(6) Adding Text, Files, and Images

Home

✓ Note: This page is for regatta organizers who have staff access to their regatta.

Overview

Regatta administrators are able to edit the majority of the information sections located in the left-hand navigation menu of a Regatta page; there is a step-by-step guide on how to navigate this feature below for your convenience.
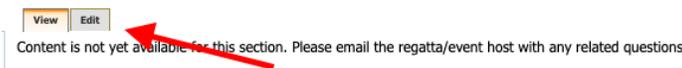
## How to link websites and upload documents:

1. Go to RegattaCentral and Login.

   a.

2. Select the regatta you want to view from the regatta calendar on the left of your dashboard. Click on '**Staff**'
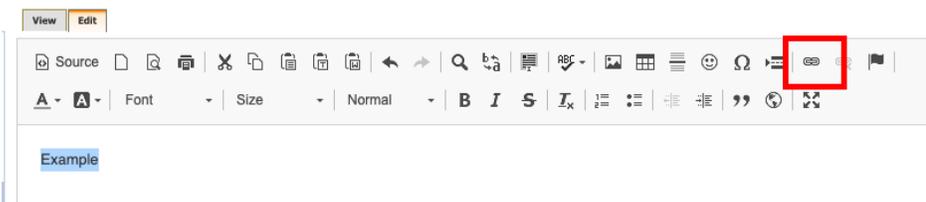
   a.

3. Navigate to the section you wish to edit and open the **Edit** tab.

   a.

4. Type the text you wish to have serve as a link. Use your mouse to highlight the specific words that you want to be linked.
   a. Note: You can also highlight pictures and make them into links (example: sponsor logos can take the user to the sponsor's website)
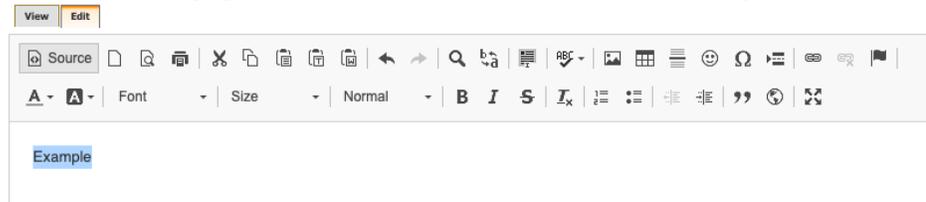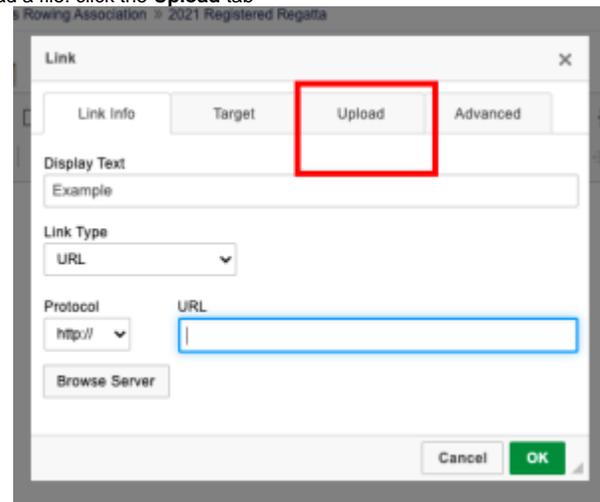

5. Click on the **Link** button

   a.

