

Procedure for Posting Results and Updating the Schedule

Note: *This procedure requires an administrator level login to the Men's club website.*

- 1) Save a copy of the game results from Golf Genius to your computer/device.
- 2) Open the Men's Club web site and click on the Admin Login link at the bottom of the page and login to the site. You most likely will be shown the Dashboard menu. If not, then click on the menu on the upper left of the toolbar to show the Dashboard menu.
- 3) Click Media and then click Add New.
- 4) Click Select, browse to and select your saved results file.
- 5) Once uploaded, click on the Edit link next to the uploaded file name. Leave this page open as you will come back to it in a bit.
- 6) Open another browser tab and go to the Men's Club site and navigate to the 18 hole calendar under the Golf menu. Copy the calendar entry for the game that was just completed. (Again keep this tab open as you will come back to it in a bit.)
- 7) Open yet another browser tab and open the 18-hole Results page.
- 8) Choose the edit button from the ribbon bar at the top of the page.
- 9) Scroll down the page to the Results area and click anywhere in there to open the editor.
- 10) Click to place your cursor at the end of the Month name and then hit return.
- 11) Paste the copied schedule entry at the beginning of the new line.
- 12) Find the Media Library tab that has the uploaded file details and click the Copy URL to clipboard button.
- 13) Go back to the results editor tab and highlight the schedule line you just added.
- 14) Click the link symbol in the editor toolbar.
- 15) Paste the copied URL and then be sure to hit the little arrow button to commit the URL information.
- 16) Click the Save button to save your edit and then click Update to publish your changes.
You are done with the Results page/tab and with the Media Library page/tab.
- 17) Find the 18-hole Schedule tab and click the Edit Page button from the top toolbar.
- 18) Scroll down to the schedule text and click anywhere in the text to open the editor.
- 19) Select and delete the now completed schedule entry and then click Save below.
- 20) Click Update to publish your changes.
You are done with the schedule page/tab.