

# **A guide to editing your YAC branch webpage**

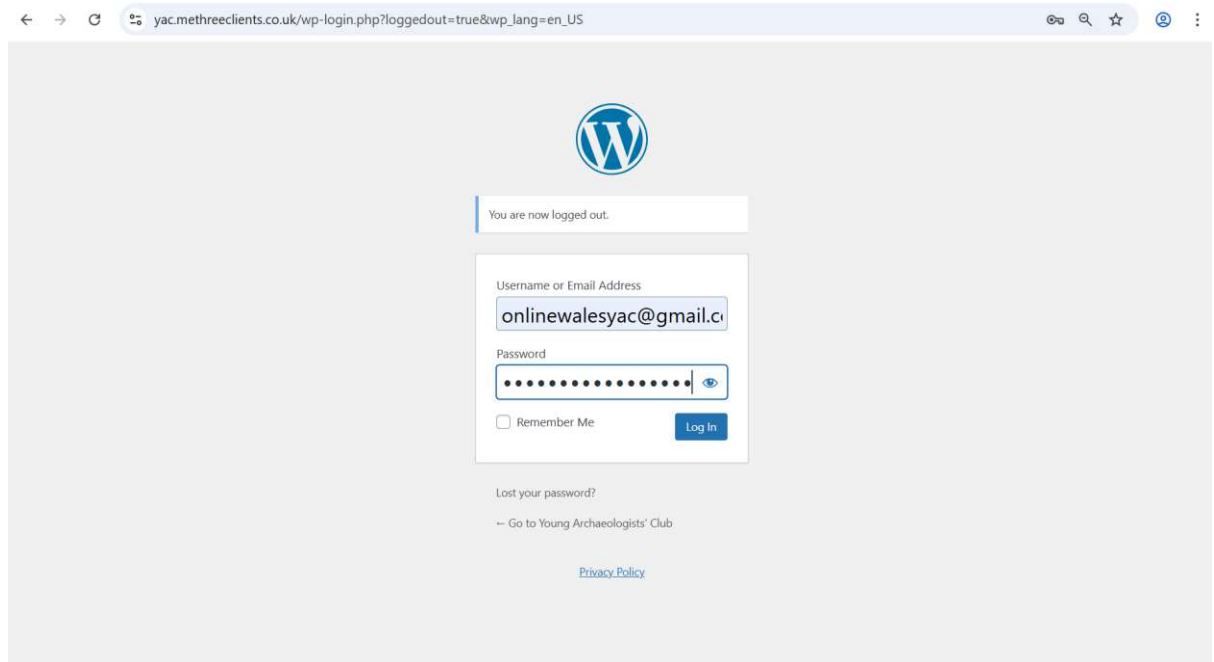
November 2025

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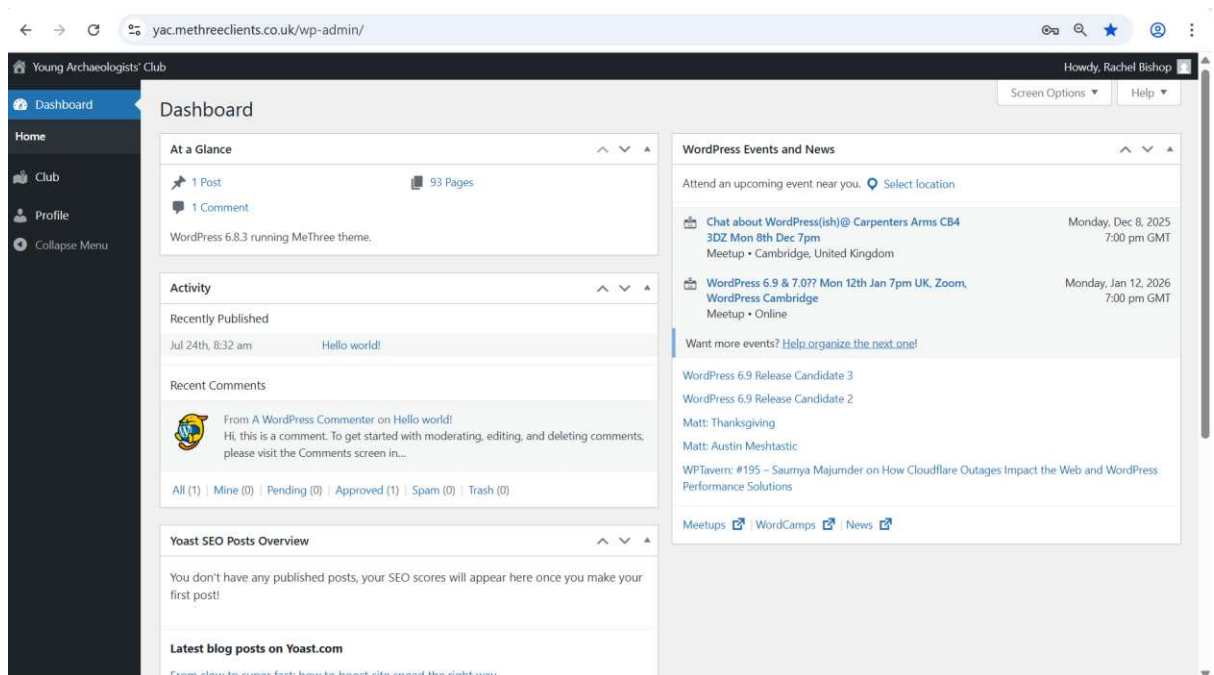
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## Logging in to your branch page

