How to Insert an Image

Last Modified on 15/02/2017 1:34 pm AEDT

This article relates to Site 1.0

Quick Steps: Website > Image Gallery > Image Types

1. Go to the menu **Website,** then select **Image Gallery,** then **Image Types** from the expanded menu on the left hand side.

2. Click **Add** and insert a title for your Image Type e.g. OFFLINE, EVENT DAY. Then click **Save**.

3. Go to the menu **Website,** then select **Image Gallery,** then **Images** from the expanded menu on the left hand side.

4. Click **Add**, select the image type you have added as the Gallery type. Click **Browse** to upload the image from your computer.

5. Once the image has been uploaded you will be provided with two URL's. COPY this URL to insert into any text editor in the console.

Website URL: This URL is to be used for any image inserted on to a webpage throughout the SportsTG console.

Email Specific URL: This URL is to be used for any images inserted into any form of email, receipt, invoice.

6. Go to the page where you would like to insert the image. This can be any text editor area within the console, eg. in WEBSITE, EVENTS, SHOP etc. For example:

If you are inserting an image onto a page in your WEBSITE, go to USER DEFINED DATA.

If you are inserting an image onto a summary page in EVENTS, go to BASIC INFORMATION

If you are inserting an image onto a receipt/invoice, go to the text editor where that

receipt/invoice is setup.

7. Click **Edit** and place your cursor in the editing box where you would like the image to appear.

8. Click the **Insert Image Icon**, paste the image URL in the first field and click **Inser**

Related Articles

[template("related")]