

# How to Add and Edit/Update Information on a Bioregion or Sub-bioregion



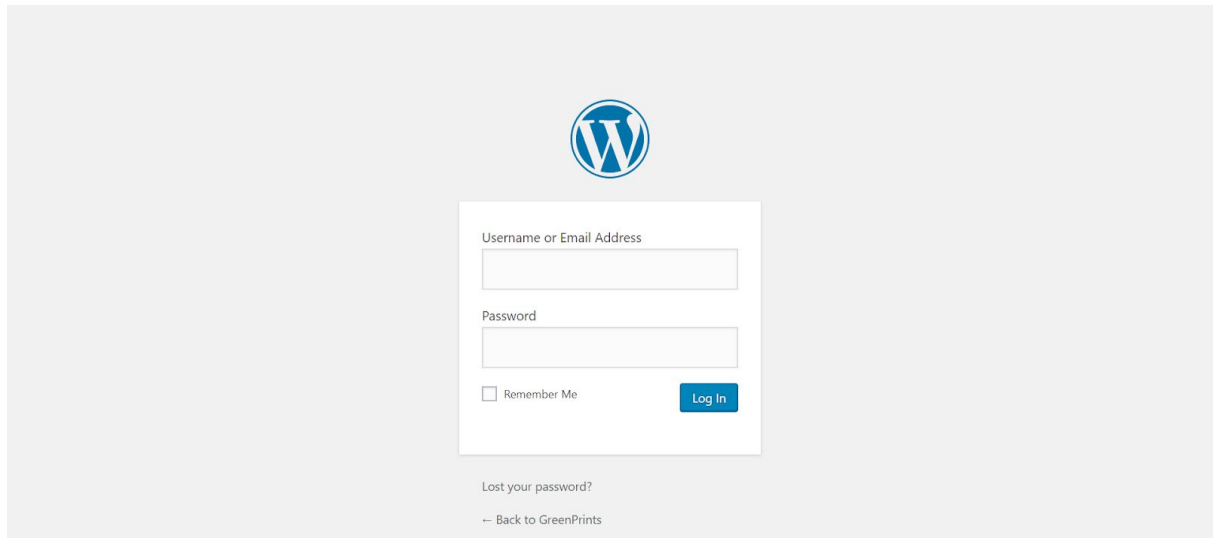
Date: 12/08/2019

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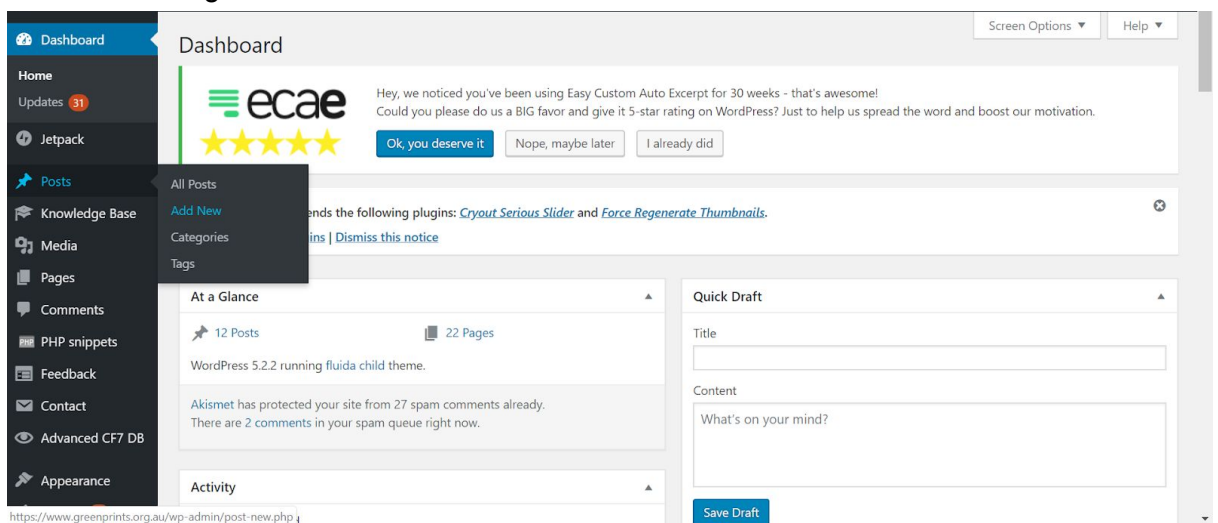
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# How to add information to a bioregion or sub-bioregion

