

A guide to editing your YAC branch webpage

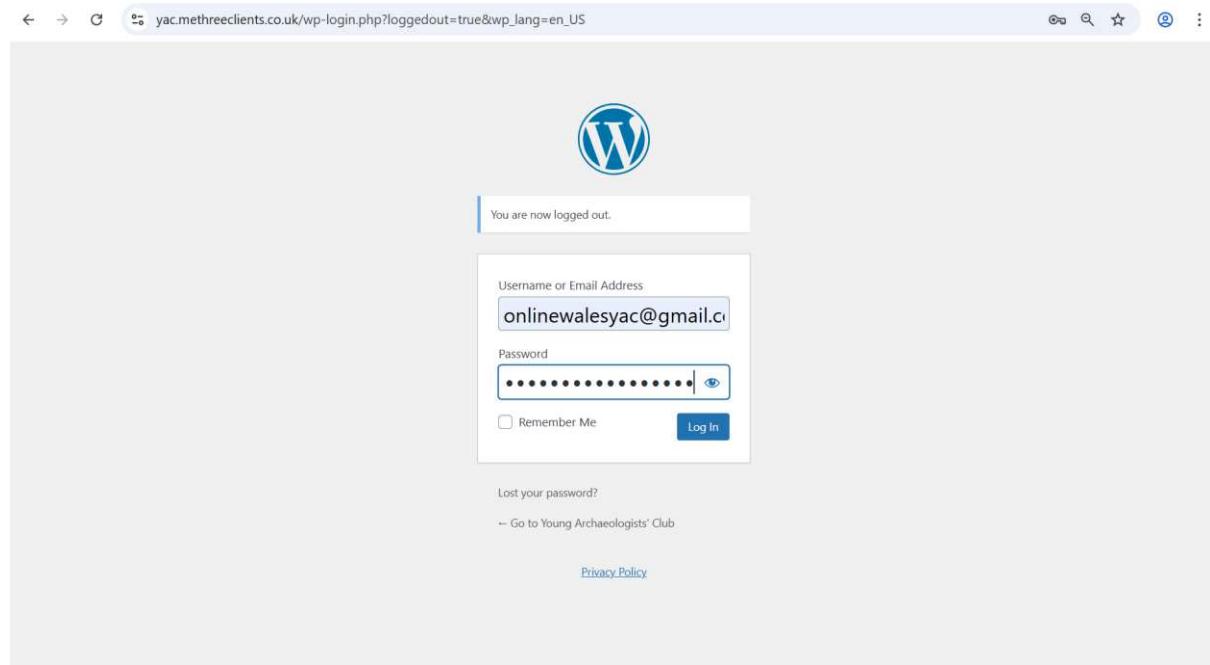
November 2025

Contents:

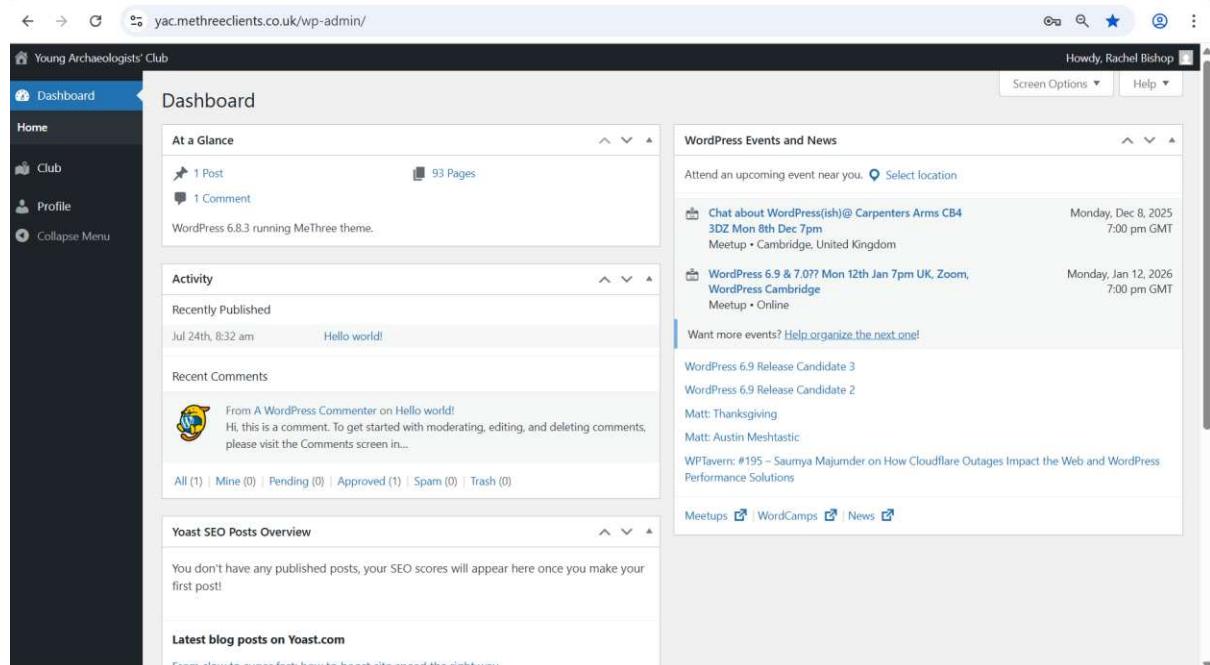
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Logging in to your branch page

