

## **ADMIN MANUAL OF HATTRICK**



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## ADMIN ACCESS:

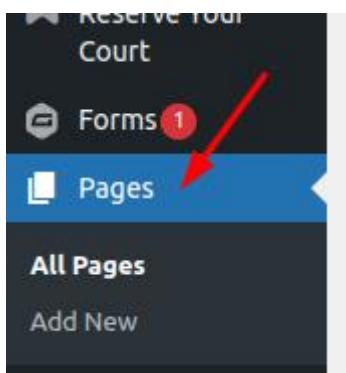
URL: <https://hattrickpk.weavers-web.com/wp-login.php>

User: HK\_Admin@1

Pass: SI@snew9FZ%cbO835ROX%oAG

## HOW TO MANAGE PAGE

If you want to manage PAGE of your site you just have to go PAGE > ALL PAGE where you can find all the listing of your website.

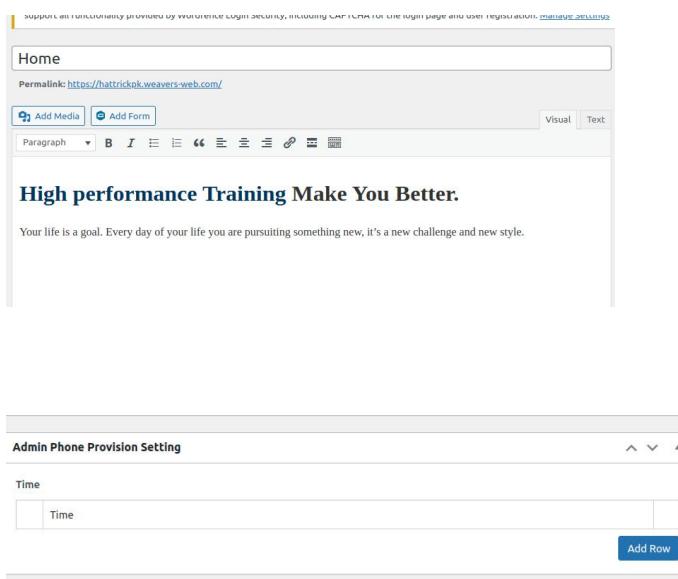


Title	Author	Date
Admin Phone Provision	Administrator	Published 2022/09/21 at 11:30 am
Thank You	Developer	Published 2022/09/22 at 5:38 am
Booking	Developer	Published 2022/09/14 at 11:26 am
Reservation — Draft	Developer	Last Modified 2022/09/09 at 8:14 am
Courts Status — Draft	Developer	Last Modified 2022/08/10 at 5:30 am
Your Reservations — Draft	Developer	Last Modified

if you want to edit your PAGE just click on edit button. After clicking on edit you can able to changes all content, photos etc.



after clicking on this you can see that page will open. Now you can edit images, icon, content from here by clicking edit button.



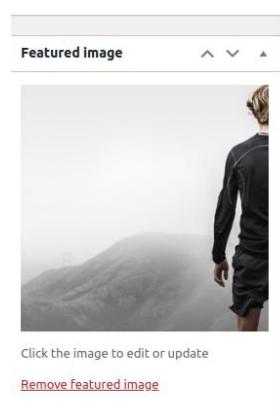
Homepage Options

- Banner Section
- About Section
- Featured Product
- Membership Plans
- Facilities Section
- Testimonials Section

Button

Join Today #membership

Banner Image



After changing everything you just have to click on UPDATE button to see the desire changes in your site.

Publish

Preview Changes

Status: Published [Edit](#)

Visibility: Public [Edit](#)

Revisions: 22 [Browse](#)

Published on: Jul 18, 2022 at 15:19 [Edit](#)

[Move to Trash](#) [Update](#)

## HOW TO ADD NEW PAGE

If you want to add new PAGE in your site then you have to go PAGE > ADD NEW

Forms 1

Pages

All Pages

Add New

Comments

After clicking on add new button a new page will open where you can add title, description, featured images, tags etc.

Admin Phone Provision Setting

Time

Time	
------	--

[Add Row](#)

Add Media Add Form

Visual Text

Paragraph

Word count: 0

Page Attributes

Parent: (no parent)

Template: Default template

Order: 0

Need help? Use the Help tab above the screen title.

Featured image

[Set featured image](#)

After adding everything you just have to click on PUBLISH button to publish that page.

Publish

Save Draft      Preview

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

**Publish immediately** [Edit](#)

**Publish**

## HOW TO MANAGE USERS

If you want to manage USERS of your site you just have to go USERS > ALL USERS where you can find all the listing of your website.

Users

All Users

Add New

Profile

User Role Editor

All (14) | Administrator (2) | Subscriber (2) | Customer (9) | Agent (1) | 2FA Active (0) | 2FA Inactive (14)

Username	Name	Email	Role	Posts	Membership Level	2FA Status	Last Login
743289013	—	jhantu2022@yopmail.com	Customer	0	None	Not Allowed	-

If you want to see the details of the users or update something then you have to click on edit button.

After clicking on edit that page will open and you can see or update the details.

Name

Username: 743289013 (Usernames cannot be changed.)