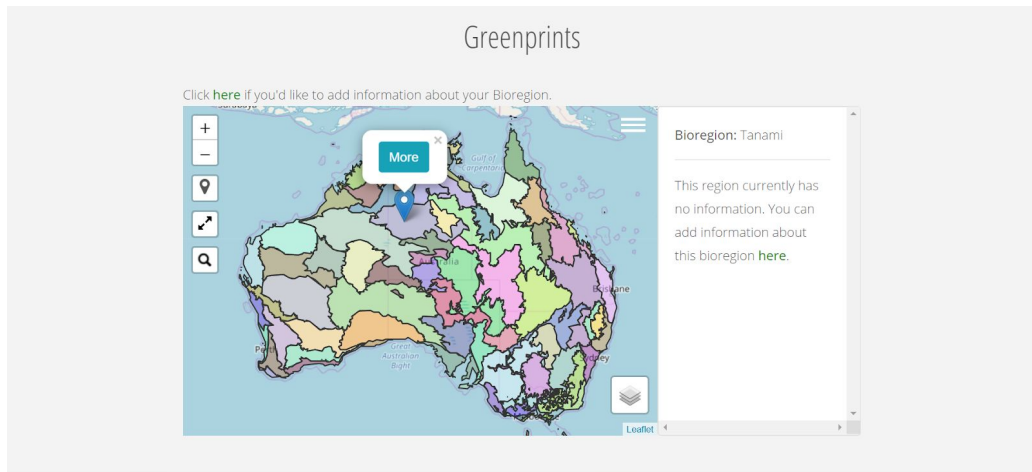
1. Login to the administrative account for the GreenPrints webpage.



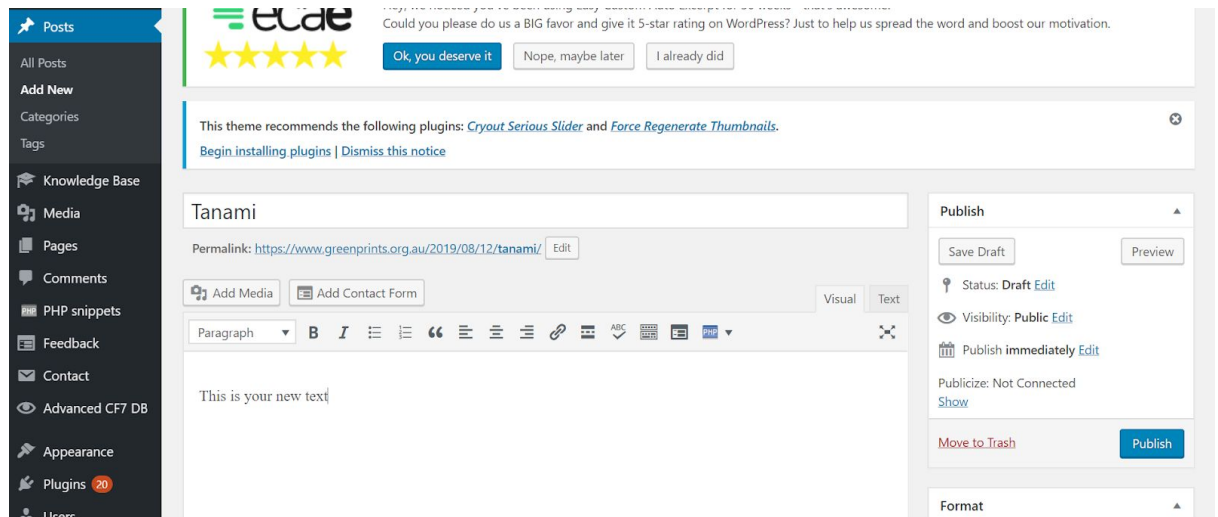
2. On the sidebar go to 'Posts' and then 'Add New'.