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

| Title | Authors | Date | SEO Score | Readability Score | Comments |
|--------------------------|---|----------------------------------|-----------|-------------------|----------|
| Gloucestershire YAC | rachelbishop, Amelie Wiseman, club test | Published 2025/10/27 at 12:00 pm | 0 | 3 | |
| Cornwall YAC | rachelbishop, Tanya Malone / Iain Rowe | Published 2025/10/23 at 1:33 pm | 1 | 2 | |
| Clwyd and Dee Valley YAC | rachelbishop, Lisa Smith / Gillian Smith | Published 2025/10/23 at 1:29 pm | 1 | 2 | |
| Leicestershire YAC | rachelbishop, Rachel Small | Published 2025/10/23 at 1:25 pm | 1 | 0 | |
| Fenland YAC | rachelbishop, Alex Fryer | Published 2025/09/29 at 3:25 pm | 1 | 1 | |
| Edinburgh YAC | rachelbishop, Laura Vines | Published 2025/09/29 at 3:20 pm | 1 | 1 | |
| Chiltern YAC | rachelbishop, Janet Rothwell | Published 2025/09/29 at 3:11 pm | 1 | 2 | |
| Brighton YAC | rachelbishop, Flick Thompson / Gemma Ward | Published 2025/09/29 at 3:04 pm | 0 | 2 | |
| Worcestershire YAC | rachelbishop, Worcestershire YAC | Published 2025/09/25 at 3:41 pm | 1 | 2 | |

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.

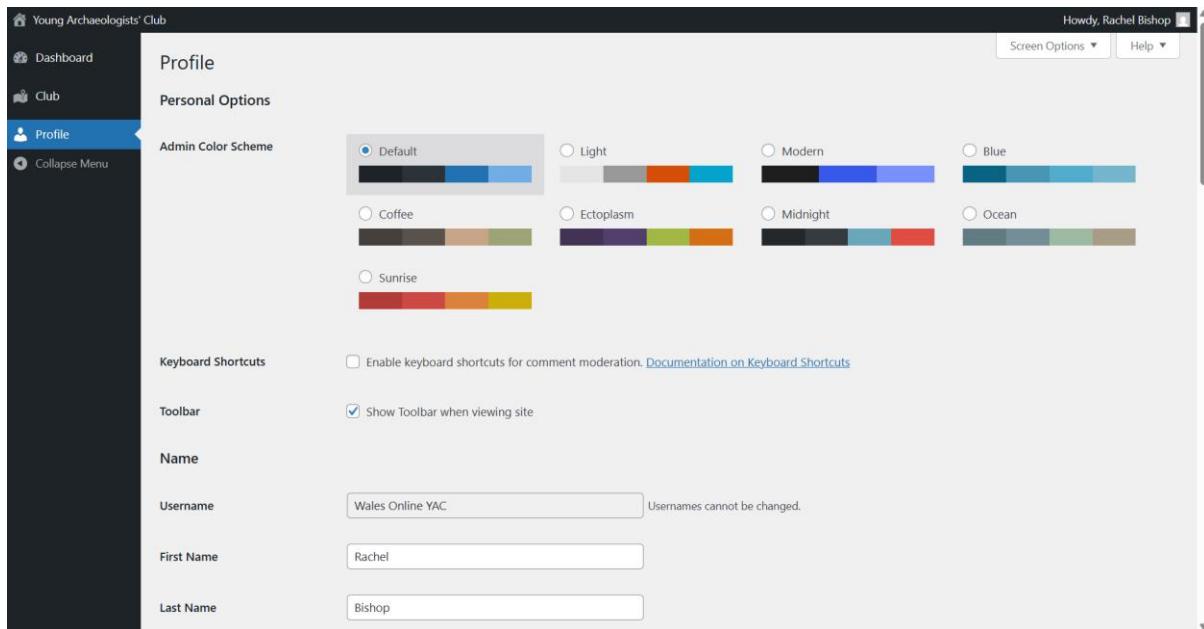
Note: you can **view** all of the club pages but only **edit** your own page.

| | | | | |
|----------------------|--|---------------------------------|---|---|
| Edinburgh YAC | rachelbishop, Laura Vines | Published 2025/09/29 at 3:25 pm | 1 | 1 |
| Chiltern YAC | rachelbishop, Janet Rothwell | Published 2025/09/29 at 3:20 pm | 1 | 2 |
| Brighton YAC | rachelbishop, Flick Thompson / Gemma Ward | Published 2025/09/29 at 3:04 pm | 0 | 2 |
| Worcestershire YAC | rachelbishop, Worcestershire YAC | Published 2025/09/25 at 3:41 pm | 1 | 2 |
| West Wiltshire YAC | rachelbishop, Elaine Davis | Published 2025/09/25 at 3:37 pm | 1 | 0 |
| Wales Online YAC | rachelbishop, Rachel Bishop | Published 2025/09/25 at 3:33 pm | 1 | 1 |
| Thames Discovery YAC | rachelbishop, Claire Harris | Published 2025/09/25 at 3:24 pm | 0 | 0 |
| Sussex Weald YAC | rachelbishop, Hayley Forsyth / Don Cranfield | Published 2025/09/25 at 3:17 pm | 1 | 0 |
| Stoke-on-Trent YAC | rachelbishop, Joe Perry | Published 2025/09/25 at 3:13 pm | 0 | 0 |
| Sheffield YAC | rachelbishop, Diane Patchett | Published 2025/09/25 at 3:07 pm | 1 | 0 |
| Scotland Online YAC | rachelbishop, Jane Miller | Published 2025/09/25 at 2:53 pm | 0 | 1 |

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:

