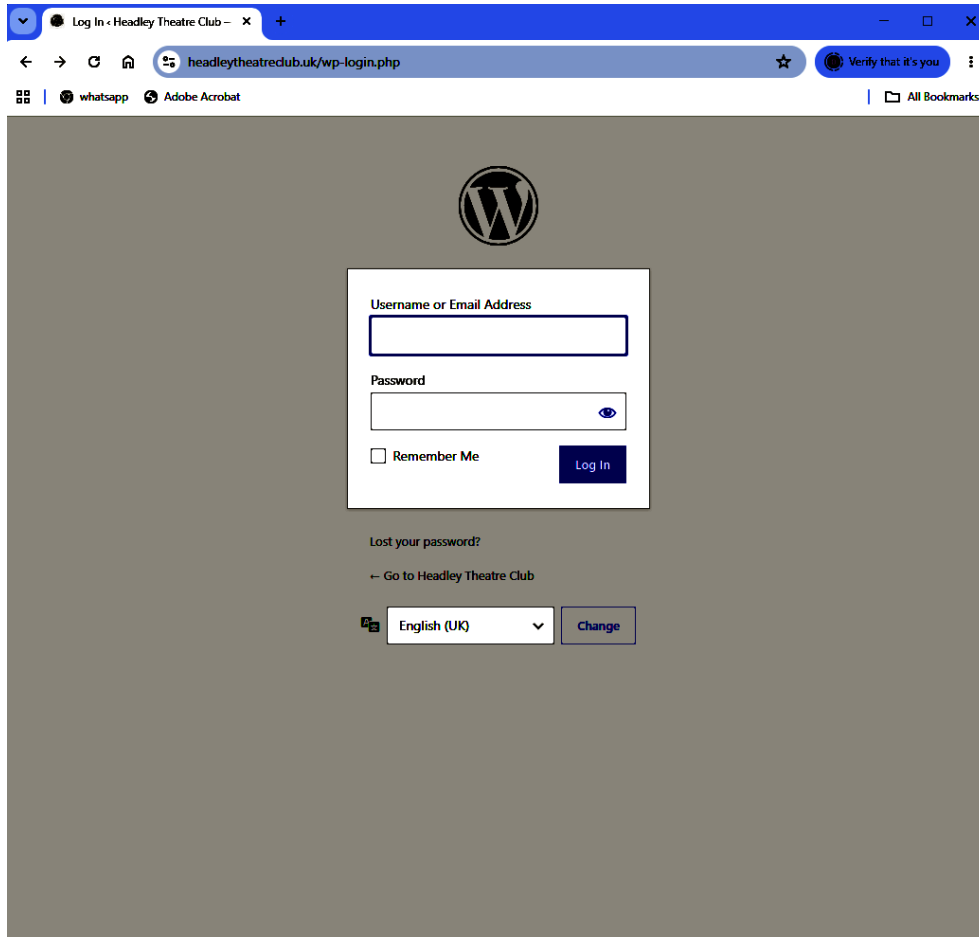


## Headley Theatre Club Website A Beginner's Introduction

Log in as an Administrator – you will be given your own Username

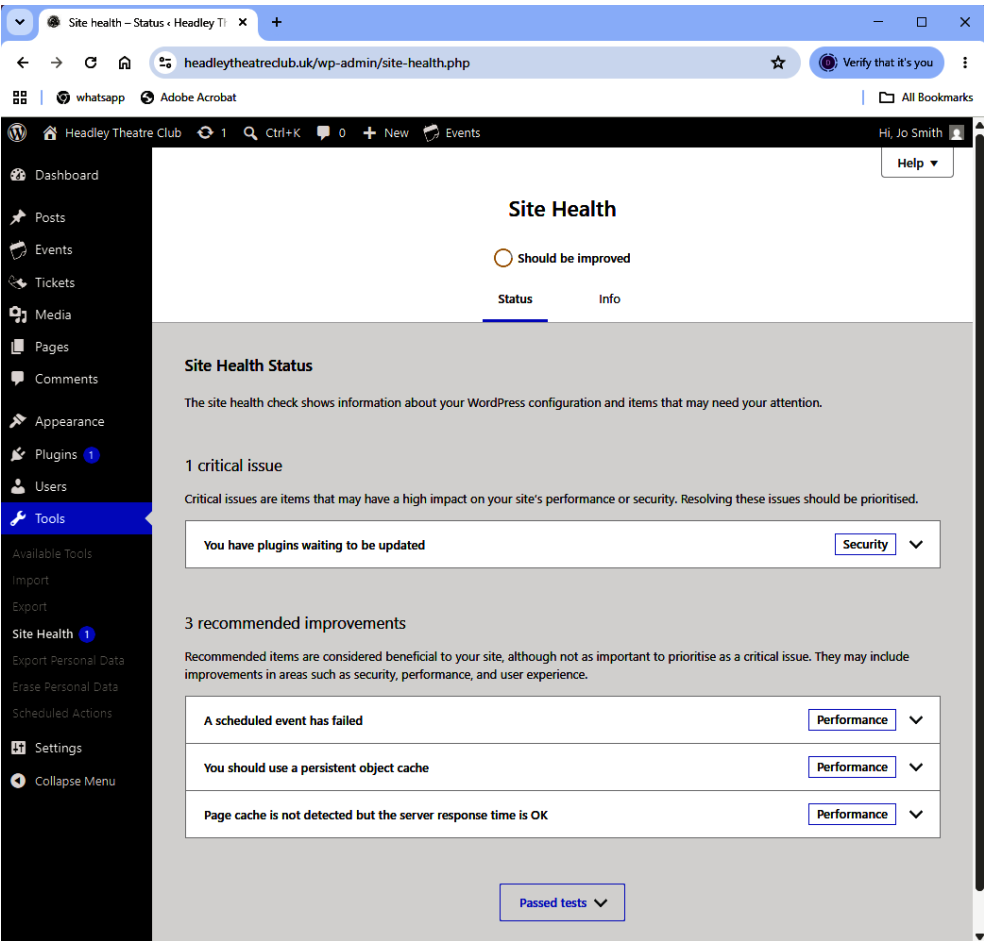
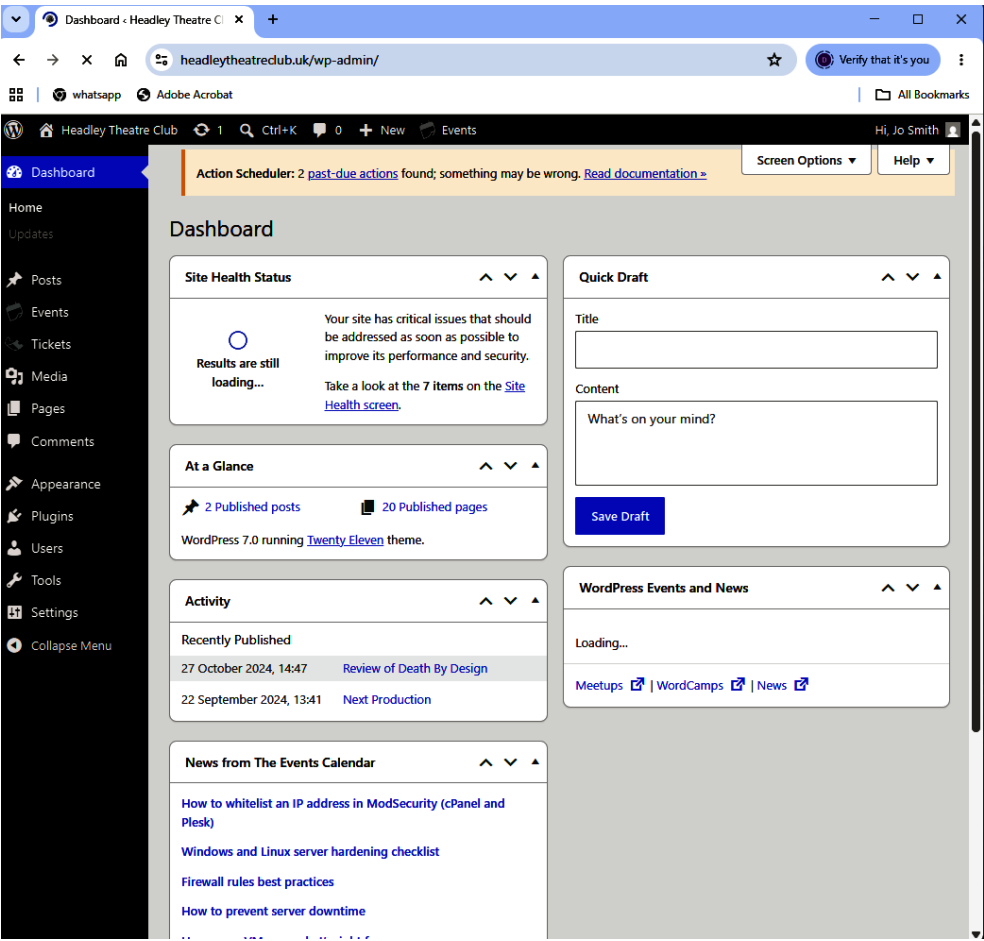