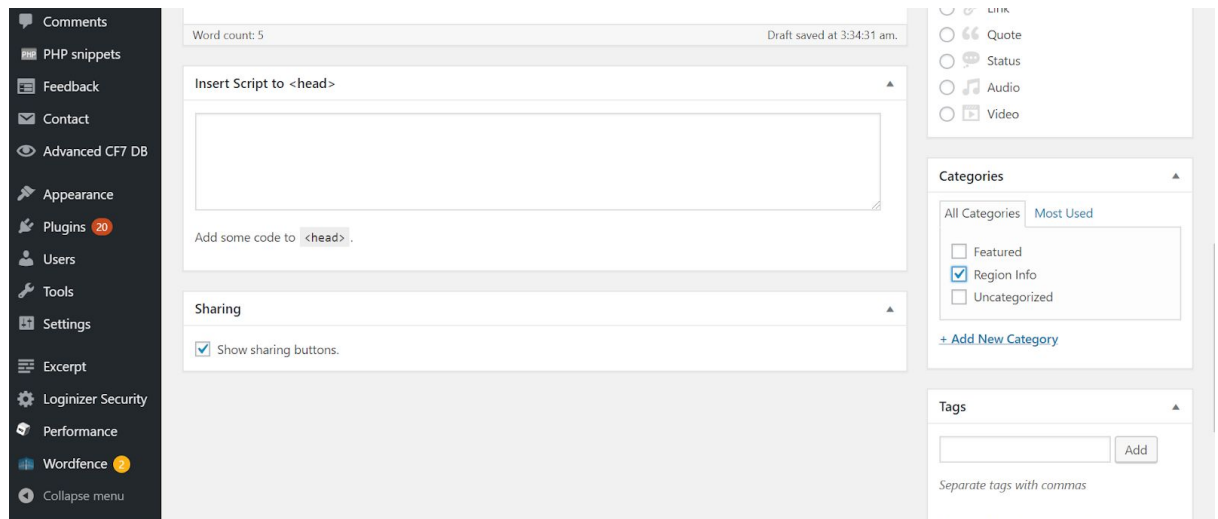
3. Go to the GreenPrints Map and select the bioregion or sub-bioregion you wish to add information to. For example, Tanami. Now highlight and copy the name of the bioregion.



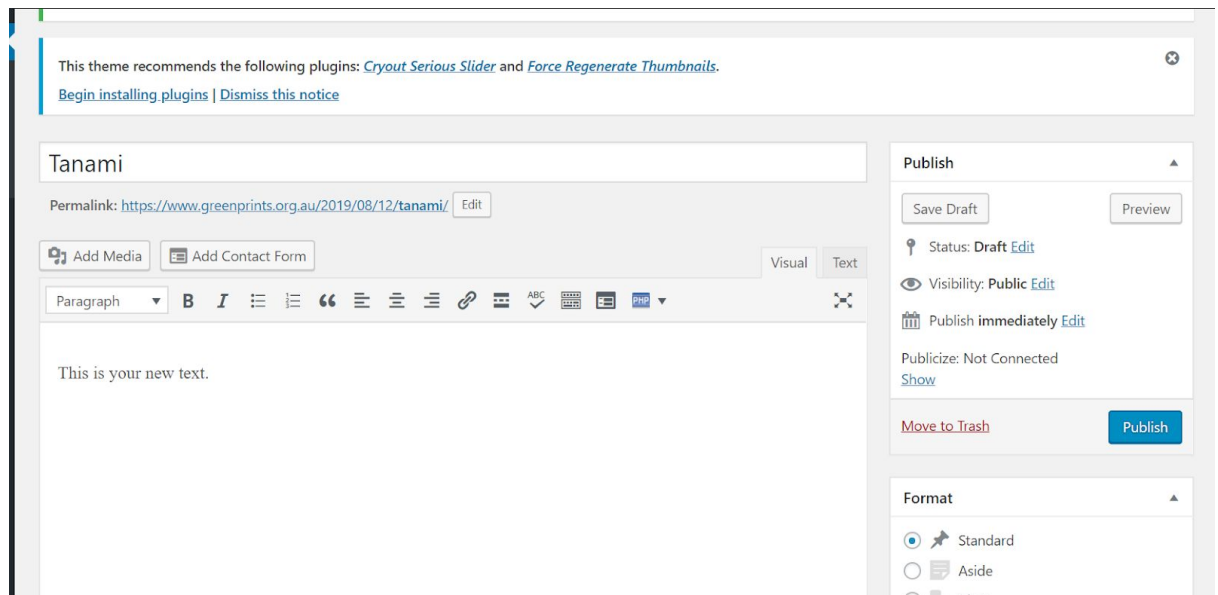
4. Now go back to the GreenPrints admin page and paste the name of the bioregion into the 'Add Title' text box and type any information into the sub textbox.



