post/Page from gallery?**

Check to exclude

**Featured Image**

[Set featured image](#)

## Set featured image

**From Computer** From URL Media Library NextGEN Gallery

### Add media files from your computer

Choose files to upload

Select Files

Cancel Upload

Maximum upload file size: 8MB

You are using the Flash uploader. Problems? Try the [Browser uploader](#) instead.

After a file has been uploaded, you can add titles and descriptions.



File name: SCOSA.jpg

File type: image/jpeg

Upload date: July 2, 2011

Dimensions: 2550 x 3300

Edit Image

Title

\*

SCOSA

Alternate Text

Alt text for the image, e.g. "The Mona Lisa"

Caption

Description

Link URL

<http://fusionacademysoccer.com/wp-content/uploads/2011/07/SCOSA.j>

None

File URL

Post URL

Enter a link URL or click above for presets.

Alignment

None

Left

Center

Right

Size

Thumbnail  
(150 x 150)

Medium  
(231 x 300)

Large  
(791 x 1024)

Full Size  
(2550 x 3300)

Insert into Post

[Use as featured image](#)

[Delete](#)

Save all changes