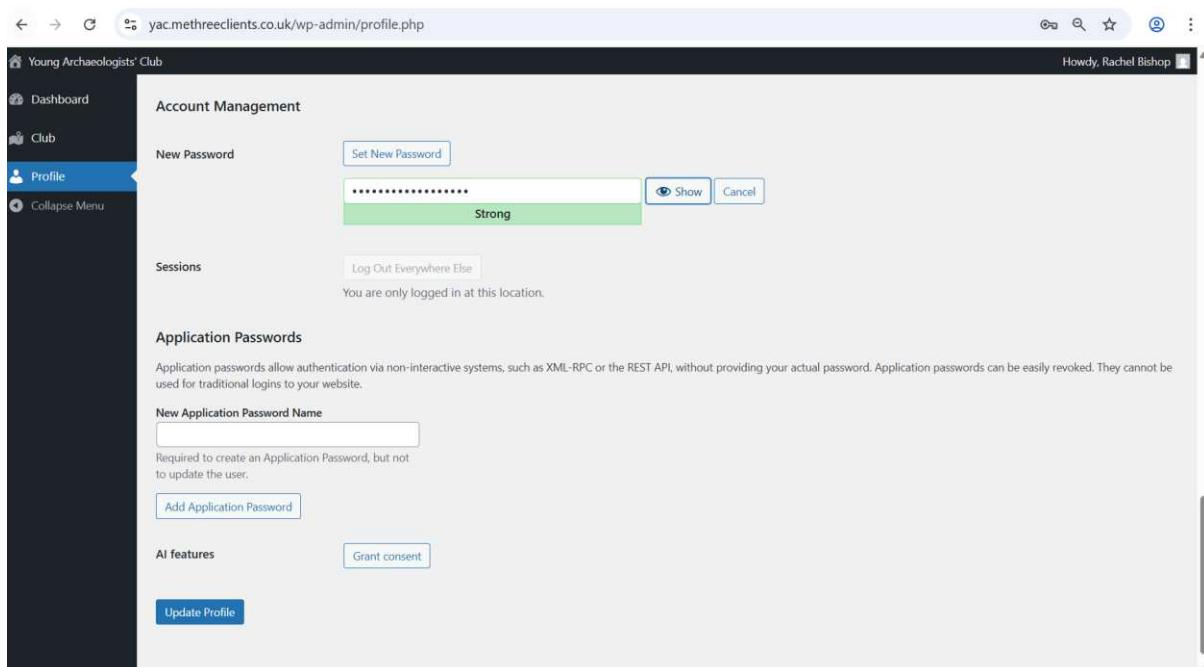


The screenshot shows the 'Profile' settings page. The sidebar on the left has 'Profile' selected. The main area has 'Personal Options' and 'Admin Color Scheme' sections. Under 'Admin Color Scheme', 'Default' is selected. Other options include 'Light', 'Modern', 'Blue', 'Coffee', 'Ectoplasm', 'Midnight', 'Ocean', 'Sunrise', and 'Sunrise'. Under 'Keyboard Shortcuts', there is a checkbox for enabling keyboard shortcuts for comment moderation. Under 'Toolbar', there is a checked checkbox for showing the toolbar when viewing the site. The 'Name' section contains fields for 'Username' (Wales Online YAC), 'First Name' (Rachel), and 'Last Name' (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.

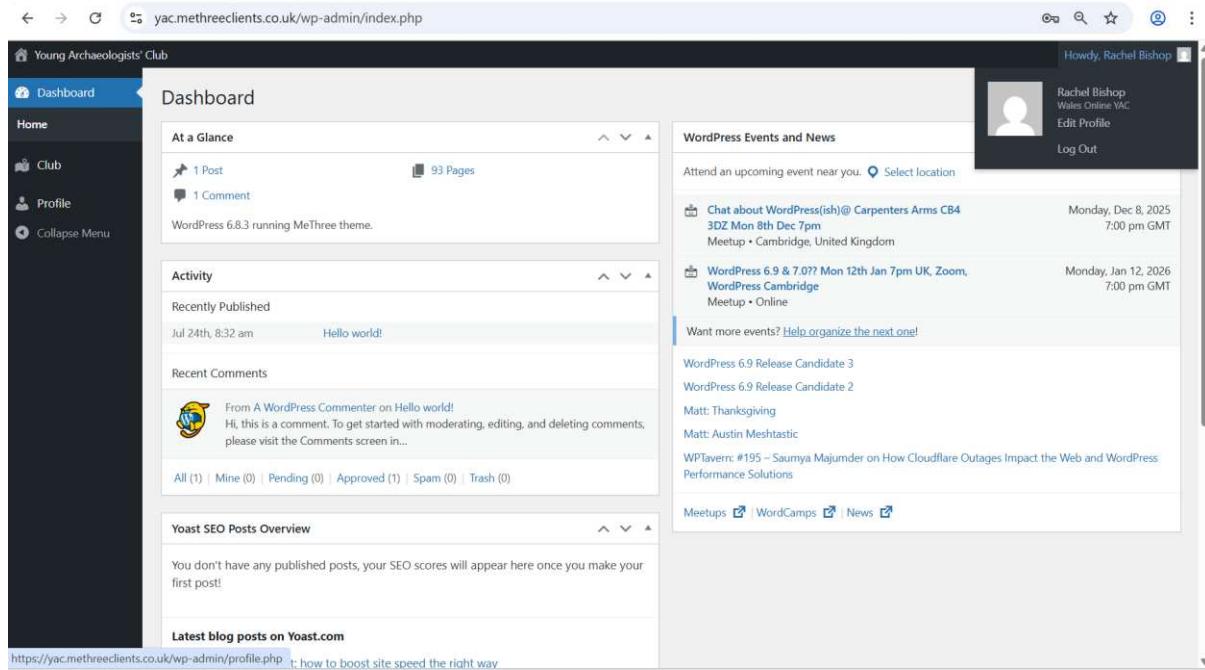
Then click on **Update Password** at the bottom of the page.



The screenshot shows the 'Account Management' page. The sidebar has 'Profile' selected. The main area has sections for 'New Password' (with a 'Set New Password' button and a password field showing 'Strong'), 'Sessions' (with a 'Log Out Everywhere Else' button), 'Application Passwords' (with a 'New Application Password Name' field and an 'Add Application Password' button), 'AI features' (with a 'Grant consent' button), and an 'Update Profile' button at the bottom.