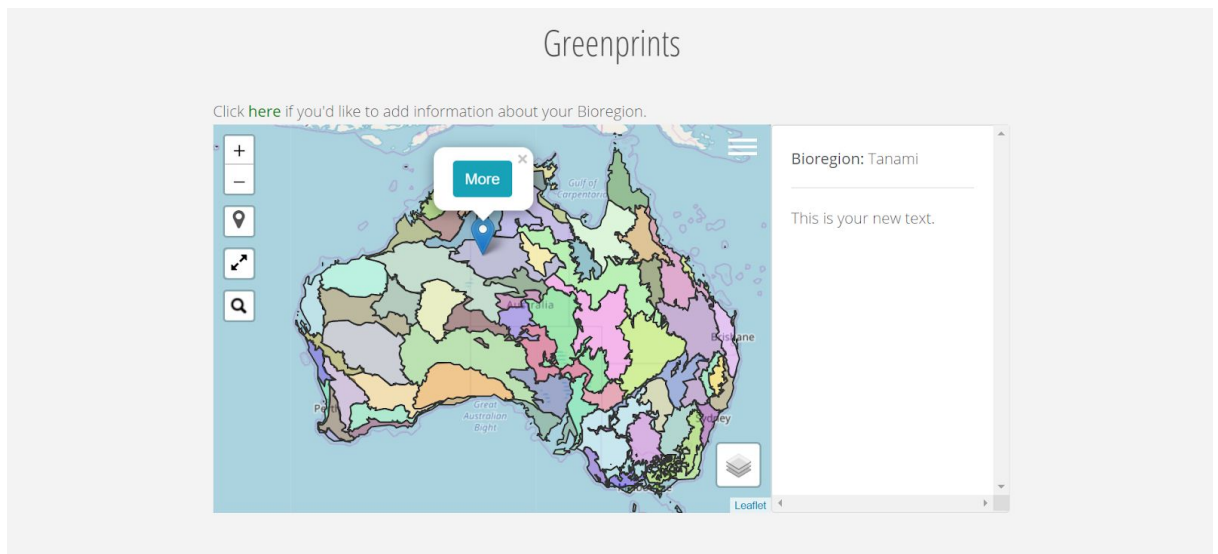
5. Now scroll down the page until you see 'Categories' on the right hand side of the page. Select 'Region Info'.



6. Now select 'Publish'

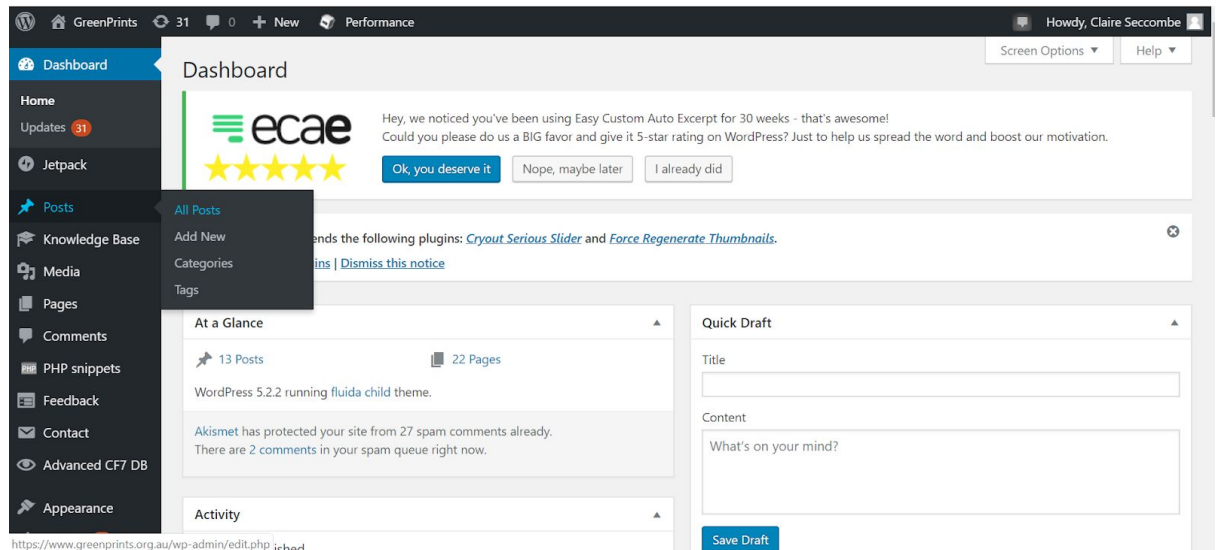


- Now go back to the GreenPrints Map and refresh the page. Select the bioregion that you added information to and it will appear.

