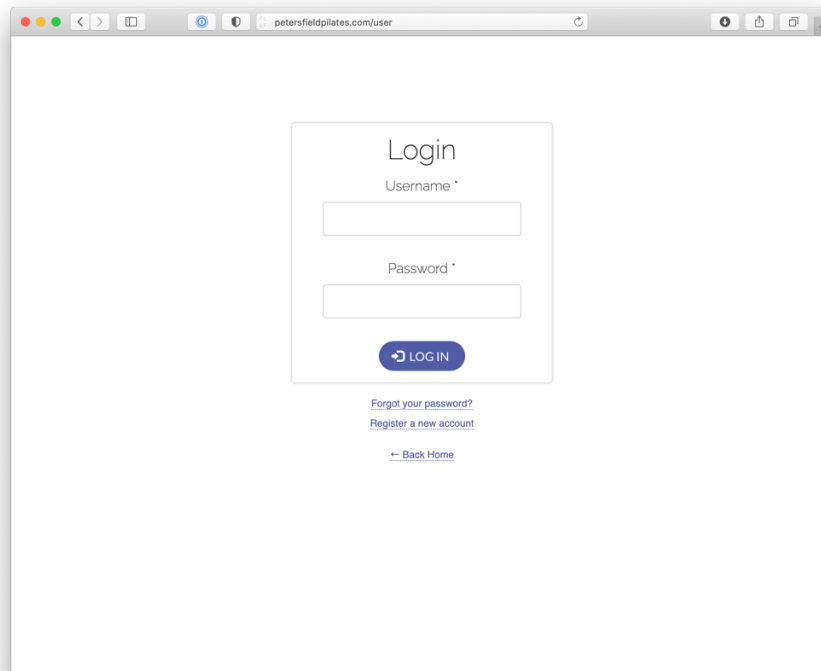
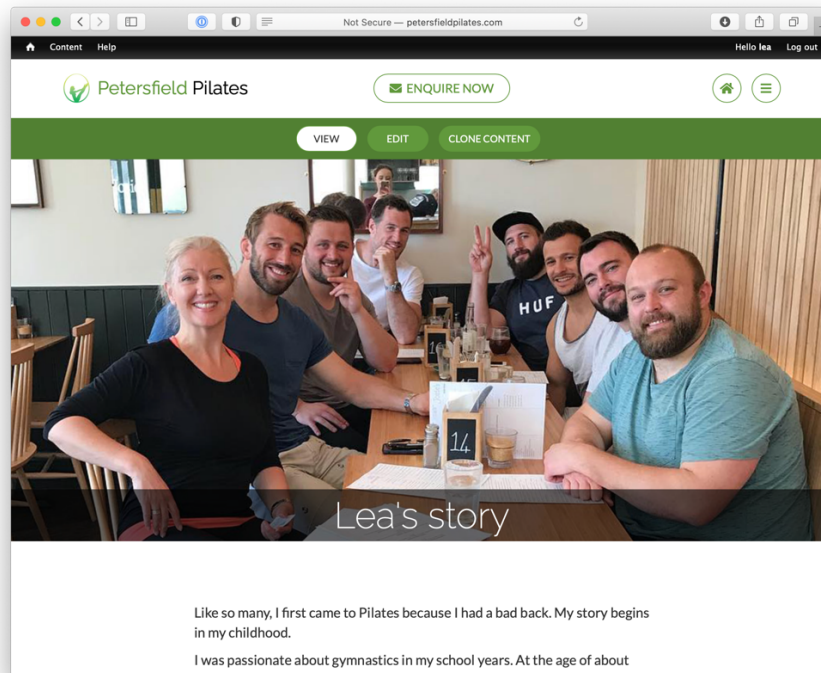


Updating the classes timetable on the Petersfield Pilates website

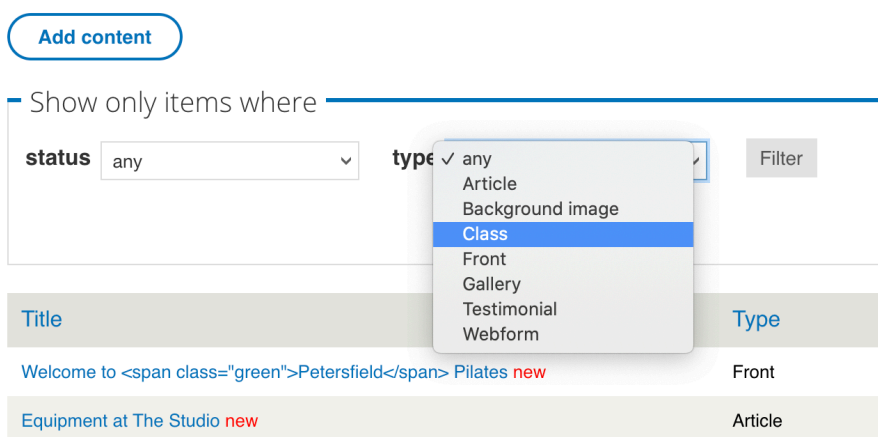
1. Browse to www.petersfieldpilates.com/user and enter your username and password:
 - **Username:** lea
 - **Password:** P1l4tes2020!



2. You will notice a couple of changes to your setup on the website. These allow you to edit content on the website:
 - The black menu bar along the top of the website allows you to view all content on the website and to add new pages.
 - Certain pages now have a green edit bar with an option to edit the page.



3. Editing the classes timetable is (of course!) slightly more complicated because the final “classes” page is actually displaying a summary of five separate pages, one for each day of the week. The easiest way to manage the timetable is via the black menu bar.
4. Click on “Content” on the menu bar to display all the content on the website. To make things easier, click on the “type” dropdown and select “Class”, followed by the “Filter” button. This will display five pages, Monday to Friday. Click on “Edit” on the day you want to change.



5. Each day is made of multiple “sessions” (or classes). You can edit, remove and add sessions. Each session requires the following information:
 - Start time
 - End time
 - Class type (Improvers, Intermediate, Advanced, Private, Studio session and Online Zoom). Note that you can specify more than one class type, for example Intermediate plus Online Zoom.
6. Edit, remove or add sessions as required. Once finished click on “Save”.
7. Visit www.petersfieldpilates.com/classes to view your changes.