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**

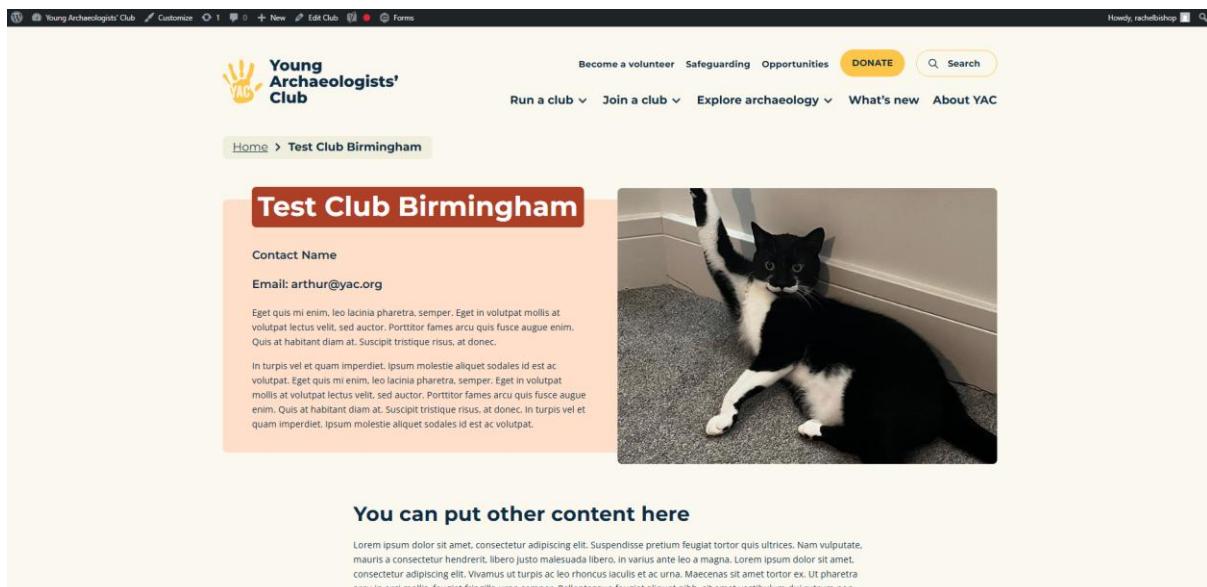


The screenshot shows the WordPress dashboard for the 'Young Archaeologists' Club' site. The top right corner features a user profile box with a placeholder profile picture, the name 'Rachel Bishop', the title 'Wales Online YAC', and a 'Log Out' button. The dashboard has a dark theme with a sidebar on the left containing links for 'Dashboard', 'Home', 'Club', 'Profile', and 'Collapse Menu'. The main content area includes sections for 'At a Glance' (1 Post, 93 Pages, 1 Comment), 'Activity' (Recently Published: 'Hello world!' on Jul 24th, 8:32 am), 'Recent Comments' (a comment from 'A WordPress Commenter' on 'Hello world!'), 'Yoast SEO Posts Overview' (no published posts), and 'Latest blog posts on Yoast.com' (a link to 'https://yac.methreeclients.co.uk/wp-admin/profile.php?t: how to boost site speed the right way').

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:



Young Archaeologists' Club

Become a volunteer Safeguarding Opportunities DONATE Search

Run a club Join a club Explore archaeology What's new About YAC

Home > Test Club Birmingham

Test Club Birmingham

Contact Name

Email: arthur@yac.org

Eget quis mi enim. leo lacina pharetra. semper. Eget in volutpat mollis at volutpat lectus velit. sed auctor. Porttitor fames arcu quis fusce augue enim. Quis at habitant diam at. Suscipit tristique risus, at donec.

In turpis vel et quam imperdiet. Ipsum molestie aliquet sodales id est ac volutpat. Eget quis mi enim. leo lacina pharetra. semper. Eget in volutpat mollis at volutpat lectus velit. sed auctor. Porttitor fames arcu quis fusce augue enim. Quis at habitant diam at. Suscipit tristique risus, at donec. In turpis vel et quam imperdiet. Ipsum molestie aliquet sodales id est ac volutpat.

You can put other content here

134 words. 1 minute read time. Last edited 4 minutes ago.

Test Club Birmingham YAC is open to all cats interested in archaeology. Edit excerpt

