

Adding maps to website then linking to a Trail Location

Step 1: Add the file

On the Dashboard, Click **Media**, then **Add New**

On your computer have the folder open that has the file(s) you would like to add

Drag files from your computer to the “Drop files to upload” box under the “Upload New Media”.

Step 2: Move the file that you have uploaded to the correct sub-folder

Still under Media, click “Uncategorized” file folder; the new file should be the first in the list.

Click on “Maps” (note that you have to click on the file folder symbol, not the name). All the map sub-folders will now be displayed.

Drag the file you have just loaded to the correct Maps sub-folder.

Step 3: Link the map to one or more Trail Locations

Under Dashboard, click on Trail Locations, All Trail Locations

On the right-hand-side of the screen there is an empty box to the left of a box that says “Search Trail Locations”. Enter the Trail Location that you want to attach the map. If there are many trail locations, search on a common name and they will all show up. E.g. If this map might be attached to one or more of the Trail Locations in the Ribbon Creek area, enter “Ribbon” and they will all show up. Hover the mouse over the trail location that you would like to attach the map. Click “Edit”

On the RHS of “Location” you may have to click the down arrow to see the entire Trail Location information. Scroll down to where it says “Add Map File”. Click on this.

A new row for a new map will be displayed. Click on “Add File”

Under Select file screen, At the top LHS ensure you are under the “Media Library” tab. Find the map file that you would like to add. Click on it. (You can select more than one by holding down the CTRL key when you click on them).

On the bottom RHS, click on Select.

A new map row will be added to the Trail Location.

Remember to Click UPDATE before exiting or all this will be undone.

Go to the website and check the Trail Location to ensure the map is there.