The screenshot shows a web browser window with the address bar displaying "headleytheatreclub.uk/wp-login.php". The page features the WordPress logo at the top center. Below it is a login form with the following elements:

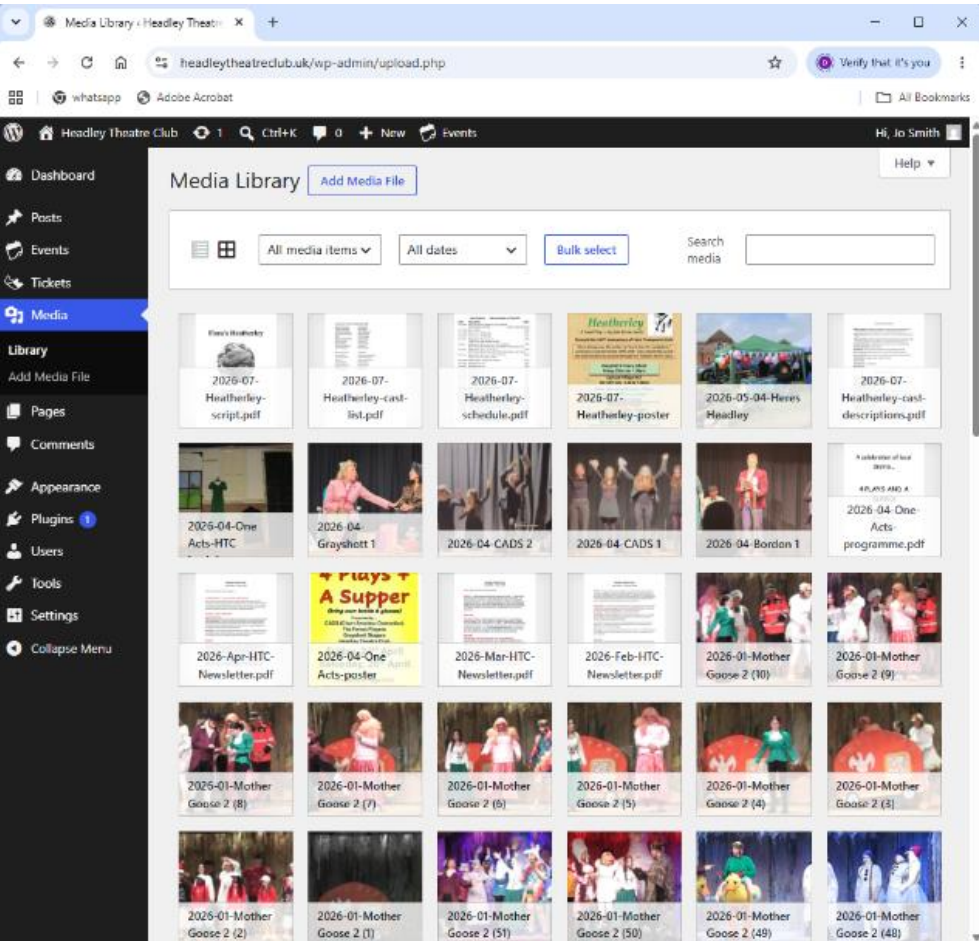
- A text input field labeled "Username or Email Address".
- A text input field labeled "Password" with a toggle icon (an eye) to the right.
- A checkbox labeled "Remember Me".
- A blue "Log In" button.

Below the login form, there is a link "Lost your password?" and a link "← Go to Headley Theatre Club". At the bottom, there is a language selector showing "English (UK)" with a dropdown arrow and a "Change" button.