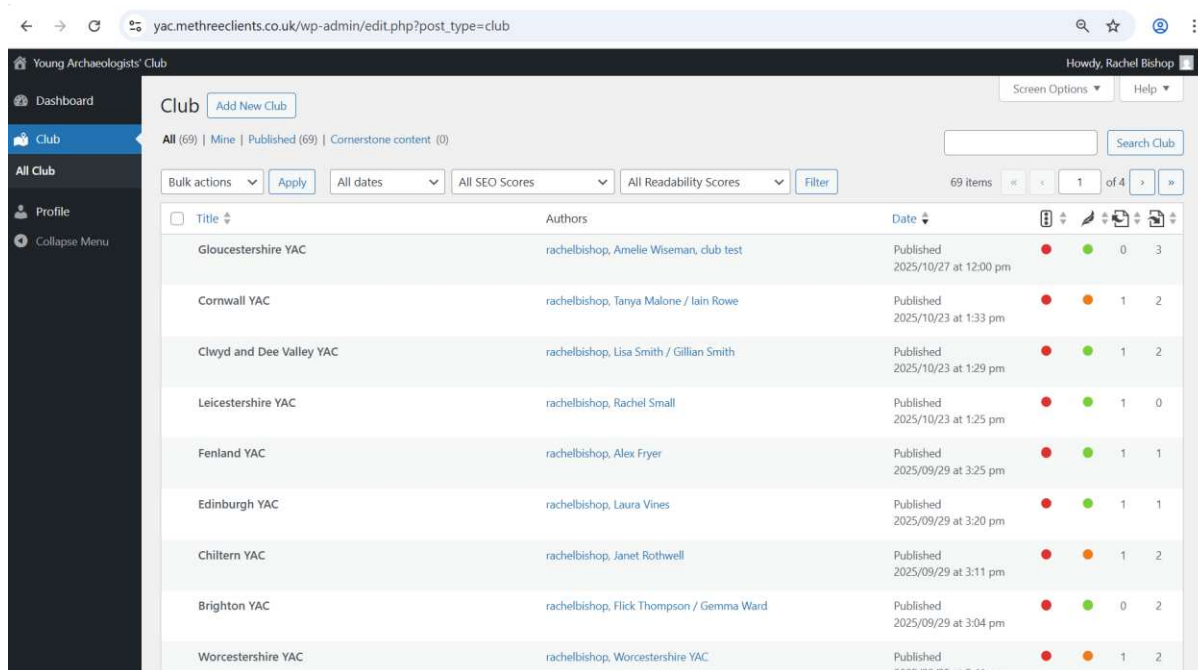
Go to [https://yac.methreeclients.co.uk/wp-login.php?redirect\\_to=https%3A%2F%2Fyac.methreeclients.co.uk%2Fwp-admin%2F&reauth=1](https://yac.methreeclients.co.uk/wp-login.php?redirect_to=https%3A%2F%2Fyac.methreeclients.co.uk%2Fwp-admin%2F&reauth=1) to login



You will see a dashboard like this. Ignore everything on the dashboard itself and click on **Club** on the left.

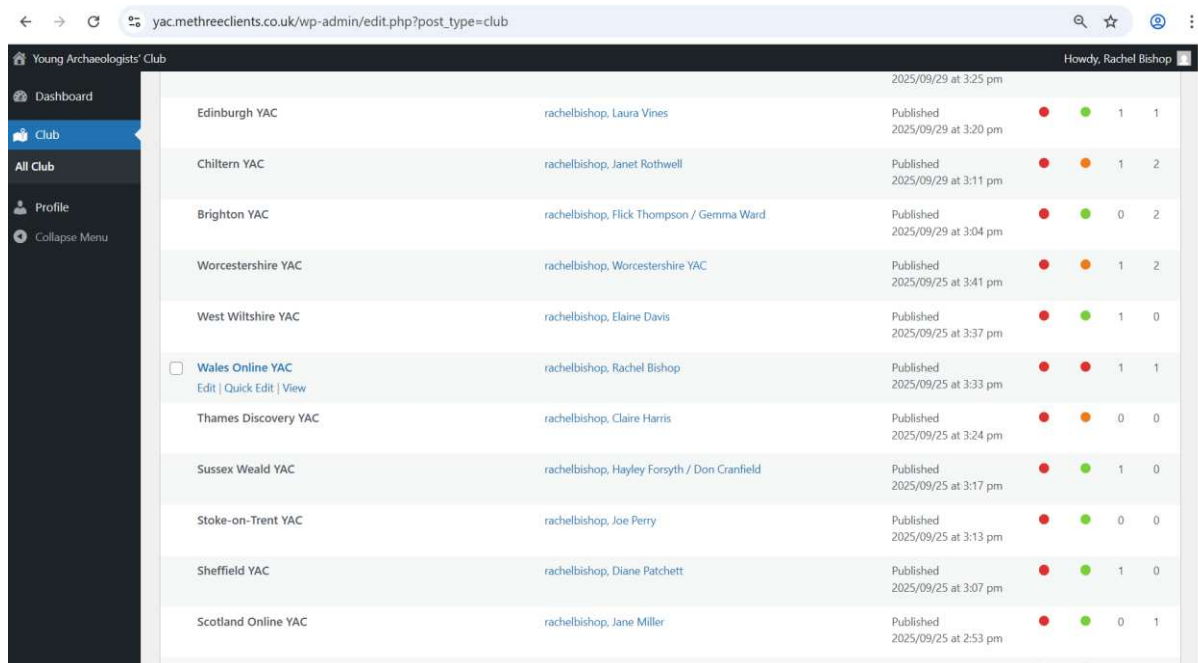


You will see a list of all the YAC branches like this:



Find your branch by scrolling through the list or using the search box. When you hover over your branch it will turn blue and you will have the option to **edit**, **quick edit** or **view**. Click **edit** to open your branch webpage in editor mode. You will only be able to edit this page of the YAC website.

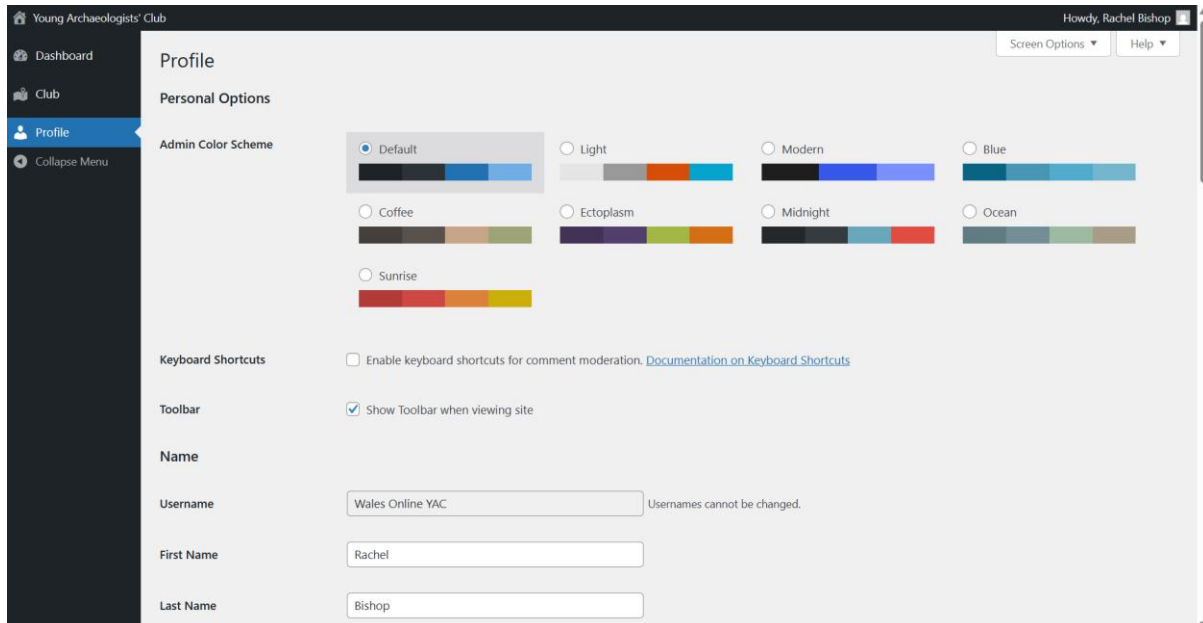
Note: you can **view** all of the club pages but only **edit** your own page.