Role: **Customer**

First Name:

Last Name:

Nickname (required): 743289013

**Dev elop** Santanu Sarkar  
sysadmin@weavers-web.com Customer 1 None Not Allowed November 1, 2022 1:03 am

**First Name**

**Last Name**

**Nickname (required)**

**Display name publicly as**

**Contact Info**

**Email (required)**

**Website**

**About the user**

**Biographical Info**

**Profile Picture**

**Account Management**

**New Password**

**Password Reset**  Send 7432809013 a link to reset their password. This will not change their password, nor will it force a change.

**Application Passwords**

**Disabled** Application passwords have been disabled by Wordfence.

**Membership Level**

**Current Level**

**Expires**

**Additional Capabilities**

**Other Roles**

**Capabilities**

**Customer billing address**

**First name**

**Last name**

**Company**

**Address line 1**

**Address line 2**

**City**

**Postcode / ZIP**

**Country / Region**

**State / County**  State / County or state code

**Phone**

**Email address**

**Customer shipping address**

**Copy from billing address**

**First name**

**Last name**

**Company**

**Address line 1**

**Address line 2**

**City**

**Address line 2**

**City**

**Postcode / ZIP**

**Country / Region**

**State / County**  State / County or state code

**Phone**

After updating the details you just have to click on UPDATE USER button to see the changes.

**State / County**

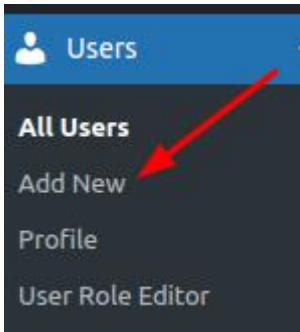
**Phone**

**Update User**

Thank you for creating with [WordPress](#).

## HOW TO ADD NEW USERS

If you want to add new user then you have to click on USERS>ADD NEW



After clicking on it you just have to add all the desire details and click on the ADD NEW USER button.

The 'Add New User' form consists of three panels:

- Left Panel:** Fields for Username (required), Email (required), First Name, Last Name, Website, and Password. The password field shows a strength indicator: "af0dwu%ufe5TyUJn3lhqrqB" (Strong).
- Middle Panel:** Fields for Password (with 'Generate password' and 'Hide' buttons), Send User Notification (checkbox checked), Role (dropdown set to 'Agent' with a red box around it), and Other Roles (dropdown with 'Select additional roles for this user').
- Right Panel:** A large blue button labeled 'Add New User'.

## HOW TO ADD NEW PROFILE

By clicking on profile section we can add the profile

The 'About Yourself' section includes:

- Name:** Fields for First Name (Praveen) and Last Name.
- Nickname (required):** Administrator.
- Display name publicly as:** Administrator.
- Contact Info:** Email (cachedpraveen@gmail.com).
- About Yourself:** Biographical info (empty text area) and Profile Picture (placeholder image).
- Account Management:** New Password (Set New Password) and Sessions (Log Out Everywhere Else).

The 'Membership Level' section includes:

- Current Level:** None.
- Expires:** No.
- Customer billing address:** Fields for First name (Praveen), Last name, Company, Address line 1, and Address line 2.

The 'Account Management' section includes:

- New Password:** Set New Password.
- Sessions:** Log Out Everywhere Else.
- Application Passwords:** Application passwords have been disabled by Wordfence.
- Wordfence Login Security:** Wordfence 2FA status (Inactive).

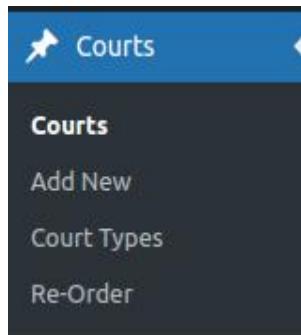
Address line 2	<input type="text"/>	Customer shipping address
City	<input type="text"/>	Copy from billing address <input type="button" value="Copy"/>
Postcode / ZIP	<input type="text"/>	First name <input type="text"/>
Country / Region	<input type="text"/> Select a country / region...	Last name <input type="text"/>
State / County	<input type="text"/> State / County or state code	Company <input type="text"/>
Phone	<input type="text"/>	Address line 1 <input type="text"/>
Email address	<input type="text"/> cachedpraveen@gmail.com	Address line 2 <input type="text"/>
Customer shipping address		
City	<input type="text"/>	City <input type="text"/>

City	<input type="text"/>
Postcode / ZIP	<input type="text"/>
Country / Region	<input type="text"/> Select a country / region...
State / County	<input type="text"/> State / County or state code
Phone	<input type="text"/>
<input type="button" value="Update Profile"/>	

By clicking on update profile the given details in the profile section will be updated

Phone	<input type="text"/>
<input type="button" value="Update Profile"/>	

## HOW TO MANAGE COURTS



Courts		
<a href="#">Add New</a>		
<a href="#">Court Types</a>		
<a href="#">Re-Order</a>		
<input type="checkbox"/>	Title	Court Types
<input type="checkbox"/>	GROUND - 1	Badminton
<input type="checkbox"/>	GROUND - 2	Badminton
<input type="checkbox"/>	GROUND - 3	Badminton
<input type="checkbox"/>	GROUND - 4	Badminton
<input type="checkbox"/>	GROUND - 5	Badminton

if you want to edit your PAGE just click on edit button. After clicking on edit you can able to changes all content, photos etc