First screen shows all the options, and housekeeping info which we tend to ignore



Selecting Media gives this



See separate document  
General Information  
for use of the Media Library

Selecting Pages gives this

Pages - Headley Theatre Club

headleytheatredclub.uk/wp-admin/edit.php?post\_type=page

Dashboard Posts Events Tickets Media **Pages** All Pages Add Page Comments Appearance Plugins 1 Users Tools Settings Collapse Menu

Pages [Add Page](#)

All (21) | Mine (12) | Published (20) | Draft (1) | Ticketed (0) | Unticketed (21)

Bulk actions [Apply](#) 21 items « 1 of 2 »

| <input type="checkbox"/> | Title                                   | Author   |   | Date                          | Attendees |
|--------------------------|-----------------------------------------|----------|---|-------------------------------|-----------|
| <input type="checkbox"/> | <a href="#">2024 Treasure Island</a>    | Steve    | — | Published 2024/10/28 at 20:38 | —         |
| <input type="checkbox"/> | <a href="#">As Time Goes By – 2025</a>  | Jo Smith | — | Published 2025/07/17 at 09:10 | —         |
| <input type="checkbox"/> | <a href="#">Autumn Plays 2025</a>       | Jo Smith | — | Published 2025/10/12 at 17:34 | —         |
| <input type="checkbox"/> | <a href="#">Cinderella 2025</a>         | Jo Smith | — | Published 2024/11/14 at 15:04 | —         |
| <input type="checkbox"/> | <a href="#">Death by Design</a>         | Jo Smith | — | Published 2024/11/10 at 10:55 | —         |
| <input type="checkbox"/> | <a href="#">Events</a>                  | Steve    | — | Published 2024/09/28 at 06:19 | —         |
| <input type="checkbox"/> | <a href="#">Flora's Heatherley 2026</a> | Jo Smith | — | Published 2026/03/16 at 11:32 | —         |
| <input type="checkbox"/> | <a href="#">Home — Front Page</a>       | Raj      | — | Published 2025/03/24 at 20:45 | —         |
| <input type="checkbox"/> | <a href="#">How to Find Us</a>          | Raj      | — | Published 2024/11/10 at 10:20 | —         |

Pages - Headley Theatre Club

headleytheatredclub.uk/wp-admin/edit.php?post\_type=page

Dashboard Posts Events Tickets Media **Pages** All Pages Add Page Comments Appearance Plugins 1 Users Tools Settings Collapse Menu

|                          |                                                             |          |   |                                   |   |
|--------------------------|-------------------------------------------------------------|----------|---|-----------------------------------|---|
| <input type="checkbox"/> | <a href="#">How to Find Us</a>                              | Raj      | — | Published 2024/11/10 at 19:29     | — |
| <input type="checkbox"/> | <a href="#">How to Join &amp; Contacts</a>                  | Steve    | — | Published 2024/09/28 at 06:46     | — |
| <input type="checkbox"/> | <a href="#">Info for Members</a>                            | Raj      | — | Published 2024/11/11 at 22:45     | — |
| <input type="checkbox"/> | <a href="#">Links</a>                                       | Raj      | — | Published 2024/11/20 at 19:39     | — |
| <input type="checkbox"/> | <a href="#">Members Only — Password protected</a>           | Steve    | — | Published 2024/09/28 at 06:33     | — |
| <input type="checkbox"/> | <a href="#">Mother Goose 2026</a>                           | Jo Smith | — | Published 2026/01/28 at 14:24     | — |
| <input type="checkbox"/> | <a href="#">One Acts 2026</a>                               | Jo Smith | — | Published 2026/04/27 at 08:15     | — |
| <input type="checkbox"/> | <a href="#">Past Productions</a>                            | Jo Smith | — | Published 2024/11/19 at 13:46     | — |
| <input type="checkbox"/> | <a href="#">Privacy Policy — Draft, Privacy Policy Page</a> | Mel      | — | Last Modified 2024/09/22 at 13:41 | — |
| <input type="checkbox"/> | <a href="#">Reviews</a>                                     | Jo Smith | — | Published 2024/11/22 at 14:34     | — |
| <input type="checkbox"/> | <a href="#">The School Reunion</a>                          | Jo Smith | — | Published 2025/02/17 at 17:02     | — |
| <input type="checkbox"/> | <a href="#">YouTube Links</a>                               | Jo Smith | — | Published                         | — |

Hovering over a page name gives you the option to Edit

Pages · Headley Theatre Club

headleytheatrecub.uk/wp-admin/edit.php?post\_type=page

Headley Theatre Club

Dashboard

Posts

Events

Tickets

Media

Pages

All Pages

Add Page

Comments

Appearance

Plugins 1

Users

Tools

Settings

Collapse Menu

| <input type="checkbox"/> | <a href="#">How to Join &amp; Contacts</a>                  | Steve    | — | Published 2024/11/10 at 19:29     | — |
|--------------------------|-------------------------------------------------------------|----------|---|-----------------------------------|---|
| <input type="checkbox"/> | <a href="#">Info for Members</a>                            | Raj      | — | Published 2024/09/28 at 06:46     | — |
|                          |                                                             |          |   |                                   |   |
| <input type="checkbox"/> | <a href="#">Links</a>                                       | Raj      | — | Published 2024/11/20 at 19:39     | — |
| <input type="checkbox"/> | <a href="#">Members Only — Password protected</a>           | Steve    | — | Published 2024/09/28 at 06:33     | — |
| <input type="checkbox"/> | <a href="#">Mother Goose 2026</a>                           | Jo Smith | — | Published 2026/01/28 at 14:24     | — |
| <input type="checkbox"/> | <a href="#">One Acts 2026</a>                               | Jo Smith | — | Published 2026/04/27 at 08:15     | — |
| <input type="checkbox"/> | <a href="#">Past Productions</a>                            | Jo Smith | — | Published 2024/11/19 at 13:46     | — |
| <input type="checkbox"/> | <a href="#">Privacy Policy — Draft, Privacy Policy Page</a> | Mel      | — | Last Modified 2024/09/22 at 13:41 | — |
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| <input type="checkbox"/> | <a href="#">The School Reunion</a>                          | Jo Smith | — | Published 2025/02/17 at 17:02     | — |

https://headleytheatrecub.uk/wp-admin/post.php?post=255&action=edit

Edit Page "Info for Members"

headleytheatrecub.uk/wp-admin/post.php?post=255&action=edit

Info for Members · Page

Info for Members

Latest newsletter

Information for the next production:

'Flora's Heatherley': For more details regarding this production [click here](#).