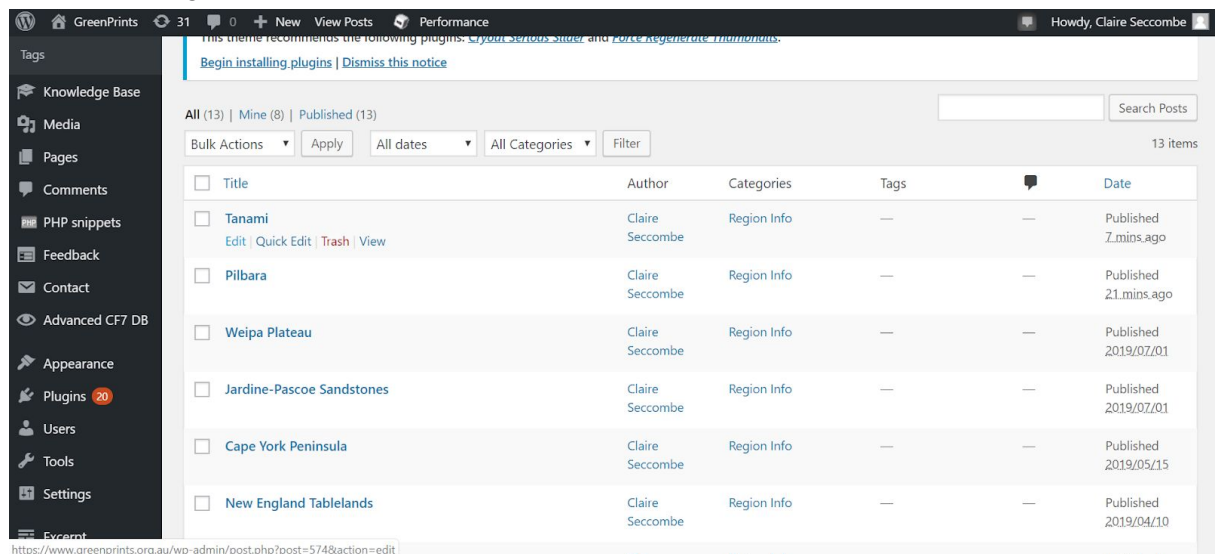


# How to edit and update information on a bioregion

1. Login to the administrative account for the GreenPrints webpage.
2. Go to the sidebar and select 'Posts' and then 'All Posts'



3. Scroll and find the bioregion or sub-bioregion that you wish to edit. Hover your mouse over the bioregion and select 'Edit'



4. Add any new information to the bioregion and then select 'Update' to update the GreenPrints map.

The screenshot shows the WordPress admin dashboard for the 'Tanami' bioregion. The left sidebar contains navigation links: Dashboard, Jetpack, Posts (selected), All Posts, Add New, Categories, Tags, Knowledge Base, Media, Pages, Comments, PHP snippets, Feedback, Contact, and Advanced CF7 DB. The main content area shows the 'Tanami' post title, a permalink, and a text editor with the text 'This is the brand new text for this bioregion.' The right sidebar contains a 'Publish' section with status 'Published', visibility 'Public', and a date 'Aug 12, 2019 @ 03:36'. Below this is a 'Format' section with 'Standard' selected. At the bottom right, there is a 'More' button.

5. Now go to the GreenPrints map and your text will be updated.

The screenshot shows the 'Greenprints' map interface. At the top, it says 'Click [here](#) if you'd like to add information about your Bioregion.' Below this is a map of Australia with various bioregions colored. A 'More' button is overlaid on the map. To the right of the map is a panel titled 'Bioregion: Tanami' containing the text 'This is the brand new text for this bioregion.' The map is powered by Leaflet.