Status Published

Publish August 14 9:37 am

Slug test-club

Template Default template

Parent None

Move to trash

Authors

Yoast SEO

SEO analysis Needs improvement

Readability analysis Good

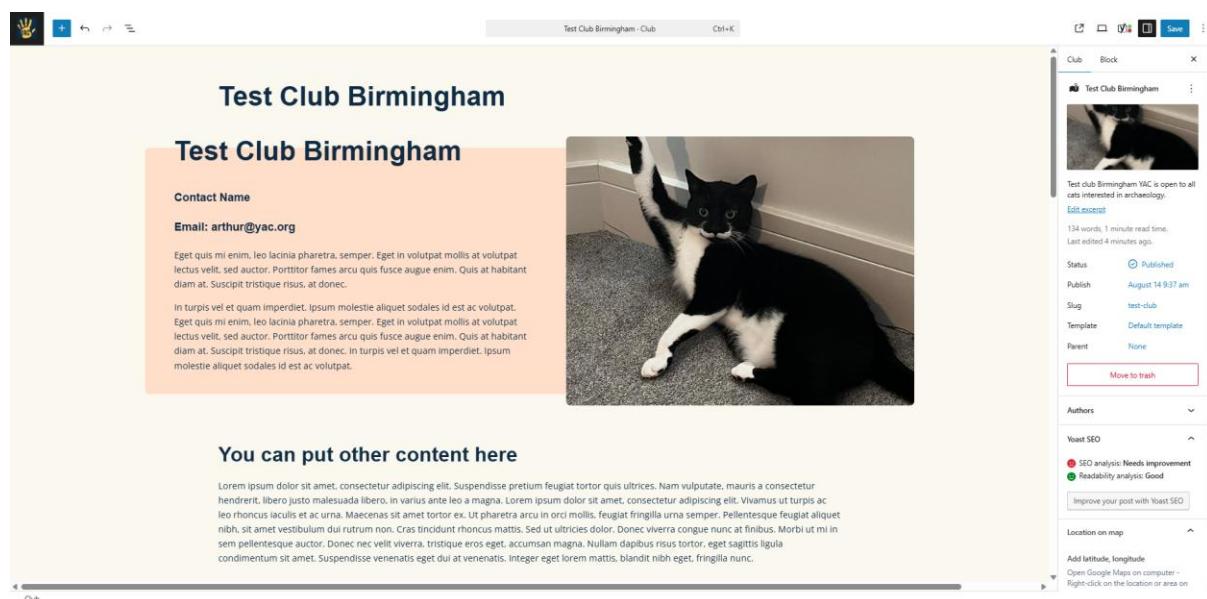
Improve your post with Yoast SEO

Location on map

Add latitude, longitude

Open Google Maps on computer - Right-click on the location or area on

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



Test Club Birmingham - Club

Test Club Birmingham

Contact Name

Email: arthur@yac.org

Eget quis mi enim. leo lacina pharetra. semper. Eget in volutpat mollis at volutpat lectus velit. sed auctor. Porttitor fames arcu quis fusce augue enim. Quis at habitant diam at. Suscipit tristique risus, at donec.

In turpis vel et quam imperdiet. Ipsum molestie aliquet sodales id est ac volutpat. Eget quis mi enim. leo lacina pharetra. semper. Eget in volutpat mollis at volutpat lectus velit. sed auctor. Porttitor fames arcu quis fusce augue enim. Quis at habitant diam at. Suscipit tristique risus, at donec. In turpis vel et quam imperdiet. Ipsum molestie aliquet sodales id est ac volutpat.

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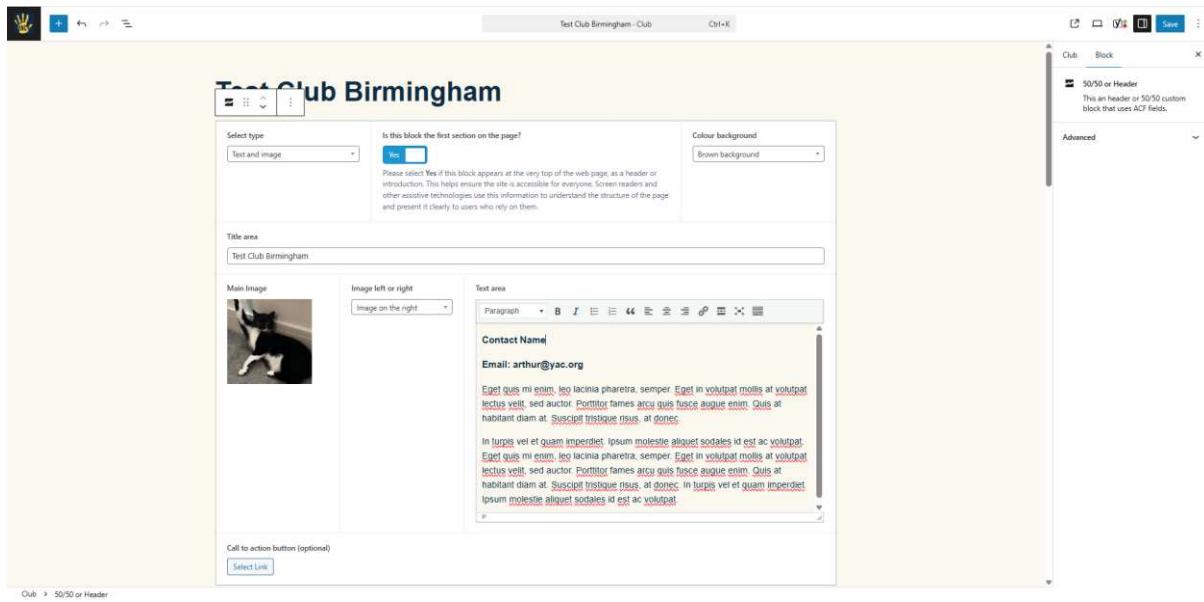
Open Google Maps on computer - Right-click on the location or area on

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.

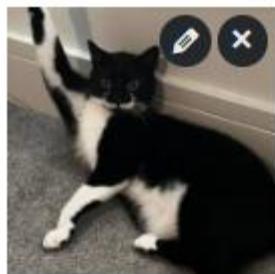
Note: there is a limit as to how much text can fit in the intro block. Use the intro block to show key info about your branch (where and when you meet, how to contact the leaders etc) and add any further info further down the page).



The screenshot shows the WordPress editor interface with a '50/50 or Header' block selected. The block contains a title area with 'Test Club Birmingham', a main image of a black and white cat, and a text area with placeholder text. The text area has a 'Contact Name' field and an 'Email' field with the value 'arthur@yac.org'. The text content is in Latin.