- 17/18/19<sup>th</sup> & 24/25<sup>th</sup> July 2026: **Flora's Heatherley** performances  
- To celebrate the 150<sup>th</sup> anniversary of the birth of Flora Thompson, author of "Lark Rise to Candleford", Jo Smith will be directing his play about her time spent in Grayshott.

Coming up

- 12th June 2026: **Green Room**. This is an informal evening for members (and families), where you can try something out; a comedy skit, sing, dance, music, etc.  
**Contact Jo or Dil if you wish to participate.** BYO drink & some food to add to the food table.
- 30th Aug 2026: 3pm: **HTC Picnic** in Pru's garden for Club members and families.
- 10th & 17th Oct 2026: **'Last of the Duty Free'** - Auditions have been held and Tina has her cast. More info soon. This Show will have a 3-course Dinner served, so again I will be looking for help in the kitchen and with serving, clearing, washing up, etc, but more about that nearer the time

Page

Page Block

Info for Members

Set featured image

327 words, 2 minutes read time.  
Last edited 5 days ago.

Status [Published](#)

Publish [November 11, 2024 10:45 pm](#)

Slug [member-info](#)

Author [Raj](#)

Template [Default template](#)

Discussion [Closed](#)

Revisions [120](#)

Parent [None](#)

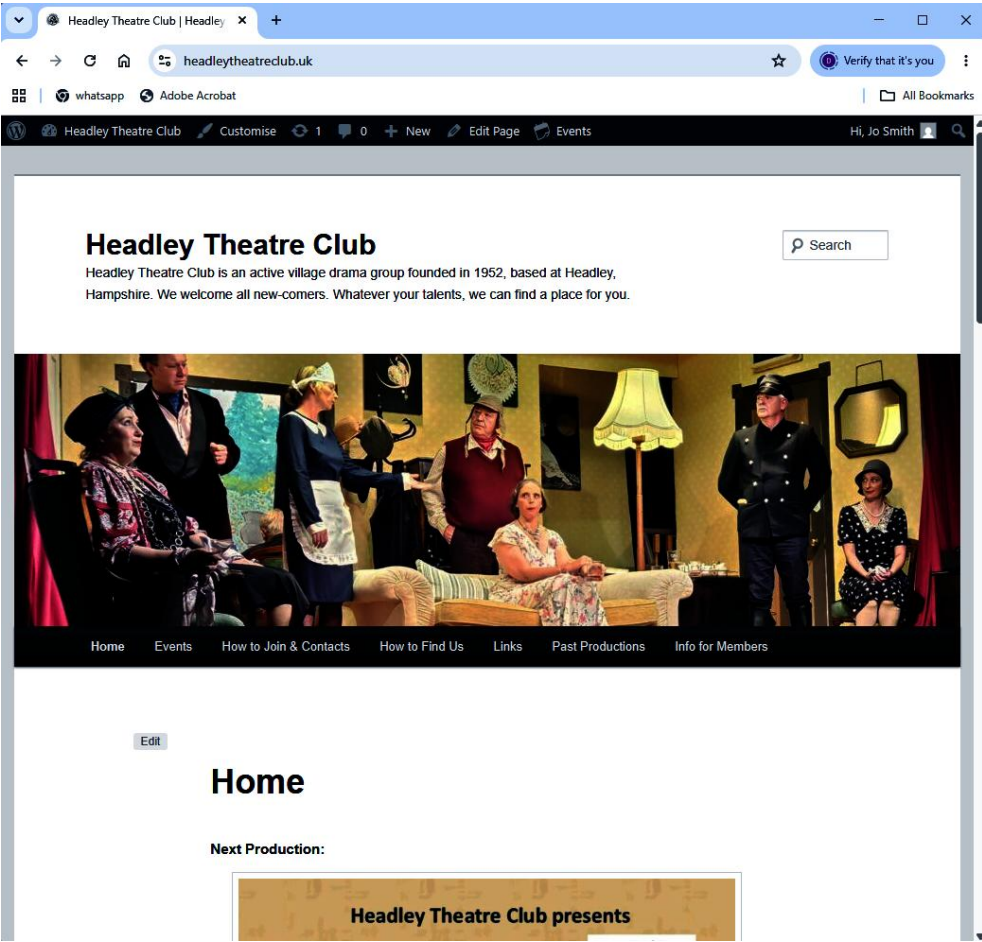
[Move to bin](#)

