

To edit the “Sport Contact” details for your website, you can use the instruction in this document, use the video as a visual guide, or if you have headphones, you can listen to the audio on the video instead of using this documentation.

First we will need to login to the admin area on the website. This will take you to the dashboard, please follow instructions below:

- Click on Appearance
- Widgets
- In the ASCB contact widget area, please open the first “Text” widget by clicking on the arrow to the right hand side
- Once open you can edit the text in here much as you would a Word document

### CHANGING SPORT CONTACT NAME

- Highlight with your mouse the current name of the sports contact and then begin typing the new name, this will replace the text
- Once completed click the save button

### CHANGING PHONE NUMBER(s)

#### Military

- By default we do not link the Military number for a contact as this is an internal number which would not work from an external phone
- To change the military number, follow the same process as above, highlight the number with your mouse and begin typing the new number

#### Military External and Mobile (linked numbers and highlighted in blue)

- To save a user time, if access the site on their mobile phone, we link these phone numbers so the user can click on the link and it will make a phone call direct from their phone
- Click on the number, this will show a Pencil icon for editing, please click on this
- Once clicked a Cog icon will appear on the right hand side, please click on this
- In the pop up that appears you will need to edit the phone number without any spaces that appears in the URL section, please do not delete or overtype the tel: part at the beginning, this is required for it to be a phone number link

- Then change the “Link text” field to the phone, the link text is the text that shows on screen whilst the URL is the link that activates when the link text is clicked
- Once completed click the save button

### Changing Email Address

- Click on the email address, this will show a Pencil icon for editing, please click on this
- Once clicked a Cog icon will appear on the right hand side, please click on this
- In the pop up that appears you will need to edit the email address without any spaces that appears in the URL section, please do not delete or overwrite the mailto: part at the beginning, this is required for it to be an email address link
- Once completed click the save button