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

Main Image

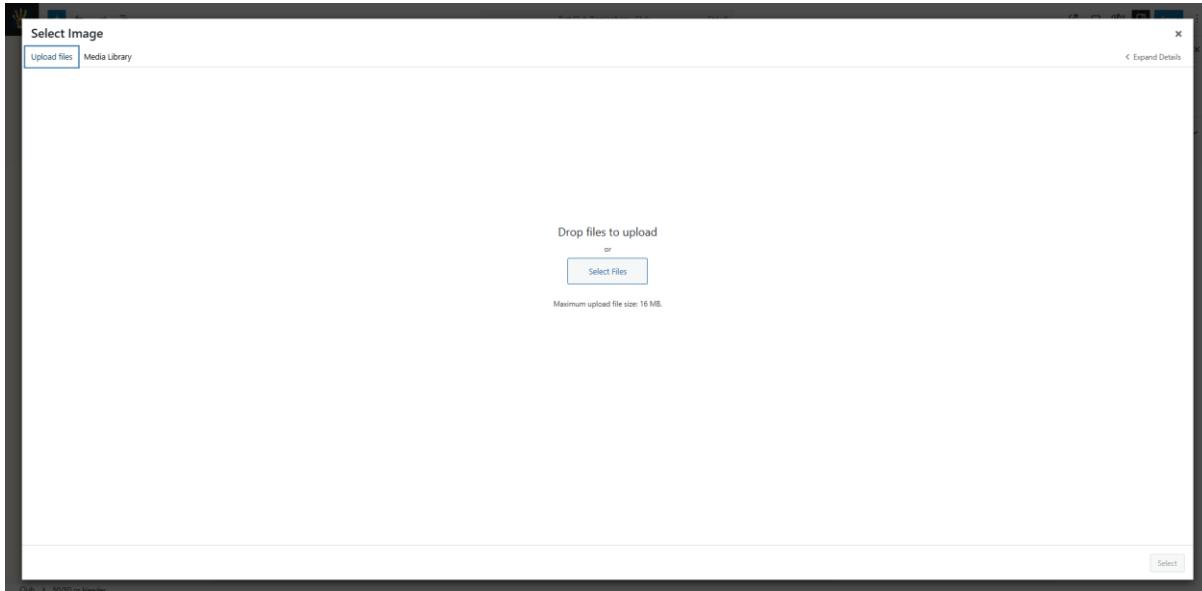


You have now removed the old image and can add a new image. Click on **Add image**.

Main Image

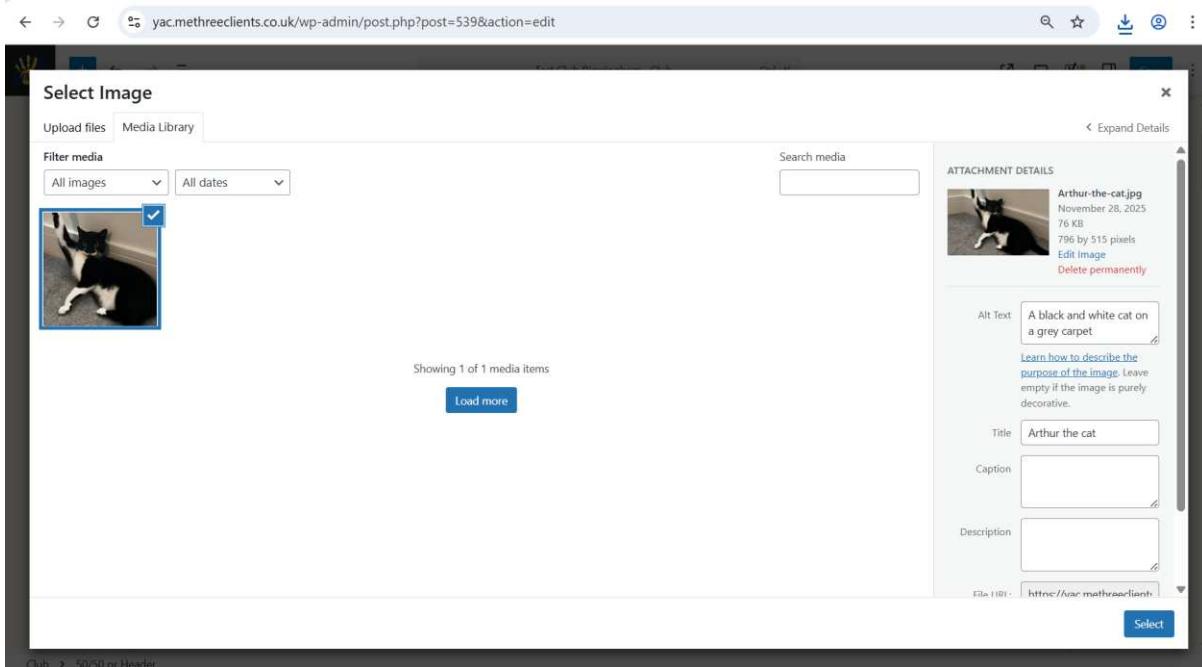
No image selected
[Add Image](#)

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).

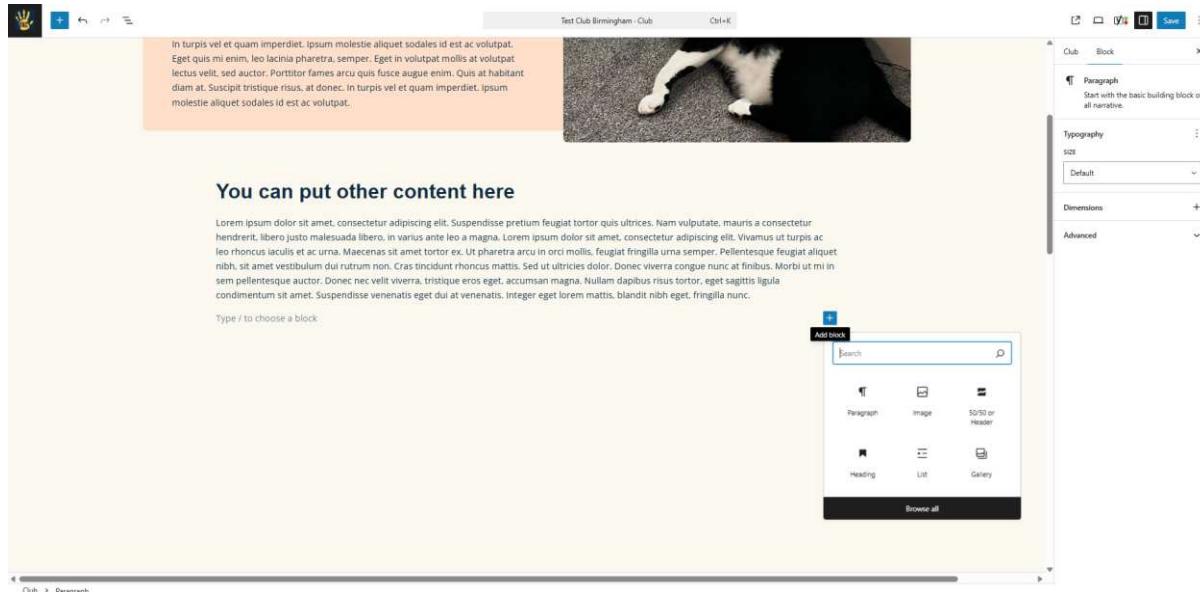
When you are happy press **select**.



