



HOW TO UPDATE YOUR MICROSITE

Login using your email address and password. You will then see...

WELCOME BACK, *Your Name*

Hi *Your Name* welcome back to the drama**classes.biz** Members Area...

You will see on the left hand side of your screen...

Edit Contact Details - Edit main contact information.

Edit Your Schools - Here you can edit your Main Information, Timetable, Photo Gallery, Logo, add new Workshops and News.

Visitor Statistics - To check visitor stats click the box and you will see you can enter in any two dates to monitor your visitors.

Question or Problem - Email us.

Click **EDIT SCHOOLS** once on edit schools you will see a whole list of options on the left:

Edit School - This is your front page where you can add all your school information, pictures and video. (Videos must be linked to Youtube) You can also add links to your Facebook and Twitter social media accounts.

Edit News Items - Add regular news. You can pre-schedule releases.

Edit Holiday Workshops - Add any workshops you are running, these will also appear on our workshop page.

Edit Photo Gallery - Add photos.

Edit Timetable - Add school timetable.

Account Status - Renew listing

View Microsite - Look at your microsite to view updates.

Photos -

Please note Photos need to be 500 x 500 pixels, if you need help resizing photographs please do let us know, we are happy to do this for you. When adding images go to the small green tree image on the text editor, place your cursor where you would like your image, click on the tree image and you will see a small icon to the right, you can then browse your computer and upload your image. Once you select your image you can then select appearance, to set alignment, size and borders, then click insert. A good size is 330 in the first box.

Videos -

Videos can be added from your You tube or Vimeo channel.

You can add a video by clicking the film roll icon in the text editor and pasting the code into 'Source', remember to place your cursor on the place you wish to post the video, before inserting it. Also delete any code in there before you paste the new code.

All are very self-explanatory, however If you would like me to spend some time with you on the phone going through the various options, I am very happy to do so. Just either email [lynn@dramaclasses.biz**](mailto:lynn@dramaclasses.biz) or call 07730 572714**