# Instructions
on how to edit a lodge page on www.wyoelks.org

From YOUR lodge's page, very bottom of the page on the right side is the word Admin. Click that and login.

**You will then have a black bar across the top of the page. That means you are in edit mode.**
Please note When editing everything will be done in Beaver Builder window. You will always need to click beaver builder to edit your page.
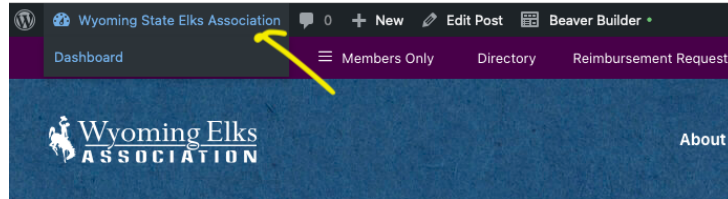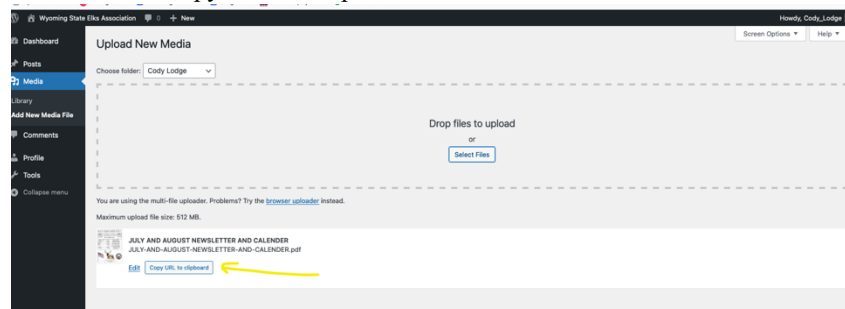

Directions for adding an updated newsletter

1. **Hover over the words Wyoming State Elks Association**
   - **Click Dashboard**
   - **Media – Add new media file**
     - **Choose your lodges folder, this will add files to only your folder.**
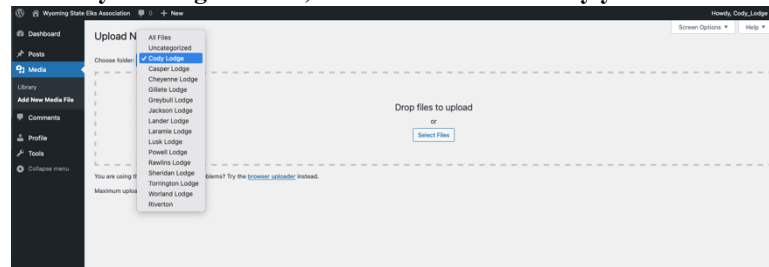
     - Select file from your computer and upload or drag and drop in to this window.
       - When the file is uploaded it will show below.
   - Click copy URL to clipboard

2. Click Posts on the black left hand side area of the dashboard.
   - Hover over the lodges page, click Beaver Builder.
   Or you can click the home icon on the upper left top of the page, this takes you to the home page, select your lodge, from the lodge page click Beaver Builder at the top in the black bar.

3. You are now going to edit the web page:

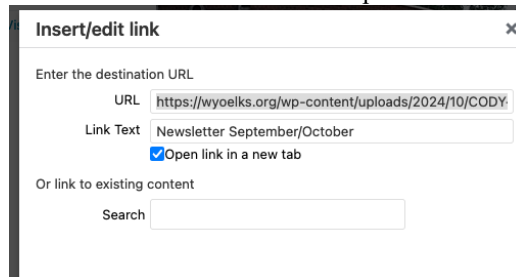   o   Hover over the newsletter area. A blue box will appear. Click on the wrench icon.
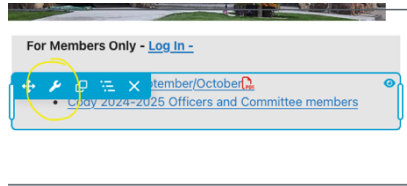

