# Instructions to change the content of the website:

1. For changing the content on the "home" page
   * go into the folder "i18n"
   * open the file en.toml
   * make changes to relevant section
   * save the file

e.g. to change the about content:

* + - once in the file open edit mode
    - go to the line containing: [home\_about\_content]
    - the line below will have the text: other = "..." (where '...' is the current content)
    - change the text accordingly within the: ""
    - save the file

NOTE: you cannot add more section to this page without editing the raw code files, please contact Teilo Coates to change content on this page

1. For changing the images in 'gallery' pages

List of gallery pages:

* + Celebrations
  + Craft
  + Our Environment
  + Play
  + Sports
  + Visits
  + site

To edit the images:

* + go to the content folder
  + follow the folders to the page you want to change
  + delete or add pictures as needed (NOTE: pictures must be ending in ".jpg")

1. For changing the content on any other page (including gallery pages)
   * go to the 'content' folder
   * follow the folders to the page you want to change
   * inside the folder will be an "index.md"
   * open this file and make changes as needed
   * save the file

e.g. to change the 'about us page:

* + go into the 'content' folder
  + go into the 'about' folder
  + go into the 'about-us' folder
  + open the 'index.md' file
  + make changes to the file as needed
  + save the file

1. For changing registration from and handbook:
   * go into 'content' folder
   * upload new files
   * go back to root folder
   * go into 'i18n' folder
   * go into 'en.toml' file
   * go to the line containing: [registration\_from\_file\_title] or: [handbook\_file\_title]
   * the line below will have the text: other = "..." (where '...' is the current file tile)
   * change the text accordingly within the: "..." to the new file title
   * save the file

e.g. for both documents the lines should look like:

[registration\_from\_file\_title]

other = "2023 registration form.doc"

[handbook\_file\_title]

other = "Club\_Handbook\_2022\_23.doc"

1. For updating other files
   * go to the content folder
   * follow the folders to the page you want to change
   * delete or add files as needed

NOTE: The newsletter and policies pages auto add any files (with correct file extension)

* + policies must end in ".docx"
  + Ofsted file can change name but must be update in home page content file (i18n -> en.toml file)
  + Newsletters must end in ".pdf"

6) For new team members

* Go into content folder
* Go into information folder
* Go into the\_team folder
* Go into index.md
* Copy and fill out the following

{{< start >}}  
  
![Name](*Picture*)  
  
### Full Name  
#### Job Title  
  
Description - optional  
  
{{< end >}}

e.g. for Bob Fields (made up person)

{{< start >}}  
  
![Bob Fields](*BobF.png*)  
  
### Bob Fields  
#### Play worker  
  
  
  
{{< end >}}

General rules for text on pages - excluding 'home' page

* Heading:
  + Heading can be any of the following and are formatted like shown where the number of "#" is the level of the heading

h1 is the biggest - h6 is the smallest

# h1 heading - usally title of page - DO NOT USE

## h2 heading - usally subtitle of page - DO NOT USE

### h3 heading - first content heading

#### h4 heading

##### h5 heading

###### h6 heading

* + e.g. for the 'Arrivals and departures' page a subheading would be

### Arrivals

* Images:
  + Images can be added using the following text:

![Alt text - for accessibility](path to image "Title of image")

* + e.g. for food hygiene rating on 'Food' page

![Our Food Hygiene Rating](FHR.jpg "Our Food Hygiene Rating")

* Bullet points:
  + bullet points can be added using the following format

\* point 1

\* point 2

\* point 3

* + NOTE: to end bullet point lists, leave a blank line at the end of the list before next text - see example
  + e.g. opening times and charges bullet points - including a title and non bullet pointed text

### Fee and payment Terms

\* Fees must be received by the due …

\* All casual session or Holiday Club …

\* Payment will be required for all …

\* Please note that subscribed …

\* There is a Penalty Charge …

\* One-term written notice …

\* Please note that late …

(This applies to regular, casual and holiday club users.)

* NOTE: bullet points have a different text to the rest of the page for ease of reading purposes as they are usually text heavy
* Links:
  + links can be added using the following text:

[Title of link](link to page or document)

* + e.g. link to Wickwar community centre:

[Wickwar Community Centre](<https://wickwar-community-centre.business.site/>)

* + e.g. linking to a file:

[This is a file](file.docx)

* Line breaks (AKA enter key):
  + line breaks can be added by the text: {{< line\_break >}}
  + e.g.

here is some text

{{< line\_break >}}

here is some text with a blank line in between

* Tables:
  + Tables can be added using the following formatting (the example below is annotated, see the example for unannotated)

| Column 1 title | Column 2 title |

|---------------------------------|

| Row 1 column 1 | Row 1 column 2|

| Row 2 column 1 | Row 2 column 2|

| Row 2 column 1 | Row 3 column 2|

e.g. the opening times and charges table:

| Session Type | Times | Cost |

|------------------------------|-----------------------------------|--------------------|

| Before School Session | 7:45 AM - Start of School | Regular £4.50 |

| | | Casual £4.85 |

| After School Session | End of School - 6:00 PM | Regular £9.00 |

| | | Casual £9.50 |

| Holiday Club - Half Day - AM | 8:00 AM - 12:30 PM | £15.50 |

| Holiday Club - Half Day - PM | 12:30 PM - 6:00 PM | £15.50 |

| Holiday Club - Half Day | 9:00 AM - 3:00 PM | £20.00 |

| Holiday Club - Full Day | 8:00 AM - 6:00 PM | £25.25 |

* Extras that shouldn't need to be changed but can
  + the top 5 lines of each document follow the following:

---

title: "Title of page"

draft: false - has to remain false

type: type - summary of the title

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* + these should not have to change unless updating page title where you replace "title of page" with the title
  + e.g. for the 'Sickness, Accidents, and Emergencies' page

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title: "Sickness, Accidents, First Aid and Emergencies"

draft: false

type: Sickness

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