To return to the dashboard at any time click on the small text that says **Young Archaeologists' Club** in the top-left corner.

## Changing your password

Return to the dashboard and click on **Profile** on the left. This will bring up a page like this:

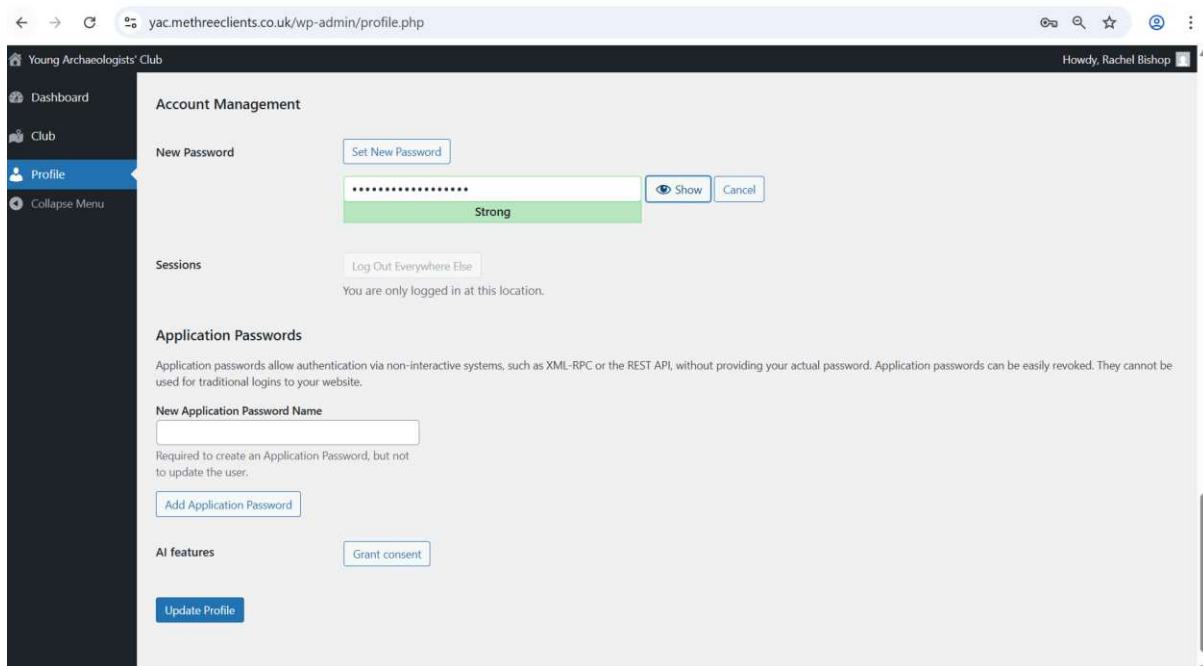


The screenshot shows the 'Profile' page of the 'Young Archaeologists' Club' admin interface. The left sidebar contains links for 'Dashboard', 'Club', 'Profile' (selected), and 'Collapse Menu'. The main content area is titled 'Profile' and includes a 'Personal Options' section. Under 'Admin Color Scheme', there are radio buttons for 'Default' (selected), 'Light', 'Modern', 'Blue', 'Coffee', 'Ectoplasm', 'Midnight', 'Ocean', and 'Sunrise', each with a corresponding color bar. Below this is the 'Keyboard Shortcuts' section with a checkbox 'Enable keyboard shortcuts for comment moderation' (unchecked) and a link to 'Documentation on Keyboard Shortcuts'. The 'Toolbar' section has a checkbox 'Show Toolbar when viewing site' (checked). The 'Name' section contains input fields for 'Username' (filled with 'Wales Online YAC', with a note 'Usernames cannot be changed.'), 'First Name' (filled with 'Rachel'), and 'Last Name' (filled with 'Bishop').

Scroll down to the bottom of the page where it says **New password**. Click on the box that says **Set New Password**.

A box will appear where you can enter a new password of your choice.

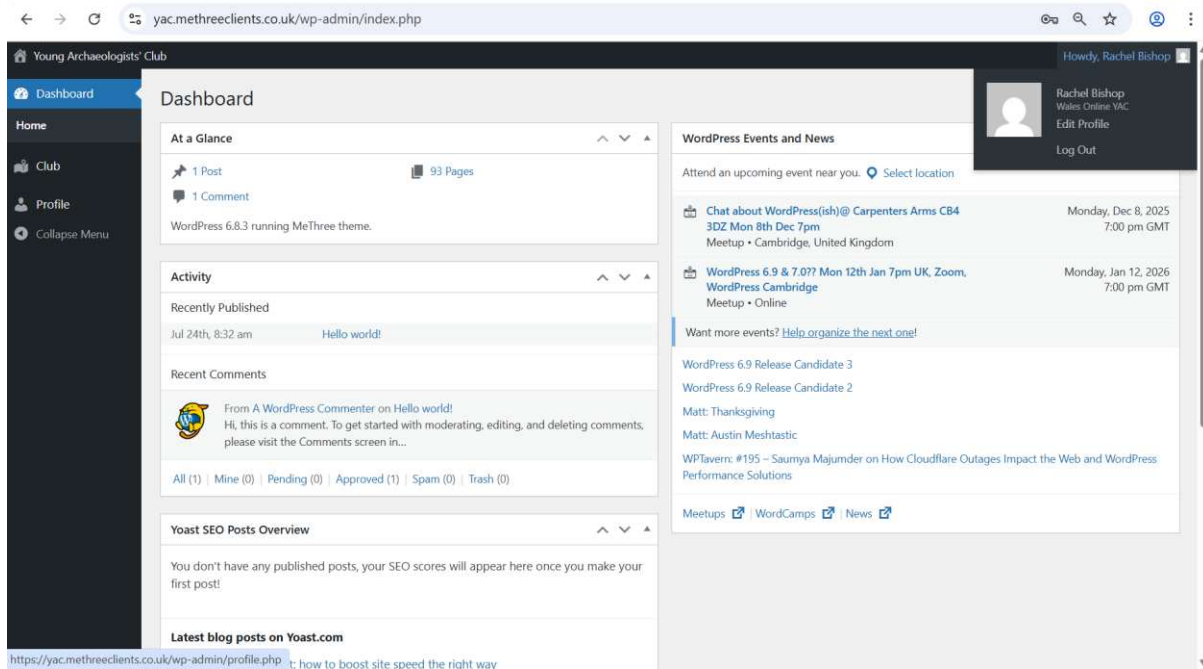
Then click on **Update Password** at the bottom of the page.