<input type="checkbox"/>	<a href="#">Title</a>	Court Types	Date
<input type="checkbox"/>	<a href="#">GROUND - 1</a>	Badminton	Published 2022/07/28 at 6:10 am
<input type="checkbox"/>	<a href="#">GROUND - 2</a>	Badminton	Published 2022/07/28 at 2:12 pm

**GROUND - 1**

Permalink: <https://hattrickok.weavers-web.com/courts/ground-1-3/> [Edit](#)

[Add Media](#) [Add Form](#)

Paragraph **B** *I*

Visual Text

**Court Options**

Multiple Time Picker

Time
1 10:00 am
2 10:45 am
3 11:30 am
4 12:15 pm
5 1:00 pm
6 3:00 pm
7 3:45 pm
8 4:30 pm

**Post Attributes**

Order

0

**Featured image**

Click the image to edit or update

[Remove featured image](#)

After changing everything you just have to click on UPDATE button to see the desire changes in your site.

**Publish** ^ V ▲

---

**Preview Changes**

---

 Status: **Published** [Edit](#)

 Visibility: **Public** [Edit](#)

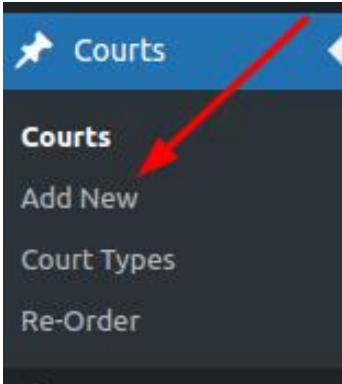
 Published on: **Jul 28, 2022 at 06:10** [Edit](#)

---

[Move to Trash](#) **Update**

## HOW TO ADD NEW COURTS

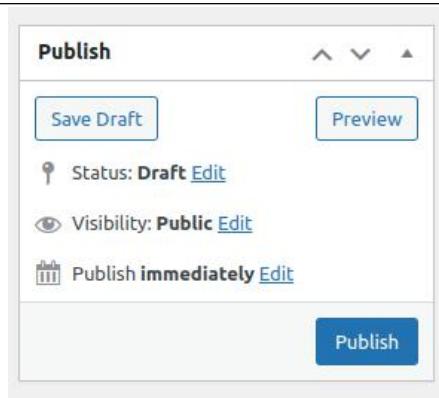
If you want to add new PAGE in your site then you have to go PAGE > ADD NEW



After clicking on add new button a new page will open where you can add title, description, featured images, tags etc.

A screenshot of the WordPress visual editor toolbar. It includes buttons for 'Add Media' and 'Add Form', and tabs for 'Visual' and 'Text' mode. Below the toolbar is a rich text editor area with standard formatting tools like bold, italic, and alignment.A screenshot of the 'Court Options' section in the post editor. It contains a 'Multiple Time Picker' field with a single row showing 'Time'. There is also an 'Add Row' button.A screenshot of the 'Post Attributes' section in the post editor. It shows the 'Order' field set to '0' and a 'Featured image' field with a 'Set featured image' link.

After adding everything you just have to click on PUBLISH button to publish that page.



## HOW TO ADD COURT TYPE

We need to give proper details and have to submit the form by clicking on > Add new court Type

The form has fields for Name, Slug, Description, and a dropdown for Parent term. The 'Parent term' dropdown is highlighted with a red box, and a red arrow points to the 'Add New Court Type' button at the bottom.

**Add New Court Type**

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.  
 None

Assign a parent term to create a hierarchy. The term Jazz, for example, would be the parent of Bebop and Big Band.

Description

The description is not prominent by default; however, some themes may show it.

**Add New Court Type**

## HOW TO EDIT COURT TYPE

Here we can edit our previous created court and by clicking on Apply we can save our changes

2 items			
<input type="checkbox"/> Name	Description	Slug	Count
<input type="checkbox"/> <b>Badminton</b>	—	badminton	7
	<a href="#">Edit</a>   <a href="#">Quick Edit</a>   <a href="#">Delete</a>   <a href="#">View</a>		
<input type="checkbox"/> <b>Cricket</b>	—	cricket	4
<input type="checkbox"/> Name      Description      Slug      Count			

**Bulk actions**

After clicking on edit and by giving proper info we can update the court

<b>Name</b>	<input type="text" value="Badminton"/>
The name is how it appears on your site.	
<b>Slug</b>	<input type="text" value="badminton"/>
The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.	
<input type="button" value="None"/> <input type="button" value=""/>	
Assign a parent term to create a hierarchy. The term Jazz, for example, would be the parent of Bebop and Big Band.	
<b>Description</b>	<input type="text"/>
The description is not prominent by default; however, some themes may show it.	
<input type="button" value="Update"/> <input type="button" value="Delete"/>	

## HOW TO MANAGE BOOKINGS

From here we can see the one who have booked it and we can change the details from back end

The screenshot shows a sidebar with 'Bookings' and 'Add New' buttons. The main area displays a list of bookings with columns for Title, Date, and Published status. One booking is selected, and its details are shown in a modal.