Then you can overtype text – or change links

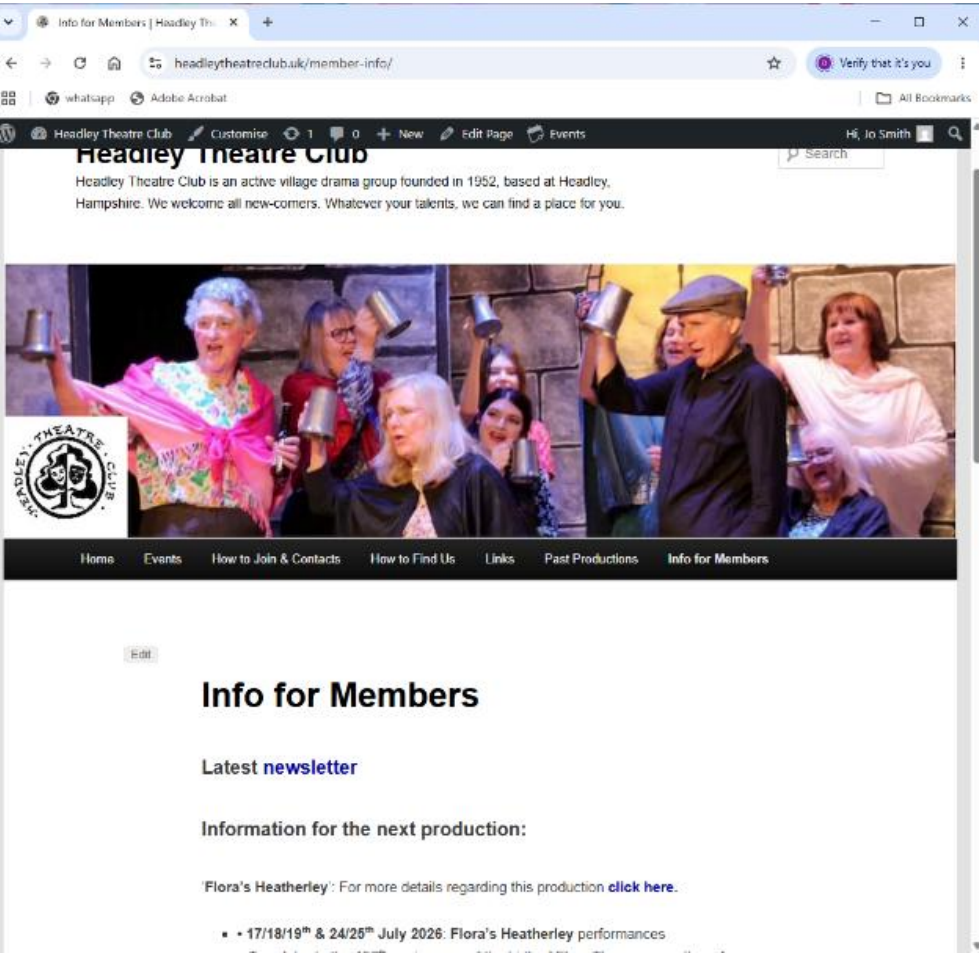
The screenshot shows the WordPress editor interface for the 'Info for Members' page. The left sidebar contains the 'Policies' section with the following text: 'As a member, please be aware of our [constitution](#) and our [safeguarding](#) policies.' Below this is the 'Committee Members' section, which lists: Chair: Tina Wareham, Vice Chairman: Nick Webb, Treasurer: Keith Henderson (not on committee), Secretary: Pru Harrold, and Business Manager: Pru Harrold. A list of names follows: Jo Smith, Caroline Stephenson, Neil Hardinge, Karina Famlucher, Jonathan Neil and Jenna. A text block below lists names: Chair: Tina Wareham, Vice Chairman: Nick Webb, Treasurer: Keith Henderson (not on committee), Secretary: Pru Harrold, and Business Manager: Pru Harrold. The right sidebar shows the 'Paragraph' block settings, including 'Colour' (Text and Background) and 'Typography' (Font size: S, M, L, XL). The bottom status bar indicates 'Page > Paragraph'.

The screenshot shows the WordPress editor interface for the 'Info for Members' page, focusing on the 'Latest newsletter' section. The text reads: '2026-Apr-HTC-New...ter.pdf'. Below this is a link: 'Flora's Heatherley: For more details regarding this production [click here](#).' The 'Coming up' section lists events: '12th June 2026: Green Room. This is an informal evening for members (and families), where you can try something out; a comedy skit, sing, dance, music, etc. Contact Jo or Dil if you wish to participate. BYO drink & some food to add to the food table.' and '30th Aug 2026: 3pm: HTC Picnic in Pru's garden for Club members and families.' The right sidebar shows the 'Paragraph' block settings, including 'Colour' (Text and Background) and 'Typography' (Font size: S, M, L, XL). The bottom status bar indicates 'Page > Paragraph'.

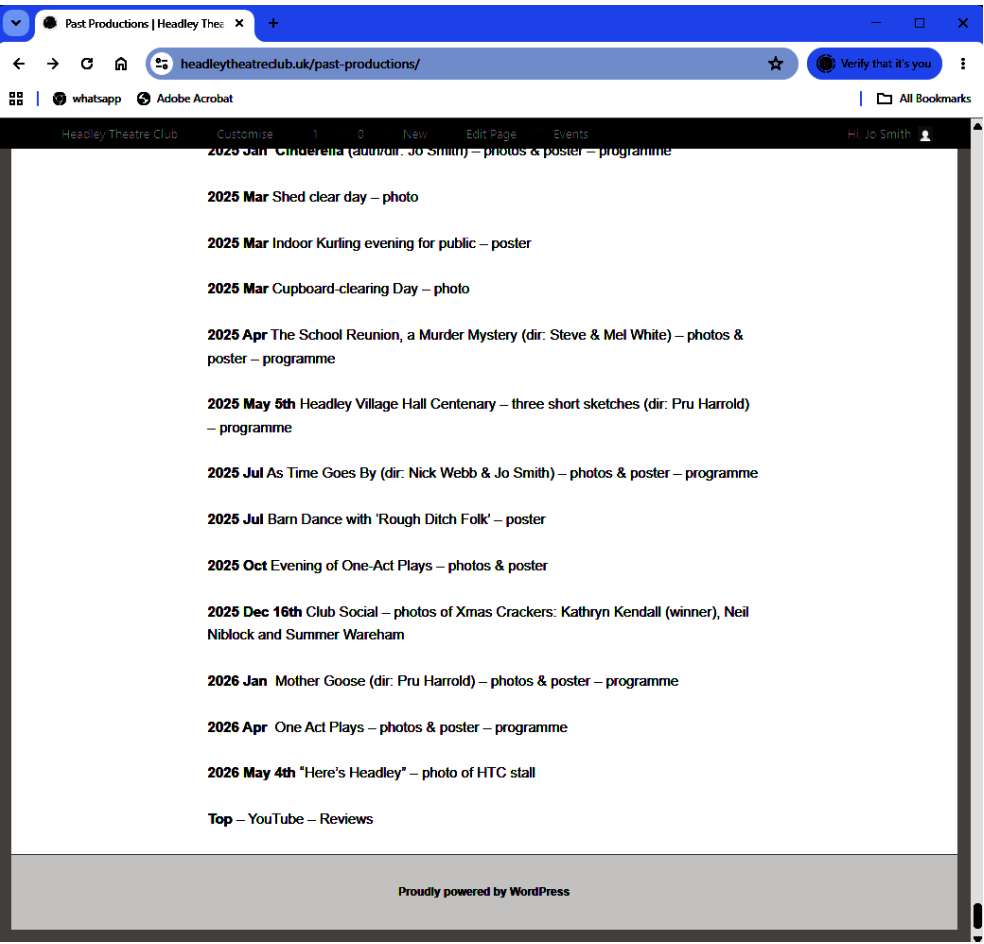
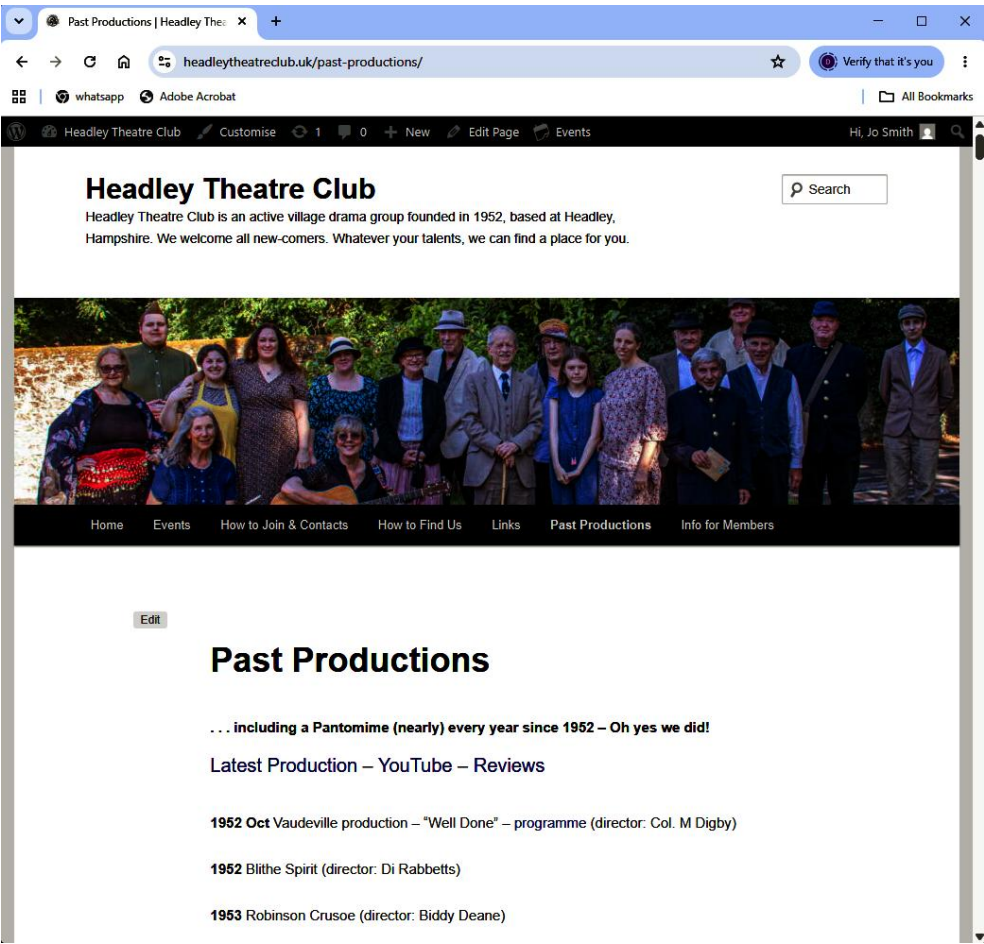
There are four main pages to update – the Home page which needs the current show on display