The screenshot shows the 'Account Management' page of the 'Young Archaeologists' Club' admin interface. The left sidebar is the same as the previous screenshot. The main content area is titled 'Account Management' and includes a 'New Password' section with a 'Set New Password' button. Below this is a password strength indicator showing 'Strong' with a green bar. The 'Sessions' section has a 'Log Out Everywhere Else' button and a message 'You are only logged in at this location.' The 'Application Passwords' section has a text box for 'New Application Password Name' and an 'Add Application Password' button. The 'AI features' section has a 'Grant consent' button. At the bottom of the page is an 'Update Profile' button.

## Logging out

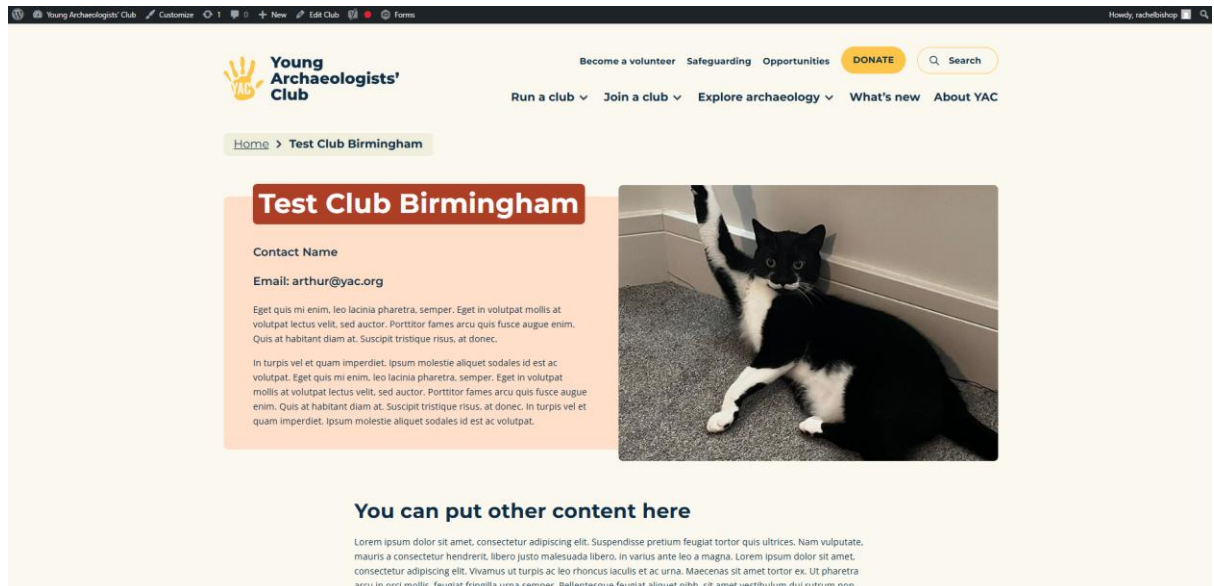
In the top-right corner of the dashboard, you will see a black box that says **Howdy, [your name]**. Hover over this and click **Log out**



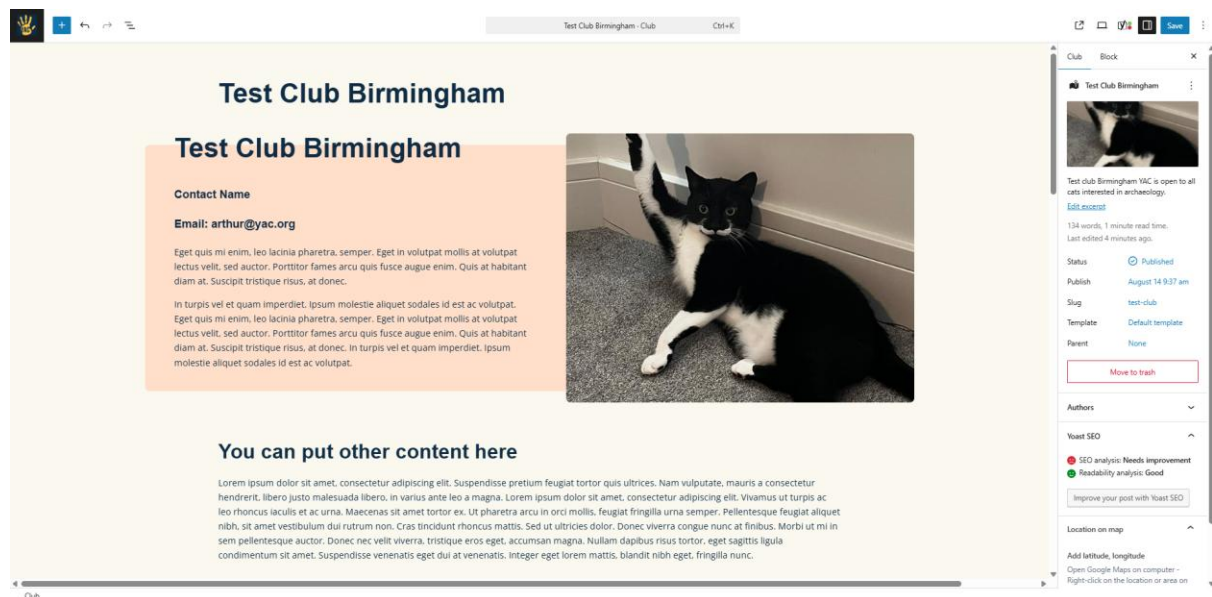
## Editing your page

When you are logged in your page will look different in editor mode to when you are in view mode, as follows:

*View mode:*



*Editor mode (with an extra menu on the right):*

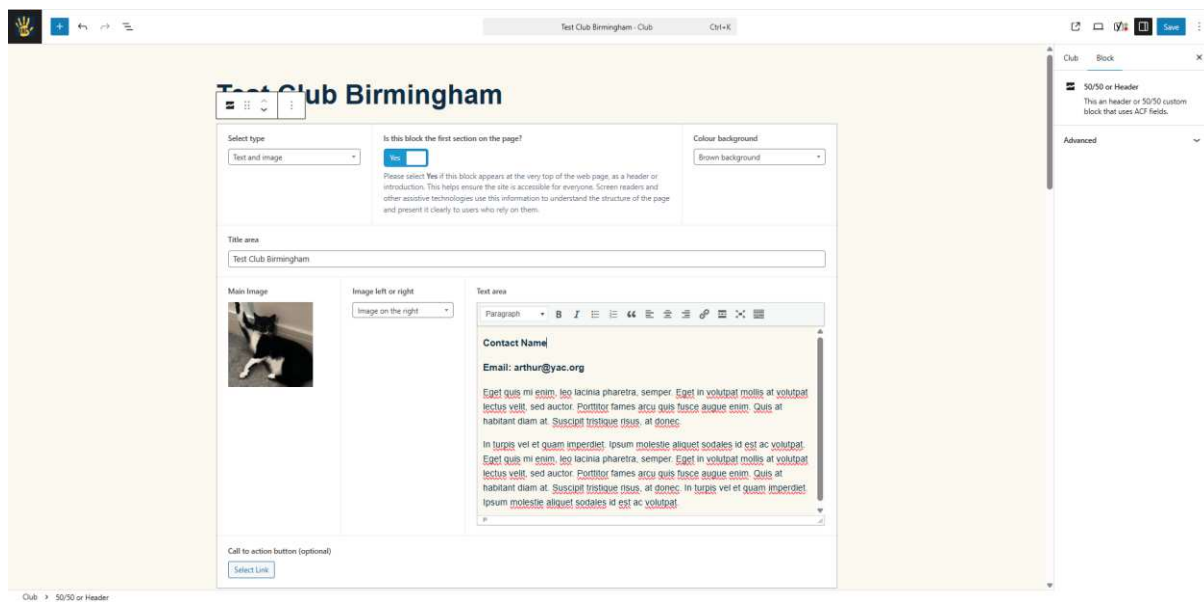


The main feature of your branch page is the brown intro block at the top of the page. This includes a title (the name of your branch), an image and some introductory text. Any additional content about your branch such as text and more images is displayed below.

## Editing the intro block

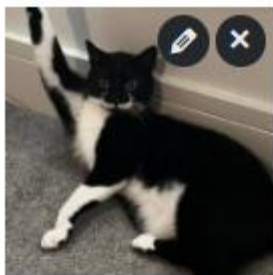
Click anywhere on the brown box at the top to edit the intro block. You should now be able to edit the text.

Note: there is a limit as to how much text can fit in the intro block. Use the intro block to show key info about your branch (where and when you meet, how to contact the leaders etc) and add any further info further down the page).



To change your header image hover over the image and click on the **x** symbol.

Main Image



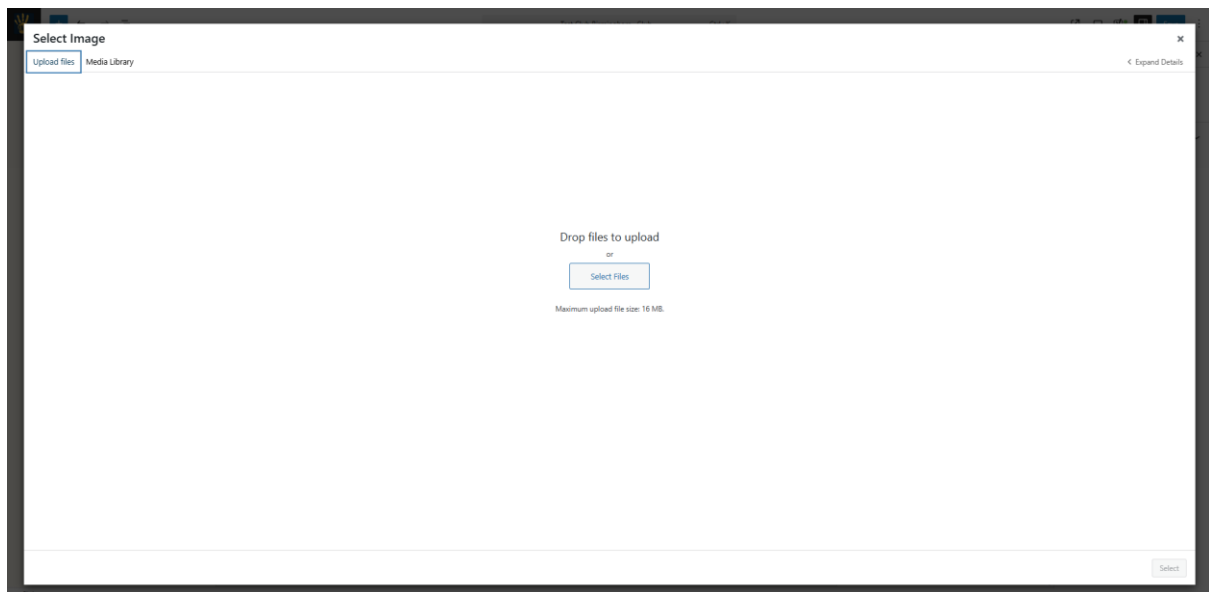
You have now removed the old image and can add a new image. Click on **Add image**.