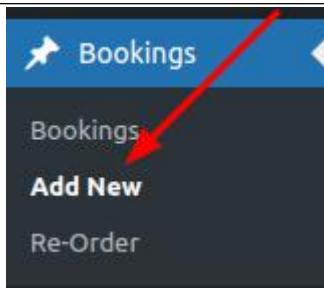
Title	Date	Published
Booking by for court ID281	2022/10/25 at 11:16 am	2022/10/10 at 9:35 am
Booking by for court ID299	2022/10/10 at 6:29 am	2022/10/08 at 6:59 am
Booking by for court ID300	2022/10/08 at 6:58 am	
Booking by for court ID281	2022/10/08 at 6:58 am	
Booking by for court ID281	2022/10/08 at 6:58 am	

The screenshot shows a list of bookings with one entry highlighted. The 'Edit' button is highlighted with a red box.

Title	Date	Published
Booking by for court ID281	2022/10/25 at 11:16 am	2022/10/10 at 9:35 am
Booking by for court ID299	2022/10/10 at 6:29 am	

## HOW TO ADD NEW BOOKINGS

To add new bookings you have to go to the Bookings > Add New



After clicking on add new button a new page will open where you can add title, description, featured images, tags etc.

Add New Booking

WooCommerce appears to be installed, but the Wordfence Login Security WooCommerce integration is not currently enabled. Without this feature, support all functionality provided by Wordfence Login Security, including CAPTCHA for the login page and user registration. [Manage Settings](#)

[Add Media](#) [Add Form](#)

Visual Text

Paragraph **I** **B** **C** **D** **E** **F** **G** **H** **I** **J** **K** **L** **M** **N** **O** **P** **Q** **R** **S** **T** **U** **V** **W** **X** **Y** **Z**

**Booking Options**

Customer ID	Customer Email	Phone Number
Select		
Court ID	Booking Court Type	Booking Start DateTime
Select	Select	
Booking End DateTime	Booking Duration	No. of Players

**Post Attributes**

**Order**  
0

**Featured image**

[Set featured image](#)

**QR Code settings:**

**Title:**

Displayed as widget title or as heading 2 for shortcodes.

**Title Alignment:**

Horizontal alignment of the title.

**Content to encode in QR Code:**

Leave empty to use current page url, or enter content to be encoded in QR Code.

Use dynamic content (other shortcodes)

**Anchor link:**

Anchor link added to the automatic current page url (without the "a" code). Only available with empty content to encode.

**Information repetition level:**

Ability to correct read errors.

**Size:**   
Leave empty for automatic size, or enter size in px.

**Color:**   
Leave empty for default color, or use Hex color code as "#000000".

**Background Color:**   
Leave empty for default color, or use Hex color code as "#FFFFFF".

**Image Alignment:**

Horizontal alignment of the QR Code image.

Add shadows to QR Code image

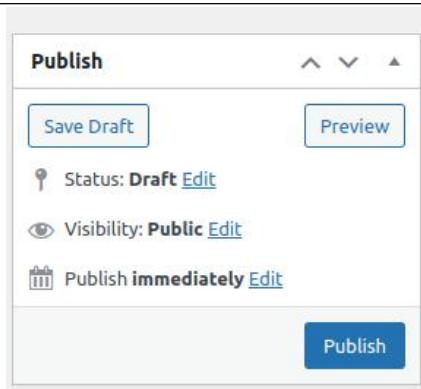
**Destination URL:**

QR Code image clickable link. URL with http://

Open link in a new window

Use automatic current page URL as QR Code image clickable link.

After adding everything you just have to click on PUBLISH button to publish that page.



## HOW TO MANAGE TESTIMONIALS

The screenshot shows the 'Testimonials' management screen. It features a sidebar with 'Testimonials', 'Add New', and 'Re-Order'. Below the sidebar, a testimonial card is displayed for 'Christopher Joseph #2', showing the date 'Published 2022/07/20 at 3:28 pm'. An 'Edit' button is highlighted with a red box. The top navigation bar has a 'Testimonials' icon and the title 'Testimonials'.

The screenshot shows the 'Testimonials' list screen. It displays a table with columns for 'Title' and 'Date'. Each row contains a checkbox, an 'Edit' button (highlighted with a red box), a 'Quick Edit' link, a 'Trash' link, and a 'View' link. The table shows five entries, each with a different title and a corresponding date.

## HOW TO ADD NEW TESTIMONIALS

The screenshot shows the 'Add New Testimonial' screen. It includes a title input field containing 'Add title', a 'Visual' and 'Text' switcher, and a rich text editor toolbar. The top navigation bar has a 'Testimonials' icon and the title 'Testimonials'.

Word count: 0

**Testimonial Options**

Rating:  1  2  3  4  5

Color: [Color picker]

Background Color: [Color picker]

Image Alignment: None ▾ Horizontal alignment of the QR Code image.