The Info for Members page, which we saw above

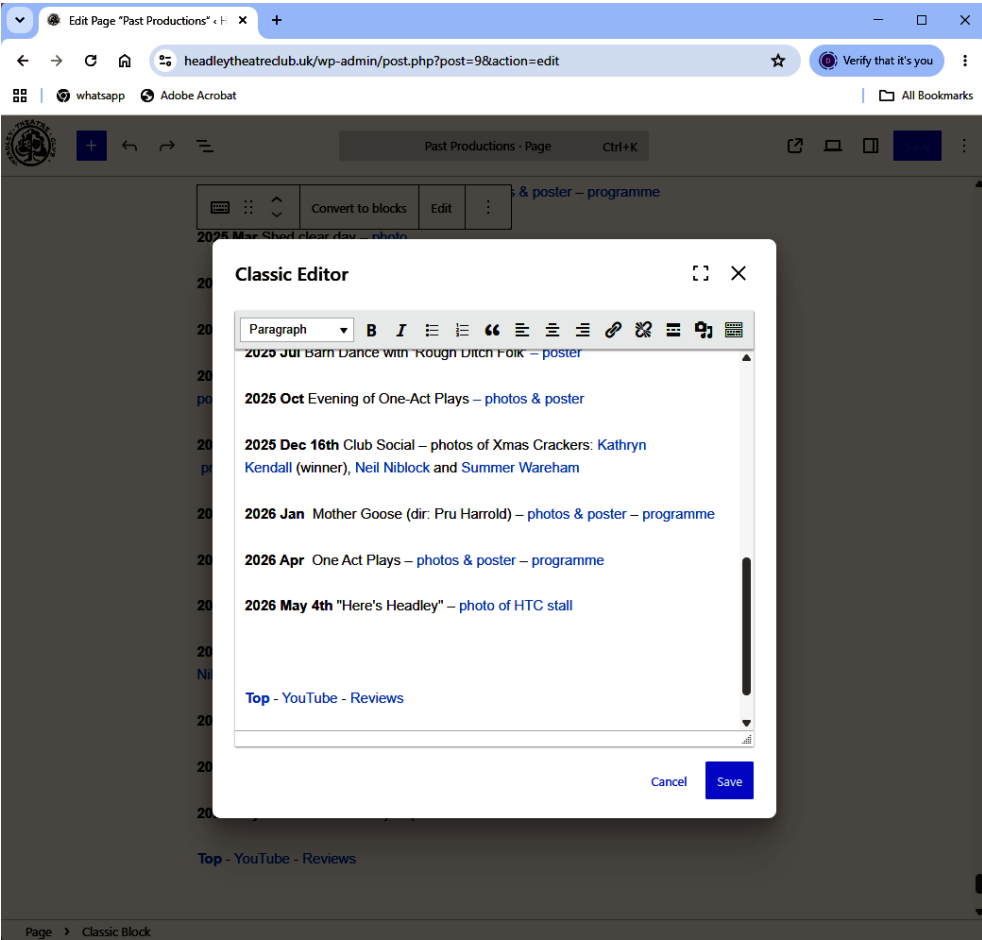
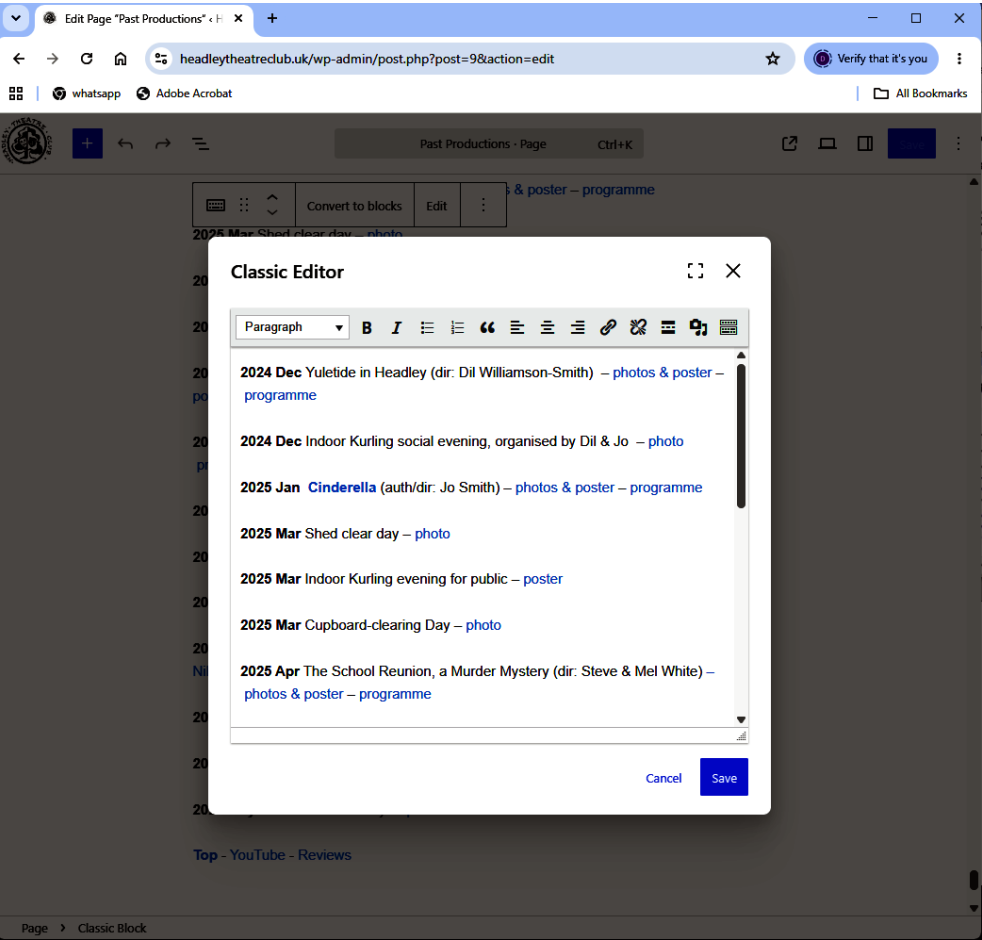