Main Image

No image selected

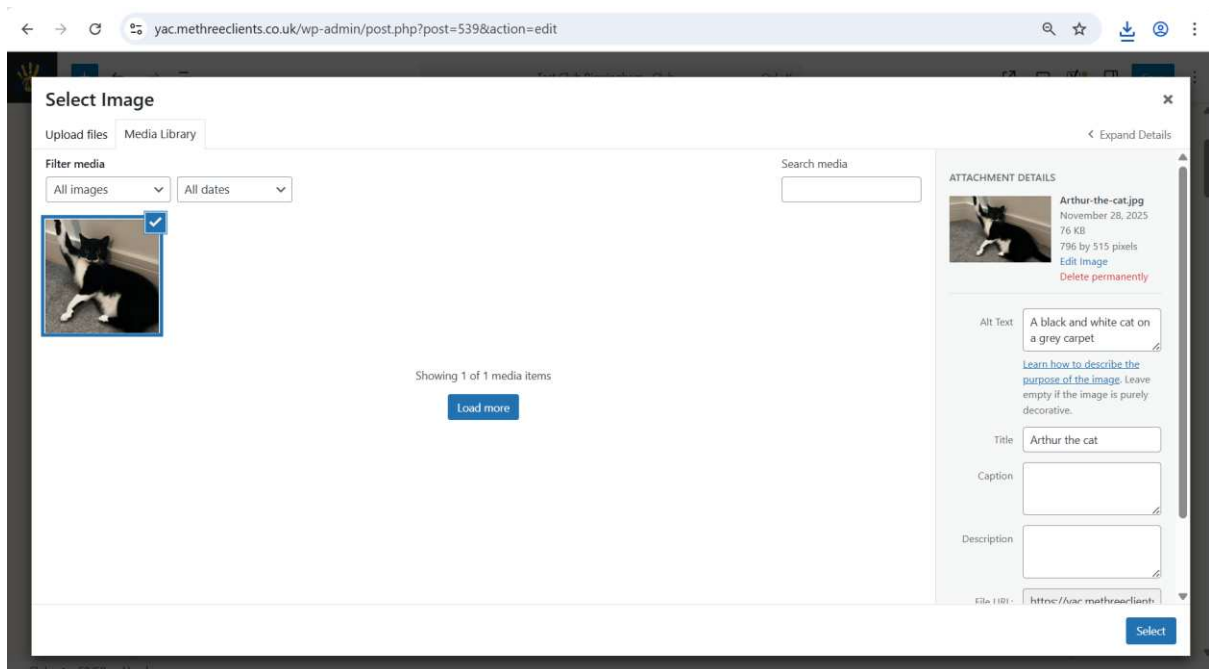
Add Image

A pop-up window will appear with two tabs, **Upload files** and **Media library**. Select **Upload files** and upload your chosen image.



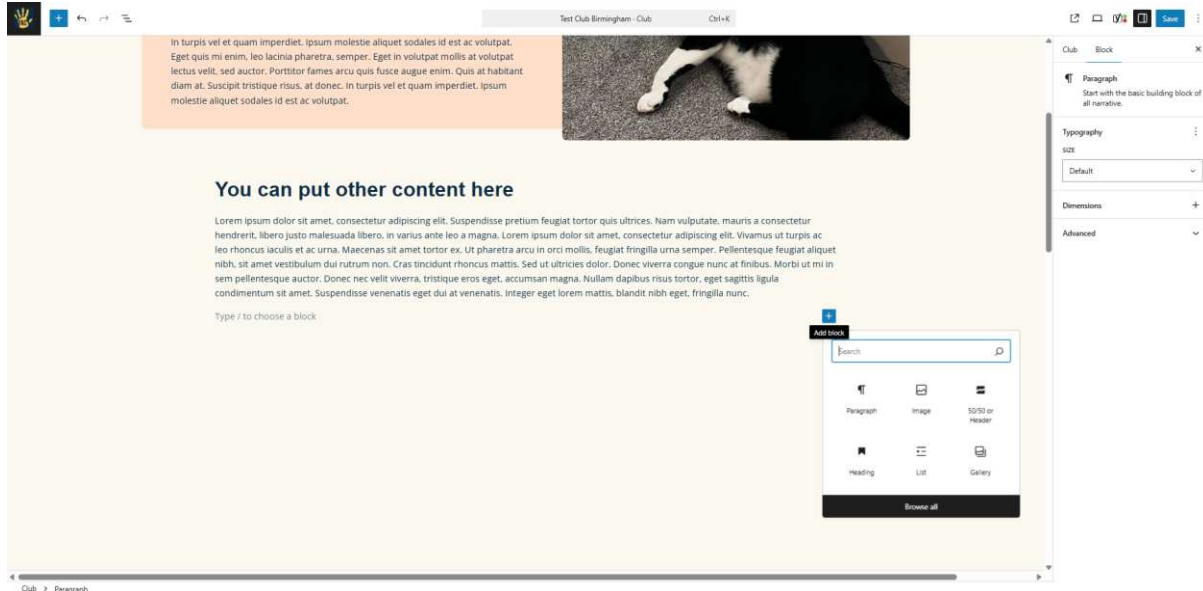
When your image is uploaded you will see the option to add alt text and a caption.  
(Captions do not appear in the main intro box but when adding more images to your web page further down it is good to include captions).

When you are happy press **select**.