Add shadows to QR Code image

Destination URL: [URL input]

Open link in a new window

Use automatic current page URL as QR Code image clickable link

Image alternate text: [Text input]

Leave empty for default image alternate text "QR Code".

**Title:** [Text input]  
Displayed as widget title or as heading 2 for shortcodes.

**Title Alignment:** None ▾ Horizontal alignment of the title.

**Content to encode in QR Code:** [Text input]  
Leave empty to use current page url, or enter content to be encoded in QR Code.

Use dynamic content (other shortcodes)

**Anchor link:** [Text input]  
Anchor link added to the automatic current page url (without the "#" code). Only available with empty content to encode.

**Information repetition level:** Low ▾ 7% Ability to correct read errors.

**Size:** [Text input]

**Excerpt**

[Text input]  
Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)

**Post Attributes**

Order: 0

**Featured image**

[Set featured image](#)

After adding everything you just have to click on PUBLISH button to publish that page.

**Publish**

[Save Draft](#) [Preview](#)

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

 **Publish immediately** [Edit](#)

**Publish**

## HOW TO MANAGE FORMS

If you want to manage forms your site then you have to go FORMS>ALL FORMS where you can find all the forms of your site.

**Note:** Except the last form please don't touch any form because if anything goes wrong then site may be will not work properly.

After clicking on edit button please go to the settings>notification.from there you can change your mail id , subject etc.

after changing please click on update button to see the changes.

The screenshot shows the Gravity Forms 'Forms' page. At the top, there's a search bar and a 'Screen Options' dropdown. Below that, a table lists forms: 'Reserve Slot' (Active, ID: 1) and another unnamed form (Status, Title). The 'Reserve Slot' row has an 'Edit' link highlighted with a red arrow. At the bottom, there are 'Bulk actions' and 'Apply' buttons.

The screenshot shows the 'Edit Form' interface for 'Reserve Slot'. It includes tabs for 'Reserve Slot', 'Settings', 'Entries', and 'Sales'. On the right, there's a sidebar with 'Field Settings' selected. It shows a 'Radio Buttons' field for 'Court Type' with options 'Badminton' (selected) and 'Cricket'. Below it is a 'Badminton Header HTML' section with a placeholder message. A red arrow points to the 'Field Settings' tab, and another red arrow points to the 'Badminton Header HTML' section.

For each and every click on the section the card will open on the right hand side

The screenshot shows the 'Edit Form' interface again. A red arrow points to the 'Field Label' and 'Description' fields for the 'Court Type' field. Another red arrow points to the 'Product Name Badminton' field under the 'Product' section. The right sidebar shows expanded sections for 'Field Settings' and 'Appearance'.

the form admin. Preview this form to view the content.

**Product Name Cricket (Required)**

4 Players  
 5 Players  
 6 Players

Choose your date

</> HTML CONTENT  
 This is a content placeholder. HTML content is not displayed in the form admin. Preview this form to view the content.

Search for a field

Add Fields  Field Settings  ID: 15

Product   
 Allows the creation of products in the form.

Field Label  Product Name Cricket

Description

Field Type  Radio Buttons

Choose your date

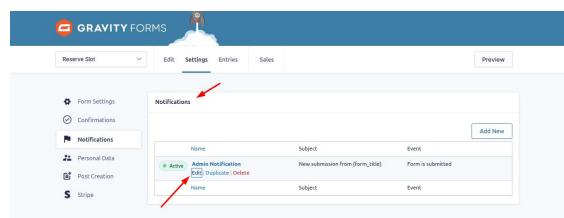
</> HTML CONTENT  
 This is a content placeholder. HTML content is not displayed in the form admin. Preview this form to view the content.

Duration (Required)

45 minutes

After moving the cursor on the setting the option will be hover and there will be a drop down where we will get the option notification and confirmation

Notification:



GRAVITY FORMS

Reserve Site Edit Settings Entries Sales Preview

Form Settings Confirmations Notifications Personal Data Post Creation Stripe

Notifications  Add New

Name (Required) Admin Notification Event Form is submitted

Send To:  Enter Email  Select a Field  Configure Routing  Send to Email (Required)

Print Name:  Print Email:

NS PRIVATE

Confirmation: You can add or modify the text and by clicking submit button.

The left screenshot shows the 'Confirmations' section of a Gravity Form. It has a 'Message' field containing the text 'Thanks for contacting us! We will get in touch with you shortly.' A red arrow points from the top-left towards this message area. The right screenshot shows a similar 'Confirmations' section with a table for managing confirmations. A red arrow points from the top-right towards the table.

## HOW TO MANAGE MEMBER LIST:

By clicking on the members you can see the member details who have purchased the membership.

The screenshot shows the 'Members' tab selected in the sidebar. The main area displays a table titled 'Members List' with columns for Username, ID, First Name, Last Name, Display Name, Email, Billing Address, Level, Level ID, Fee, Registered, Start Date, and End Date. One row is visible, showing a user named 'Praveen' with ID 66. A red arrow points from the left side towards the 'Members' tab in the sidebar.