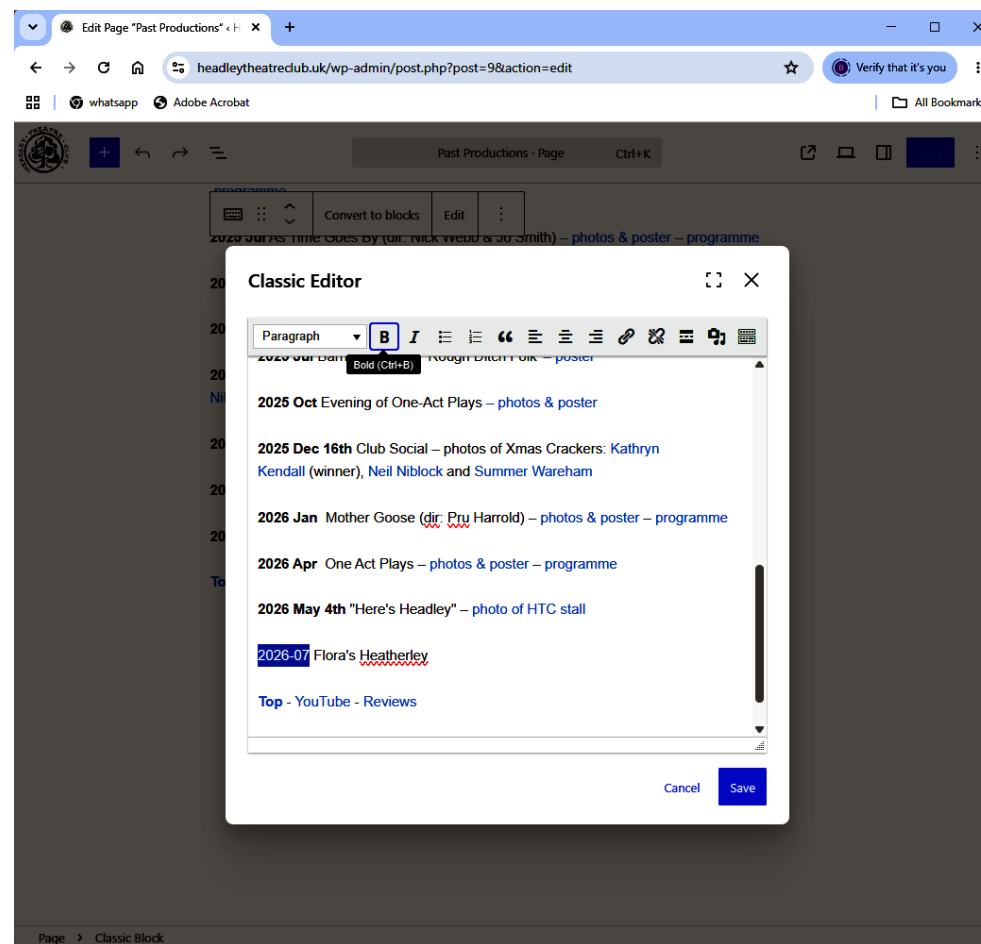
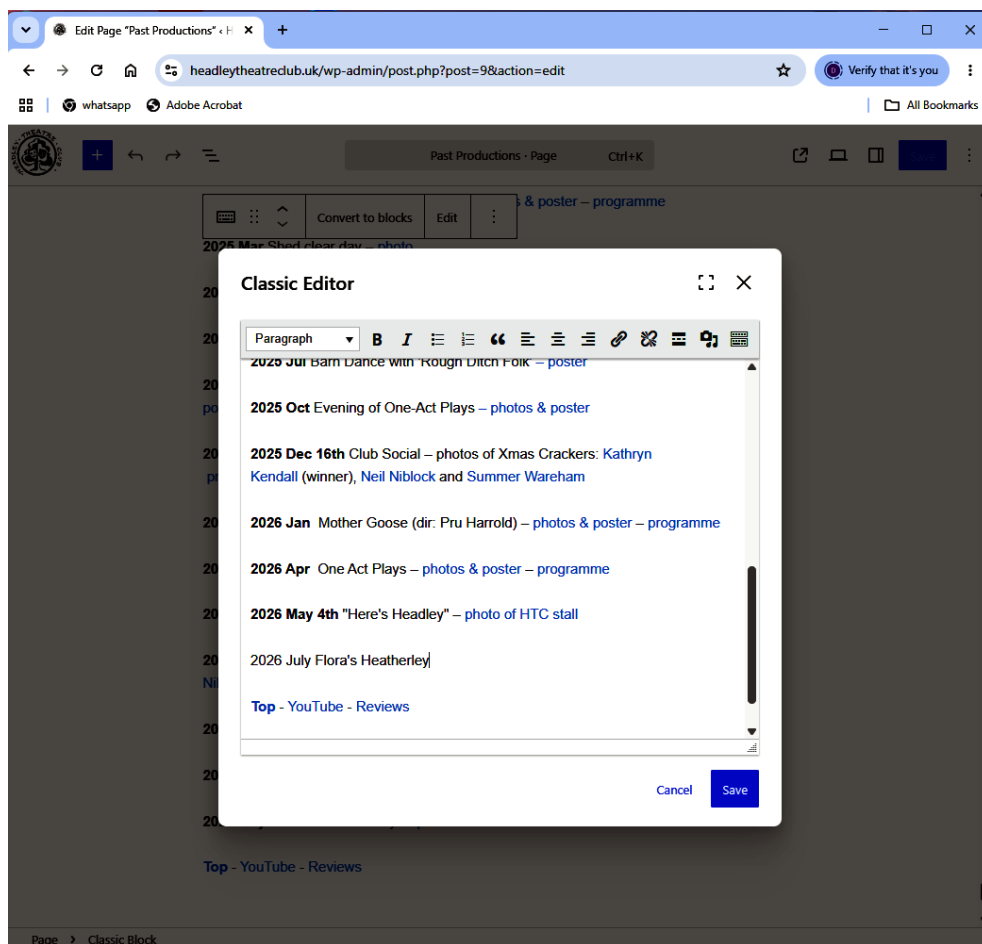
The Past Productions page