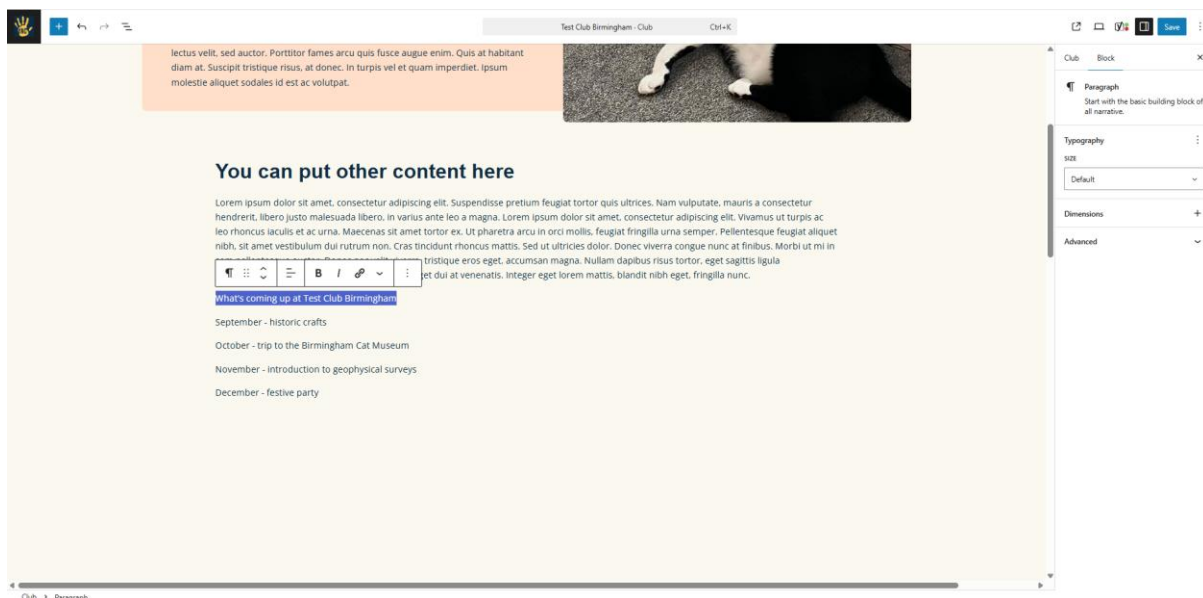
## Adding more text to your web page

Click on the blank space beneath the intro block and you will see a blue + symbol. Clicking on this will give you the option to add a new paragraph, image, 50/50 or header block, heading, list or image gallery.



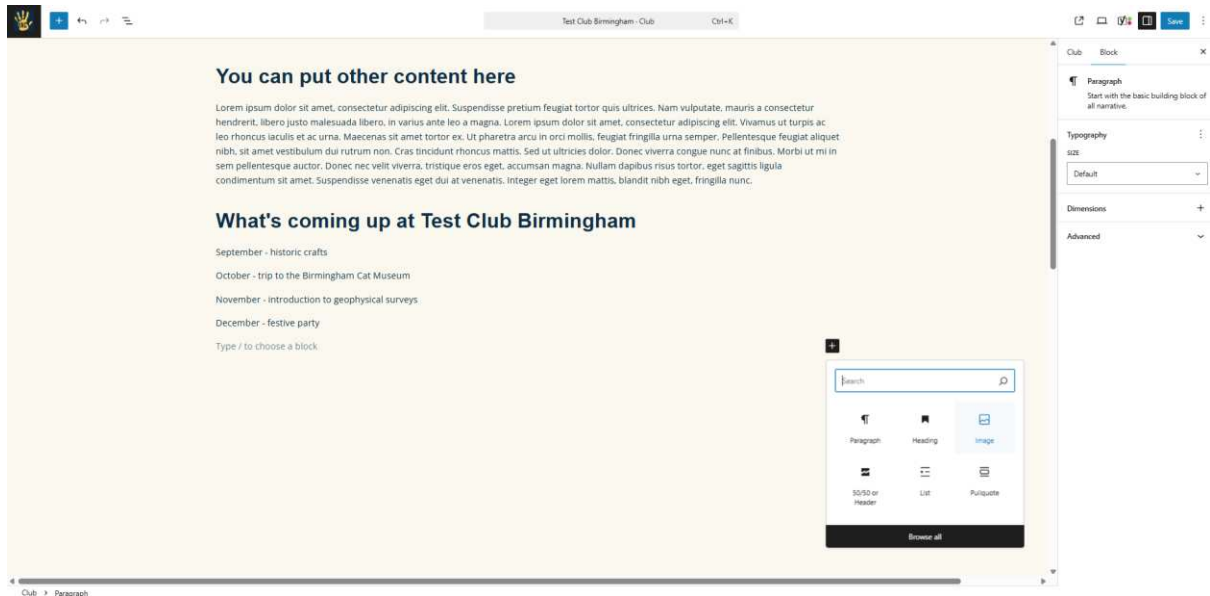
To add text, you can just start typing or copy and paste in some text that you have ready.

You can edit your text using the bar that will pop up. You will have the option to convert text into a title, move paragraphs up/down and add links.

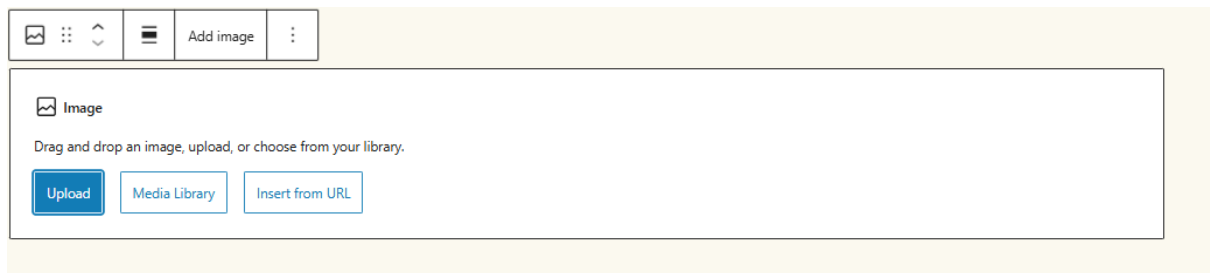


## Adding more images to your webpage

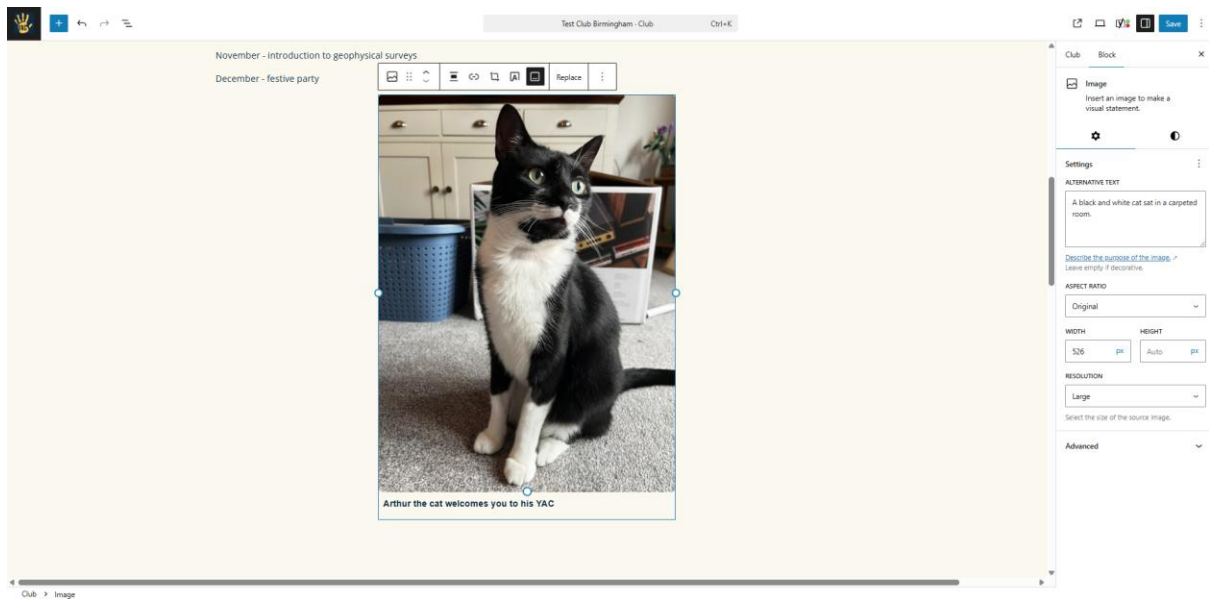
To add images, click on the **+** symbol on the right again, and select **image**.