By clicking the order section you can get the list of the members who have ordered the membership and you will get the details of the members

The screenshot shows the 'Orders' tab selected in the sidebar. The main area displays a table titled 'Orders' with columns for Code, User, Level, Total, Billing, Gateway, Transaction IDs, Status, and Date. Three orders are listed, all marked as 'Paid'. A red arrow points from the top-left towards the 'Orders' tab in the sidebar.

Code	User	Level	Total	Billing	Gateway	Transaction IDs	Status	Date
7E0A1FCE20	[deleted]	Premium	\$0.00	visa: x4242	Stripe (test)	Payment: N/A Subscription: sub_1LzyFGSARaCpRPeFgza6uJDC	Paid	November 3, 2022 at 7:53 am
3F861146EA	[deleted]	Premium	\$0.00	visa: x4242	Stripe (test)	Payment: N/A Subscription: sub_1LzxOzSARaCpRPeFbYgZkjT	Paid	November 3, 2022 at 6:59 am
0A6E2A733F	HK_Admin@1 cachedpraveen@gmail.com	Premium	\$0.00	visa: x4242	Stripe (test)	Payment: N/A Subscription: sub_1LzdrlSARaCpRPeFdMi4mId	Paid	November 2, 2022 at 10:07 am

## HOW TO MANAGE PRODUCTS:

By clicking on the products you will get some options. There you will get all products option by clicking that you will be eligible to manage the details of the products by clicking on the **Edit** option.

The screenshot shows the 'Products' section of a web application. On the left, there's a sidebar with links: 'All Products' (highlighted with a red arrow), 'Add New', 'Categories', 'Tags', 'Attributes', 'Reviews' (with a red circle containing '1'), and 'Re-Order'. The main area displays a table of products with columns: Name, SKU, Stock, Price, Categories, Tags, and Date. The first item listed is 'Reserve Slot'.

Name	SKU	Stock	Price	Categories	Tags	Date
Reserve Slot	-	In stock	\$20.00	Badminton Bat	-	Published 2022/09/28 at 12:02 pm
Men White Sports Shoes #3	-	In stock	\$49.99 \$65.00	Badminton Bat	Accessories	Published 2022/07/22 at 11:38 am
Men White Sports Shoes #2	-	In stock	\$70.00	Cricket Bat	Accessories	Published 2022/07/20 at 11:38 am
Badminton Shuttlecock #2	-	In stock	\$69.99 \$10.00	Badminton Bat	Accessories	Published 2022/07/20 at 11:38 am
Badminton Shuttlecock #3	-	In stock	\$49.99 \$50.00	Badminton Bat	Accessories	Published 2022/07/20 at 11:38 am

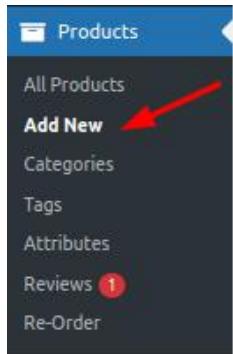
In the **Edit** option you will be able to edit the form

The screenshot shows the 'Edit Product' form for 'Reserve Slot'. It includes fields for 'Title', 'Content' (Rich Text Editor), 'Image Alignment', 'Destination URL', 'Image alternate text', and 'Color'. To the right, a 'Publish' summary box shows the status as 'Published', visibility as 'Public', and the publication date as 'Sep 28, 2022 at 12:02'. It also includes buttons for 'Preview Changes', 'Copy to a new draft', 'Move to Trash', and 'Update'.

**Note:** After editing the form you have to click on the update button by that you data will be saved.

## HOW TO ADD A NEW PRODUCT:

By clicking on the add new option you will get a form



Add New

**Customize your deposit schedule**

Receive your funds according to your own business needs with custom deposit schedules from WooCommerce Payments. You'll have the flexibility to deposit funds into your bank account daily, weekly or monthly, and get paid on your terms.

[Customize your deposits](#)

**Add new product**

Product name:

Editor toolbar: Add Media, Add Form, Visual, Text

Title:

Displayed as widget title or as heading 2 for shortcodes.

Title Alignment:

Horizontal alignment of the title.

Content to encode in QR Code:

Leave empty to use current page URL, or enter content to be encoded in QR Code.

Use dynamic content (other shortcodes)

Anchor link:

Anchor link added to the automatic current page URL (without the "#<id>" code). Only available with empty content to encode.

Information repetition level:

Ability to correct read errors.

Size:

Leave empty for automatic size, or enter size in px.

Color:

Leave empty for default color, or use Hex color code as "#000000".

Color:

Leave empty for default color, or use Hex color code as "#000000".

Background Color:

Leave empty for default color, or use Hex color code as "#FFFFFF".

Image Alignment:

Horizontal alignment of the QR Code image.

Add shadows to QR Code image

Destination URL:

QR Code image clickable link. URL with http://

Open link in a new window

Use automatic current page URL as QR Code image clickable link.

Image alternate text:

Leave empty for default image alternate text "QR Code".