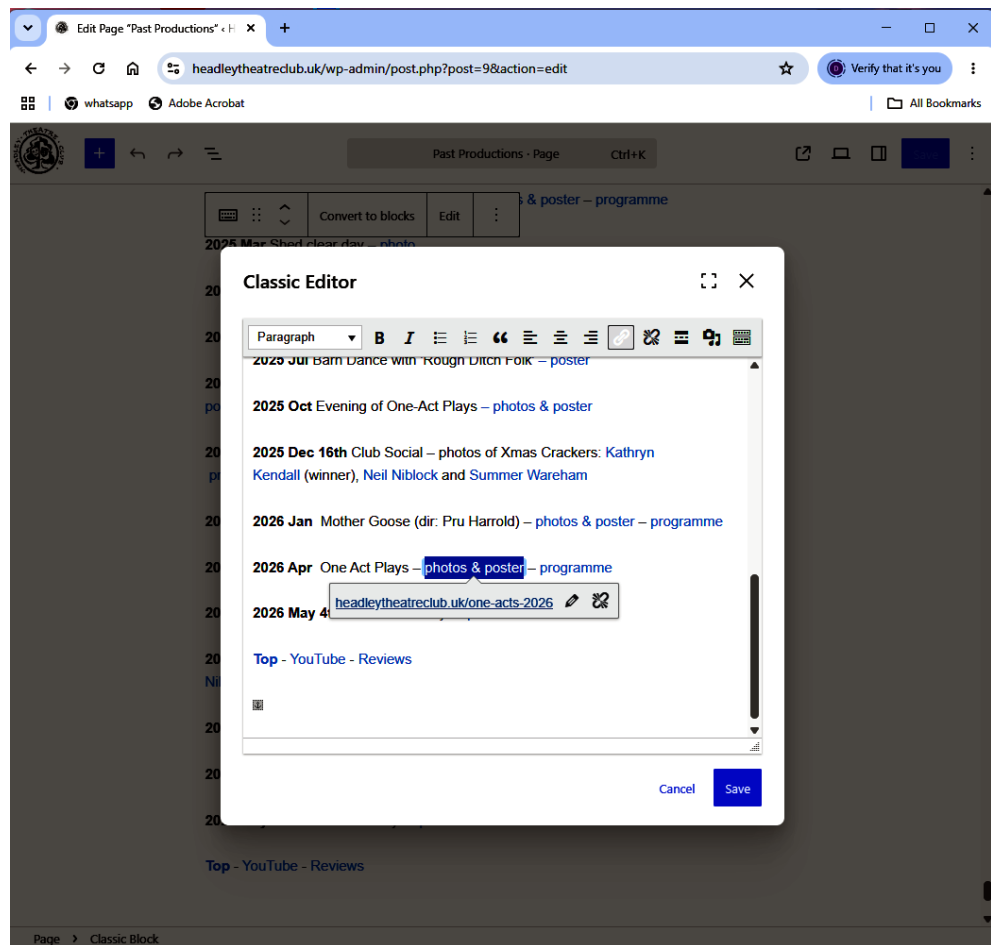
And the Events Page – see later

Here we see the addition of a line for a new show on the Past Productions page





And you put in a link to the show page like this



The show page will have been set up in conjunction with the director – **see separate document General Information**

The Events page is generated using a WordPress facility

Events from October 19, 2024 - x +

headleytheatreclub.uk/events/

Verify that it's you

whatsapp Adobe Acrobat All Bookmarks

Headley Theatre Club

Customise 1 0 + New Events

Hi, Jo Smith

Headley Theatre Club

Headley Theatre Club is an active village drama group founded in 1952, based at Headley, Hampshire. We welcome all new-comers. Whatever your talents, we can find a place for you.



[Home](#) [Events](#) [How to Join & Contacts](#) [How to Find Us](#) [Links](#) [Past Productions](#) [Info for Members](#)

Search for events

Find Events

List Month Day

< > Today Upcoming

July 2026

FRI 17

July 17 @ 19:30

Flora's Heatherley 2026 – Grayshott