Adding more text to your web page

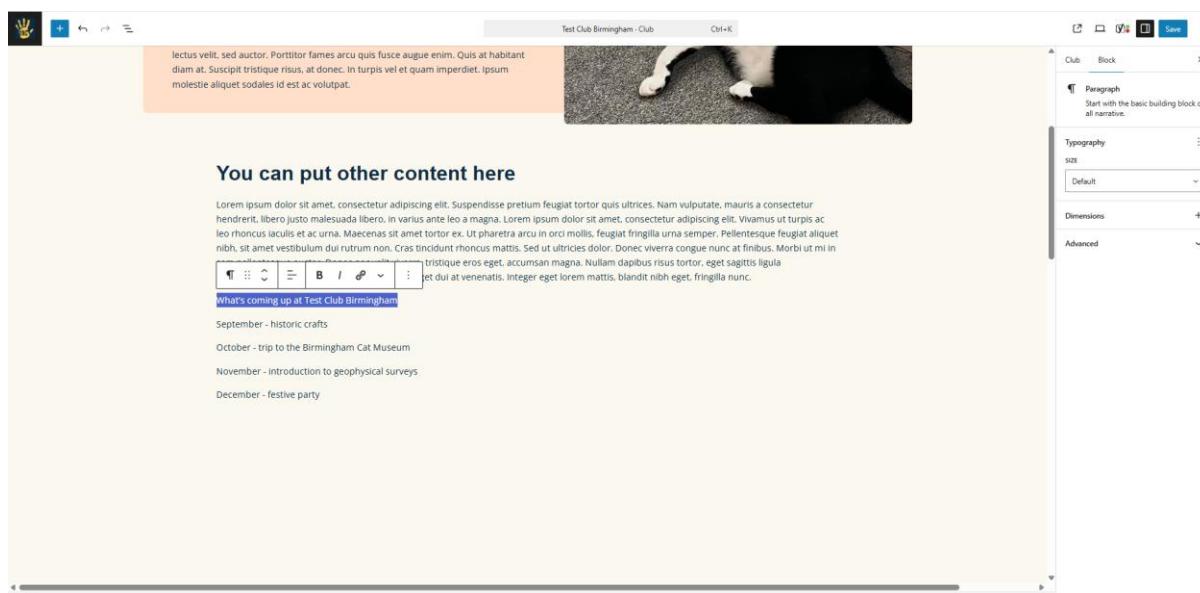
Click on the blank space beneath the intro block and you will see a blue + symbol.

Clicking on this will give you the option to add a new paragraph, image, 50/50 or header block, heading, list or image gallery.



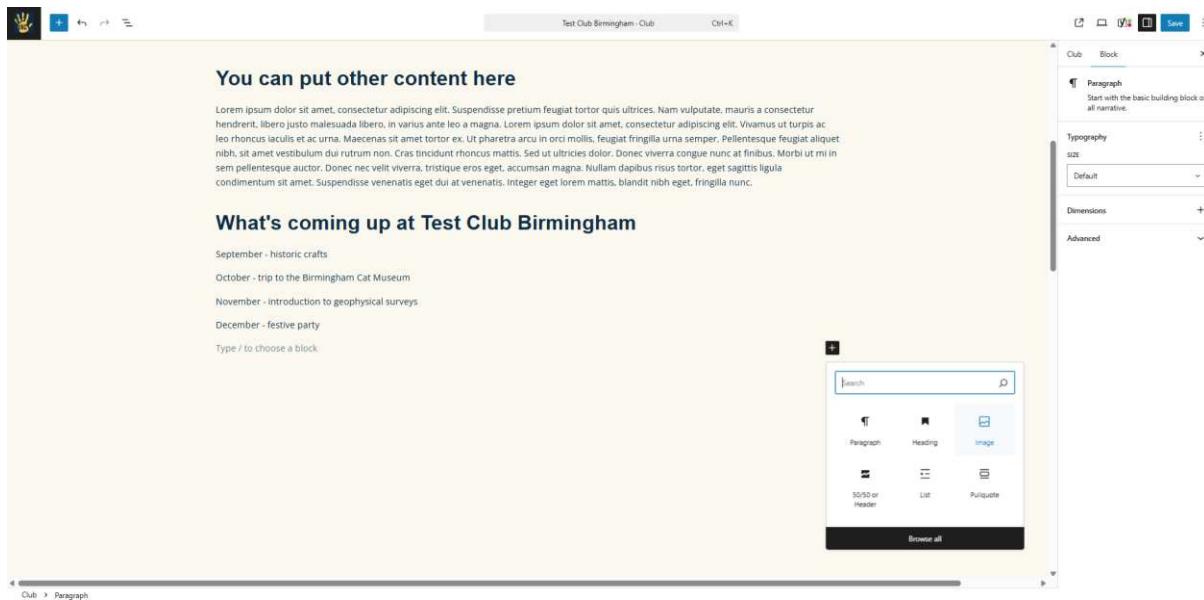
To add text, you can just start typing or copy and paste in some text that you have ready.

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.