**Publish**

[Save Draft](#) [Preview](#)

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

[Publish immediately](#) [Edit](#)

Catalog visibility: **Shop and search results** [Edit](#)

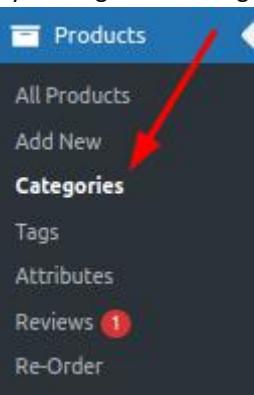
[Copy to a new draft](#)

[Publish](#)

**Note:** Like previous you will have to fill the form and have to click on submit button to save the new form.

## HOW TO ADD NEW CATEGORY:

By clicking on the category option you can add new categories



**Product categories**

Product categories for your store can be managed here. To change the order of categories on the front-end you can drag and drop to sort them. To see more categories listed click the "screen options" link at the top-right of this page.

**Add new category**

Name:

The name is how it appears on your site.

Slug:

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent category:

Assign a parent term to create a hierarchy. The term Jazz, for example, would be the parent of Bebop and Big Band.

Description:

The description is not prominent by default; however, some themes may show it.

Description:

The description is not prominent by default; however, some themes may show it.

Display type:

Thumbnail:

[Add new category](#)

**Note:** After giving the details you have to click add new category button to save it.

## HOW TO MODIFY THE PREVIOUS CATEGORY:

To modify the previous category you have to go to the edit option

5 items				
Image	Name	Description	Slug	Count
	Badminton Bat	—	badminton-bat	13
	Cricket Bat	—	cricket-bat	1
	Hockey Bat	—	hockey-bat	0
	Shuttlecock	—	shuttlecock	0
	Sport Shoe	—	sport-shoe	0

Edit category

Name: Badminton Bat  
The name is how it appears on your site.

Slug: badminton-bat  
The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent category: None  
Assign a parent term to create a hierarchy. The term Jazz, for example, would be the parent of Belop and Big Band.

Description:  
The description is not prominent by default; however, some themes may show it.

Display type: Default

Thumbnail: [Upload/Add image](#) [Remove image](#)

The description is not prominent by default; however, some themes may show it.

Display type: Default

Thumbnail: [Upload/Add image](#) [Remove image](#)

Update

**Note:** After editing the category you have to click on the update button.

## HOW TO ADD NEW TAGS:

By clicking on the tags option you will be redirected on the tag section where you can add new tags and you can see the previous saved tags.

Products

All Products

Add New

Categories

Tags

Attributes

Reviews 1

Re-Order

Product tags

Add new tag

Name:

The name is how it appears on your site.

Slug:

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Description:  
The description is not prominent by default; however, some themes may show it.

Add new tag

Search tags				
	Name	Description	Slug	Count
<input type="checkbox"/>	Accessories	—	accessories	8
<input type="checkbox"/>	Sports	—	sports	5
	Name	Description	Slug	Count
				2 items

Bulk actions

After clicking on the **edit** button you can edit the previous tags. If you want to delete any tags you can delete that too.

Edit tag

Name: Accessories  
The name is how it appears on your site.

Slug: accessories  
The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Description:  
The description is not prominent by default; however, some themes may show it.

## HOW TO ADD PHONE NUMBER

After clicking on Reserve Your Court you will get the option of add phone number from there you can search and delete the phone numbers.

Reserve Your Court

Add phone Number

Booking Report

NAME	PHONE NUMBER	EXPIRE DATE	ACTION
pamela	2562352352	2022-11-11 12:30:00	<input type="button" value="Delete"/>
pamela	2562562562	2022-11-11 12:30:00	<input type="button" value="Delete"/>
pamela	2562562562	2022-11-13 11:30:00	<input type="button" value="Delete"/>

Here you can provide a valid name with a valid phone number and select proper time slot with the date and there you can find the submit button in the bottom of the form.

Name:

Phone Number:

Expire Datetime:

NOVEMBER 2022

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

10:00 am  
10:15 am  
10:30 am  
10:45 am  
11:00 am  
11:15 am  
11:30 am  
11:45 am  
12:00 pm  
12:15 pm  
12:30 pm

## HOW TO ADD NEW COUPON:

By clicking on the woocommerce you will get the coupon option. After clicking on the coupon option you will get the **Add coupon** option.

The screenshot shows the WooCommerce dashboard with a sidebar containing links: Home (5), Orders (4), Customers, Coupons, Reports, Settings, Status, and Extensions. The main area is titled 'Coupons' and shows a table of existing coupons. A red arrow points from the 'Coupons' link in the sidebar to the 'Add coupon' button in the top right of the table header.

Here you can add the new coupons with proper details.

The screenshot shows the 'Add new coupon' form. It includes fields for 'Coupon code' (with a red box around it), 'Description (optional)', 'Coupon data' (with sections for 'General', 'Usage restriction', and 'Usage limits'), and a 'Publish' section with status, visibility, and publish immediately options. Red arrows point to the 'Coupon code' field, the 'Discount type' dropdown (set to 'Fixed cart discount'), the 'Coupon amount' field (set to 0), and the 'Coupon expiry date' field (set to YYYY-MM-DD). A large red arrow points to the 'Publish' button.

