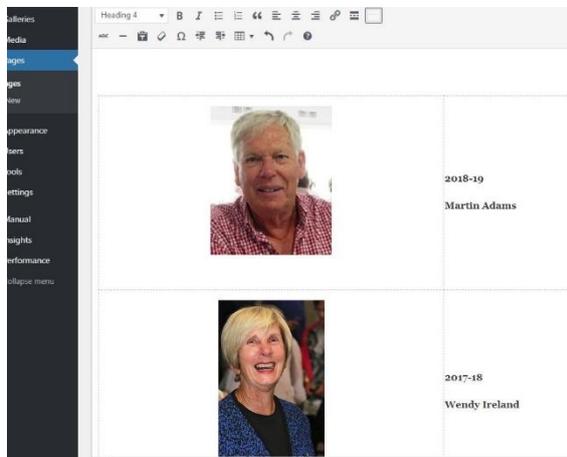


DNBC website: Club member of the year and Life Member

This note covers using a *table* to add members to the *Club Member of the Year* and *Life Member* pages. The notes below will refer only to page *Club Member of the Year* but they apply to page *Life Members* also.

The first job is to get a good cheerful head and shoulders photo of the member concerned. Crop to just head and shoulders, then reduce in size to 175 pixels wide and 250 pixels deep. Add the image to the *Members* folder in the media library.

1. Click *Pages* then find page *Club Member of the Year*.
2. Activate the table by clicking in its the top left corner just inside the dotted line so that small square handles appear on the corners of the table.

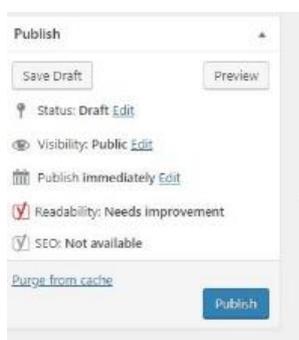


3. Click the table icon to drop the option list.

4. Click *Row* then *Insert row before*
5. A row with two cells will be added to the top of the table.
6. Into the right cell, enter the year (eg. 2020-21), press *Enter*, then enter the member's name. The font used should be *Heading 4*.
7. Click in the new empty left cell.

8. Click *Add Media* and select the image previously uploaded into the *Members* media folder. The image will be placed in the left cell.
9. Click the image. An option bar will appear above it. Click the second icon from the left to centre the image in the cell.

Preview and Publish



Click *Preview* to check that the page looks as expected then return to the editing page (see note below) and click *Publish* to make the page visible on the website.



IMPORTANT: After a Preview, always click on the X on the Page tab at the top of the window, NOT on *Edit Page*.