



Managing your group webpage

Edit your group profile

Click on your group name. Go to 'Edit this group'

Type up a description e.g. How many members or any information of interest such as walking or book group, what the group activities are, any items of interest to promote your group. (Look at other groups pages for ideas.)

CPT GROUPS? Ignore this as it is a WordPress term. No need to know.

To add photos. Go to Group Gallery

Click on **Add to Gallery**.

Upload your photos to the Media library by selecting them from your saved photos.

(Now is the time to think of building up a collection of photos in you haven't got them!)

If your images are stored in Google photos you will need to Download them to your device first before you can Upload them.

They will then upload to the media library and you can select them.

They will show on your page.

Add your programme as a download file

Go to **Download Resources** at the bottom of your page.

Click on **Add Download**

Then **Select from Files**. Find your programme and click on it.

Your programme will then go into the Media Library. Select it and it should show in the Download section.

Click **Select and Save**. You will be taken back to the group page.

As a 'Download' your Programme will show at the bottom of your page.

To make it more obvious to anyone looking for it, you could type a note in your group description to say 'find our latest programme by scrolling down to Downloads'. Alternatively, copy and paste your link to show at the top of your page e.g. Click here to see our latest programme.

Do not share any personal details on your programme. First names only. No venues unless it's a public space.

Some groups add their programme by adding each meeting as an event – follow the same principle as the guidance in adding an event.