This box will appear. Click **upload** to upload your image as before (see pages 7-8) and then use the tools to adjust how your image appears on the screen.



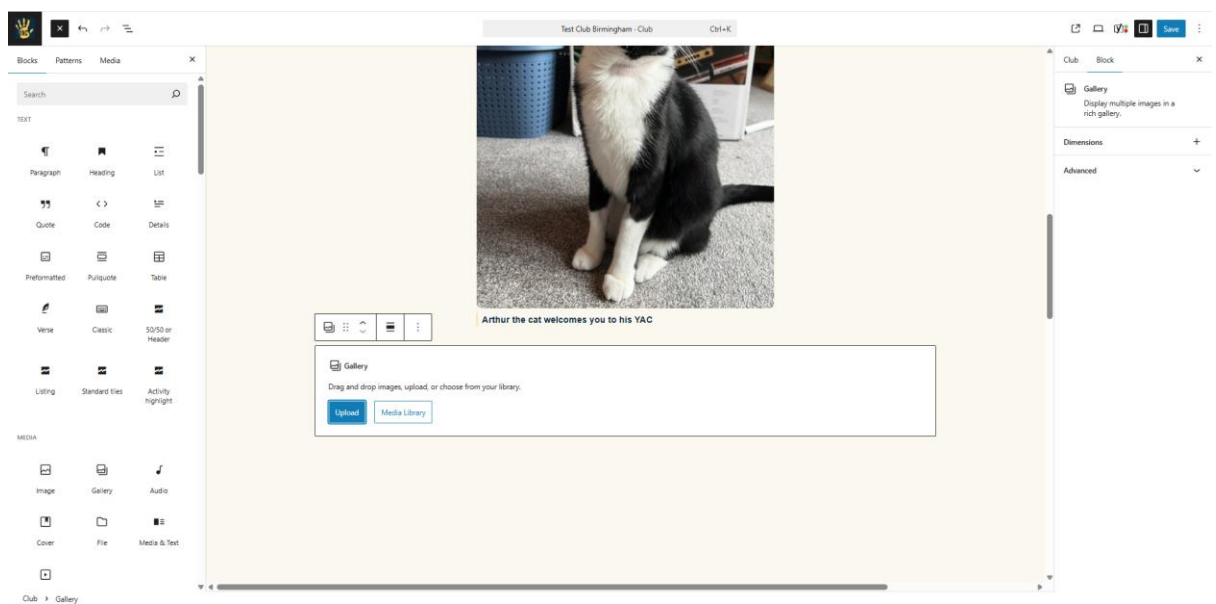
You will have the option to align, crop and add a caption to your image. You can make it larger or smaller with the blue toggles on either side:



Adding a **gallery** of images is a great way to showcase what your YAC has been up to without making the page too long.

To add a gallery of images, click on the **+** symbol again and select **browse all**. This will bring up more options of types of content in a bar on the left.

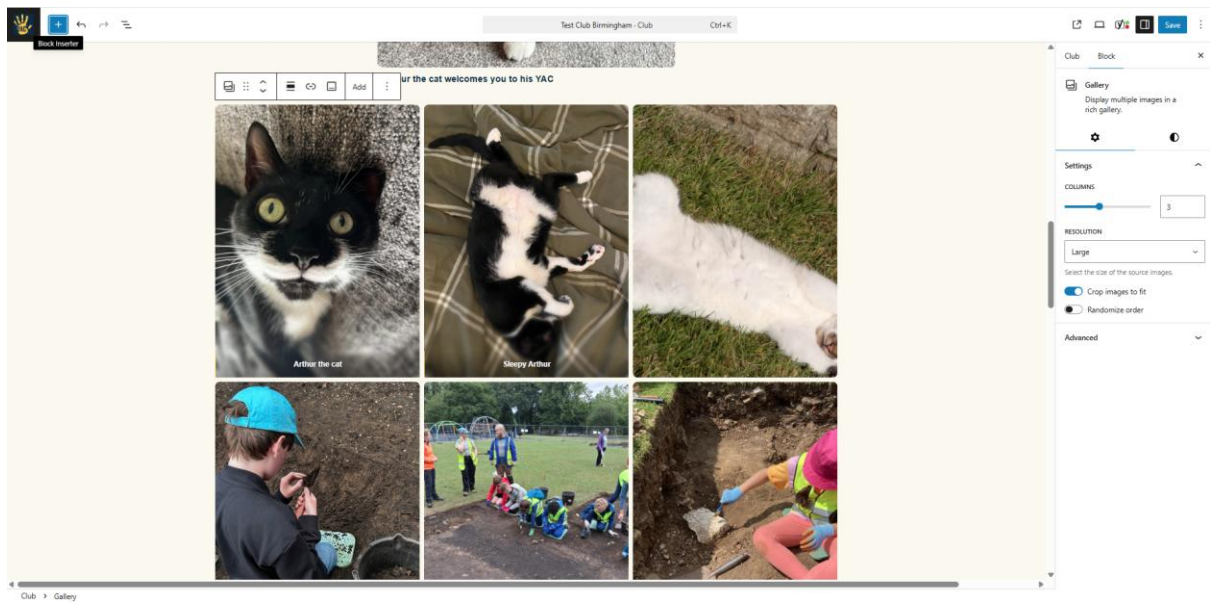
Select **image gallery**.



Upload the photos that you would like to display in the gallery, remembering to add alt text.

When your images are in place, you can drag them to rearrange them.

You can also use the white bar to add captions and add new images to the gallery or move the entire block to a different area of the page.



## Saving and viewing your changes

When you are happy with the changes you have made to your page, click **Save** in the top-right corner.

You can then view your page in a new tab by clicking on the arrow symbol on the left.

