STEP-BY-STEP GUIDE FOR UPLOADING WEBSITE CONTENTS

1. Events

A) Go to **Media**
   a) Click **Add New**
   b) Upload files from Computer

B) Go to **Photo Gallery**
   a) Click **Add New**
   b) Enter Gallery Title (*name of the event*)
   c) Click **Import from Media Gallery**
   d) Select the images
   e) Click **Insert**
   f) Modify Title and Description as per requirement
   g) Click **Publish** (in top right corner)

C) Go to **Posts (News)**
   a) Click **Add New**
   b) Enter Title (*name of the event*)
   c) Write the Event Report
   d) Click **Add Photo Gallery**
   e) Select the gallery created in step (B)
   f) Click **Insert into Post**
   g) **Select the category *Events@Department of……….***
   h) Click **Set featured image**
   i) Select an image
   j) Click **Set Featured Image**
   k) Click **Submit for Review**

D) Change Event Date (*if necessary*)
   a) Go to **Posts (News)**
   b) Search for the event in the list
   c) Click **Quick Edit** (located below the event title)
   d) Edit the date as per requirement
   e) Click **Update**

2. Notice Board

A) Go to **Posts (News)**
   a) Click **Add New**
   b) Enter Title (title of Notice)
   c) Enter write-up (body of the Notice)
   d) **Select the category *Notices@Dept of……….***
   e) Click **Submit for Review**

3. Departmental Achievements

A) Go to **Posts (News)**
   a) Click **Add New**
   b) Enter Title
   c) Enter write-up (if any)
   d) **Select the category *Achievements@Department of……….***
   e) Click **Submit for Review**

4. Testimonials

A) Go to **Testimonials**
   a) Click **Add New**
   b) Enter Title
   c) Enter write-up
   d) Enter Full name, Email id, Department of student
   e) Click **Set featured image**
   f) Click **Upload Files**
   g) Upload image of student from computer
   h) Select the image of student
   i) Click **Set Featured Image**
   j) Click **Submit for Review**

5. Upcoming Events

A) Go to **Posts (News)**
   a) Click **Add New**
   b) Enter Title
   c) Enter write-up (if any)
   d) **Select the category *Upcoming Events***
   e) Click **Submit for Review**

6. Departmental Profile

A) Go to **Posts (News)**
   a) Search for **Departmental Profile**
   b) Click on it
   c) Make necessary editing
   d) Click **Submit for Review**

7. Departmental Publications

A) Go to **Photo Gallery**
   a) Search for **Publications:Department of ……….**
   b) Click on it
   c) Make necessary editing (steps 1.B[c] – 1.B[f]))
   d) Click **Update**