     o   This will bring up a editing box. Highlight the old newsletter text. Click the pencil icon, then the cog icon
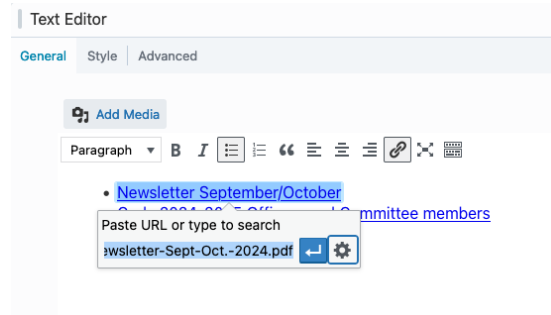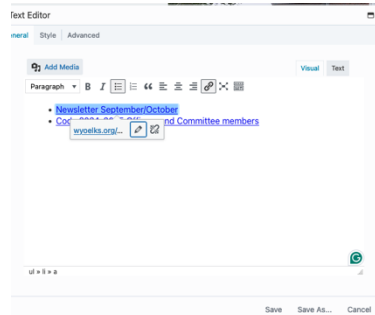
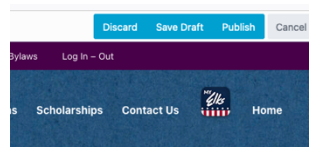   ▪   Paste the URL you copied when you uploaded the media file. Modify the **Link Text** below to the current month. Hit update. Hit save on the text editor box.

     ▪   If this is all the changes you need to make you will now publish the page.

   •   Click done at the upper right of the screen
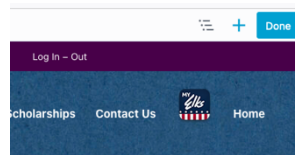
       •   Then publish.

       •   Woohoo – You have made your changes, and they are live on the website.

**Adding content to the Upcoming Events section**

- Click Beaver Builder to enter editor mode.
  - Hover over the text area – *Calendar and other activities to go here.* Click the wrench icon and add your new text content.
- If you want to add an image of your events calendar
  - Go to the upper right of the screen and click on the plus sign, click and drag the Photo icon onto your screen below the words upcoming events.
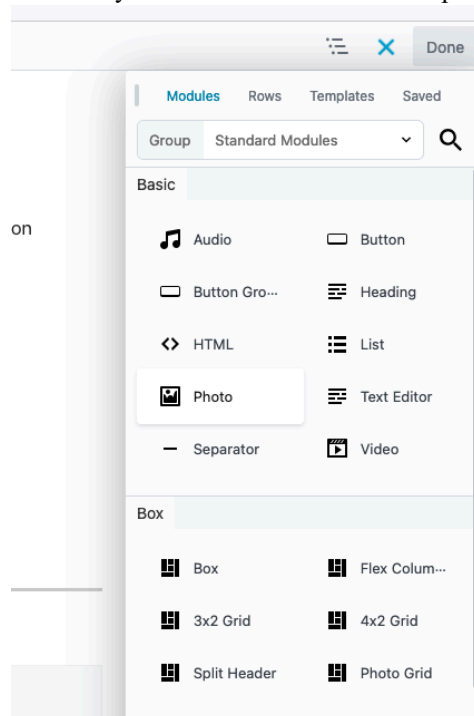
  - A photo editing box will pop up.
    - Click select photo
      - Choose your lodges image folder
      - Upload the image.
      - At the right of the screen – add Alt text, this is a brief description of what the image is. This is for ADA compliance.
      - Click Select Photo
        - I then like to change the size of the image to Large or medium. You can change this size to whatever is to your liking.
      - Click Save
      - Click done at the upper right of the screen
      - Then publish.
        - Remember to review all edits on your mobile phone to make sure they look good on a mobile device.

Adding photos to the Photo Gallery Area.

- Click Beaver Builder to enter into editor mode.
    - Hover over the area below the words photo gallery–
        - Click the wrench icon
        - Click Edit Gallery or add photos
        - Choose your lodges media folder from the left hand side of the page.
            - Upload the images here
            - At the right of the screen – add Alt text, this is a brief description of what the image is. This is for ADA compliance.
            - Click Add to gallery – blue button, bottom right of screen.
            - You have the option to add a caption underneath each photo if you want. This is not required.
            - Click the blue Update Gallery button. (lower right of screen)
            - If you added captions - select below photo
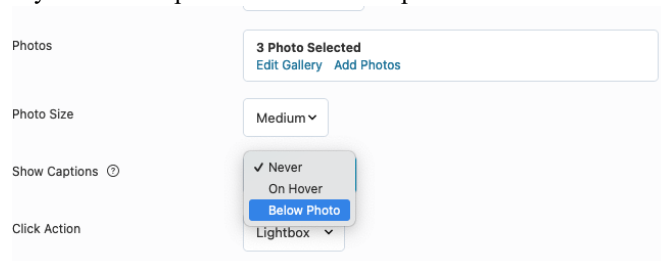
            - Click Save
            - If you are done making changes
            - Click done at the upper right of the screen
            - Then publish.
                - Remember to review all edits on your mobile phone to make sure they look good on a mobile device.