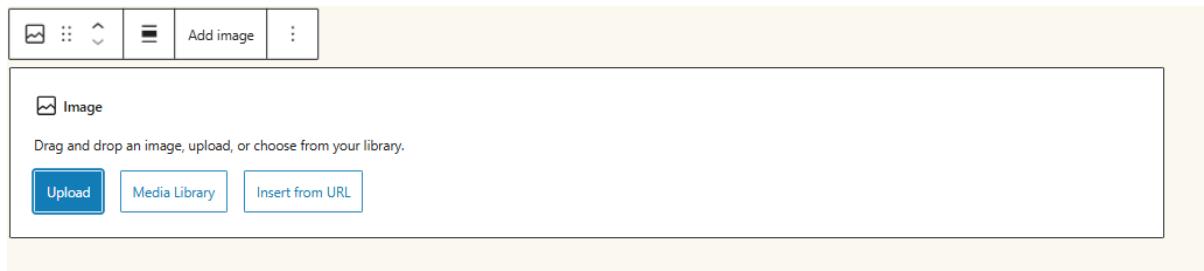


Adding more images to your webpage

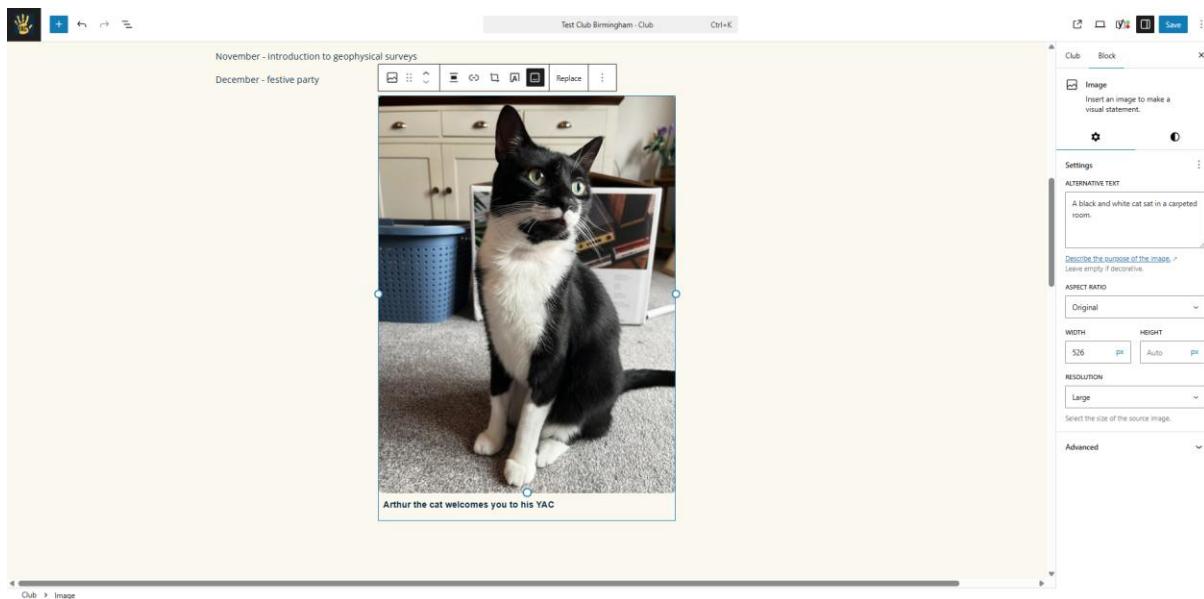
To add images, click on the + symbol on the right again, and select **image**.



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.



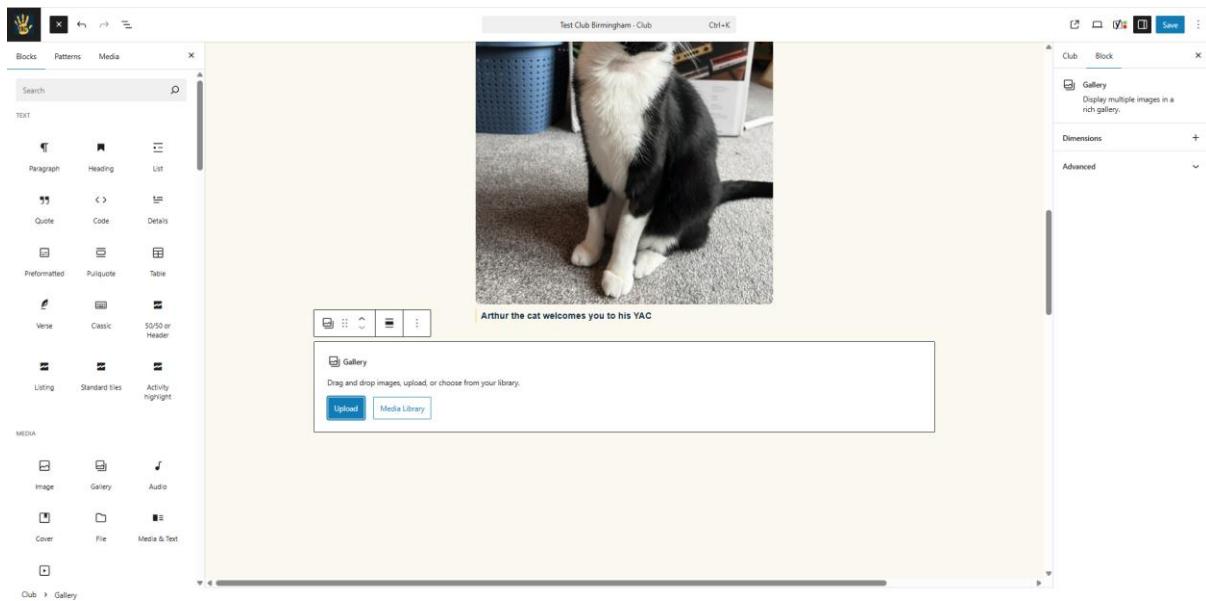
You will have the option to align, crop and add a caption to your image. You can make it larger or smaller with the blue toggles on either side:



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.

Block Inserter

Test Club Birmingham - Club

Ctrl + K

Club Block

Gallery

Display multiple images in a rich gallery.

Settings

COLUMNS: 3

RESOLUTION: Large

Select the size of the source images.

Crop images to fit

Randomize order

Advanced

Club > Gallery

Our the cat welcomes you to his YAC

Arthur the cat

Sleepy Arthur

12

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.