6. This will open the **Link** editor pop-up.
   a. **To link a website:** type or copy/paste the website URL into the the **URL** box and click the **OK** button
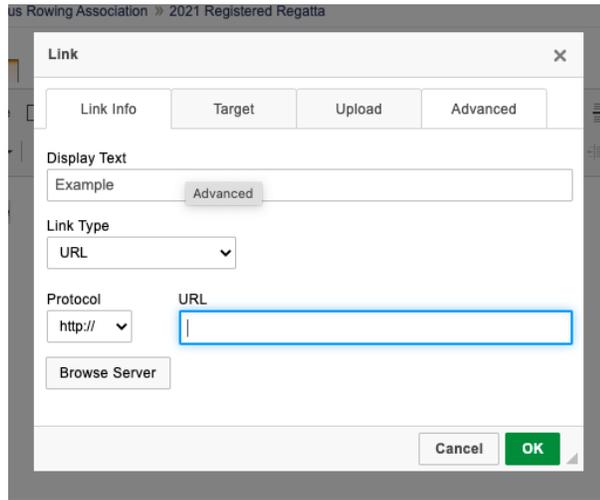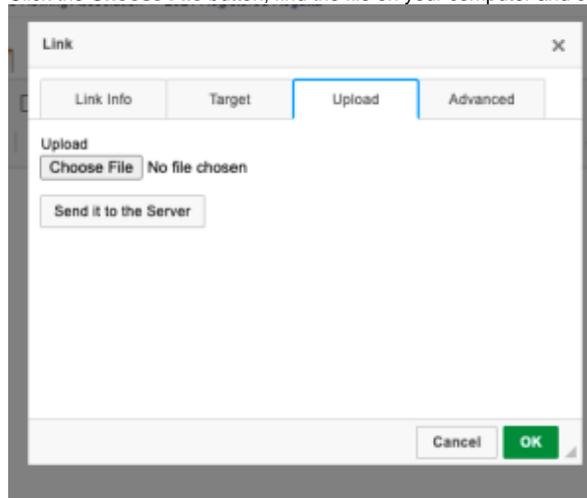
  i.

  b. To upload a file: click the **Upload** tab

  i.

 ii. Click the **Choose File** button, find the file on your computer and click the **Open** button

 iii.

 iv. Click the **Send it to the Server** button

  v. The file will now show up in the URL field of the Link window. Click the **OK** button.

7. Your text will now be a hyperlink to the webpage or the uploaded document

8. Always click the **Submit** button when you are done editing the page

9. Note:

  a. **To unlink text**: highlight the link then click the '**Unlink**' button (located next to the 'Link' button)
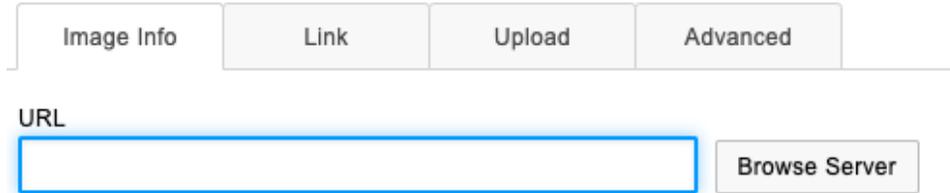
How to upload images:

1. Click the **Edit** tab under the section you want to update

   a.

2. Click on the **Image** button

   •

3. Click the **Browse Server** button in the pop up window

   •   Alternative Text

4. A selection will open another window. If there are images listed you can double click to select one. Or, click on the **Upload** button at the top to search your computer for files

5. The server window will then close and the **Image Properties** window will appear. The image will show up in the preview area. Click the **OK** button to add the image to your page.
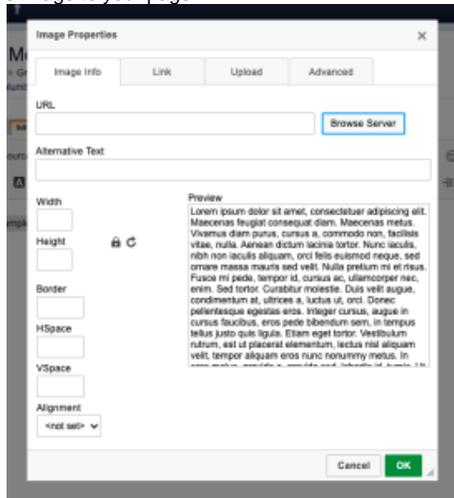
   a.

6. Always click the **Submit** button when you are done editing the page

Support

For assistance, please contact your RegattaCentral Account Manager. If you need help finding their information, please contact support@regattacentral.com with "Please forward to Account Manager" in subject line or call 614-360-2922.