**Note:** After creating you have to click on publish button to save it.

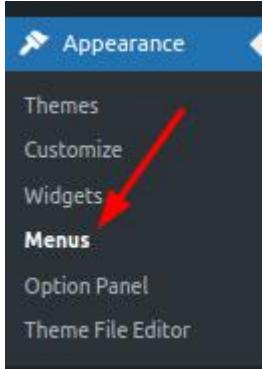
## HOW TO MODIFY THE COUPON:

After clicking on the coupon option you have to click on the edit button to modify the previously saved coupon. You can delete the coupon too.

The screenshot shows the 'Edit coupon' form for the coupon 'new20'. It includes fields for 'Coupon code' (set to 'NEW20'), 'Description (optional)', 'Coupon data' (with sections for 'General', 'Usage restriction', and 'Usage limits'), and a 'Publish' section with status, visibility, and publish date. Red arrows point to the 'Edit' link in the coupon list, the 'Coupon code' field (set to 'NEW20'), the 'Discount type' dropdown (set to 'Fixed cart discount'), the 'Coupon amount' field (set to 20), and the 'Publish' section. Another red arrow points to the 'Move to Trash' button.

## HOW TO MODIFY THE MENU:

After clicking on the **Appearance** option you will get the menu option from there you can edit



From here you can select the header or footer option.

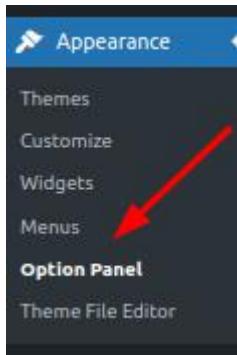
A screenshot of the WordPress 'Edit Menu' screen. It shows a 'Footer (Footer Menu)' selected. The menu structure includes items like 'Disclaimer' and 'Terms &amp; Conditions'. A red arrow points to the 'Select' button in the top left.

From here you can edit all the menu options and you will get save and delete both options.

A screenshot of the WordPress 'Edit Menu' screen. It shows a 'Footer' menu with items like 'Disclaimer', 'Terms &amp; Conditions', and 'Privacy Policy'. A red arrow points to the 'Delete Menu' button at the bottom left. Another red arrow points to the 'Save Menu' button at the bottom right.

## HOW TO GET THE OPTION PANEL:

After clicking on the appearance option you will get **option panel** option.



In the upper section you will get various options and in the bottom part you will get the save option.

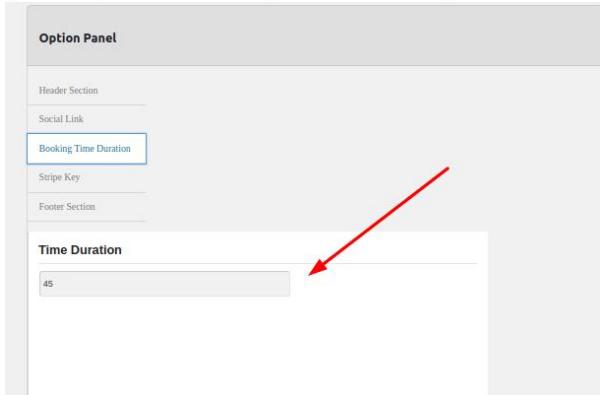
After clicking on the header section you will get the details section where you can give the details.

A screenshot of the Option Panel. On the left, there's a sidebar with 'Header Section' selected. In the main area, there's a 'Choose Site Logo' section with a URL input field containing 'https://hattrickpk.weavers-web.com/wp-content/uploads/2022/1' and two buttons: 'Upload Image' and 'Remove'. On the right, there's a large empty area with a 'Reset Options' button at the bottom left and a 'Save All Changes' button at the top right, which has a red arrow pointing to it.

By clicking on the social link you can add all the links.

A screenshot of the Option Panel. On the left, 'Social Link' is selected in the sidebar. In the main area, there are four input fields labeled 'Facebook', 'Twitter', 'Instagram', and 'YouTube', each with a red arrow pointing to it. To the right of these fields is a large empty area.

By clicking on the Booking Time Duration you will have the time duration you can edit it.



By clicking on the Footer section you will get the section where you can edit all the details

A screenshot of a 'Footer Options' panel. It includes fields for 'Footer Logo' (with a preview image and 'Upload image'/'Remove' buttons), 'Footer Copyright Text' (with a 'Copyright © 2022' message and a placeholder 'Enter Footer Copyright Text'), 'Footer Contact Heading' (with a 'CONTACT INFORMATION' button), 'Footer Address' (with a placeholder '8751 Collin McKinney Parkway Suite 1405 McKinney, TX 750'), 'Phone' (with a placeholder '+0000000000'), 'Email' (with a placeholder 'abc.xyz@gmail.com'), 'Footer Newsletter Heading' (with a 'Subscribe to our Newsletter' button), and a 'Reset Options' button. In the bottom right corner, there's a prominent blue 'Save All Changes' button with a red arrow pointing towards it.

## Release Note:

If you want to change any image of your website then find the size of the existing image and make the new image in same size and then upload. It will then make the website look perfect all the time.

Don't change any HTML tag from any section. If you change any HTML tag then content will not show perfectly in live site.