Steps to Upload Trophies

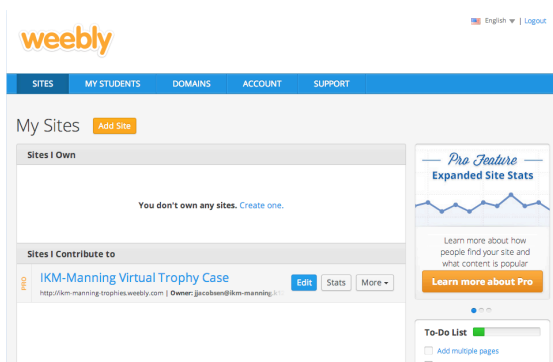Step 1 – Log on to Weebly Website

Go to: education.weebly.com

In the top, right corner, type in the username and password that I sent to you via e-mail. It is also listed below

Username: multimedia@ikm-manning.k12.ia.us

Password: multimedia

After logging in, click the blue **EDIT** button next to "IKM-MANNING Virtual Trophy Case"
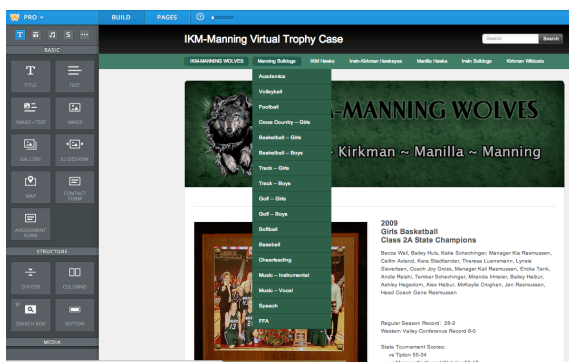
Go to the correct page for your trophy.

Any trophies with a year of 2008 or before are Bulldog trophies.

Any trophy dated with 2009 or after is a Wolves trophy.

Choose the correct activity page and click on it. In my example, I will be doing a Bulldog band trophy so I need to go under Manning Bulldogs and choose the Music-Instrumental page

Trophies should be listed in reverse chronological order so that means new trophies on top and older ones at the bottom. Scroll down to find the area where your trophy should be located. If it has a date range, like my example, choose the location of the first year listed.

Mine is a 1975-1985 trophy so I will find where the 1975 trophy should be located.
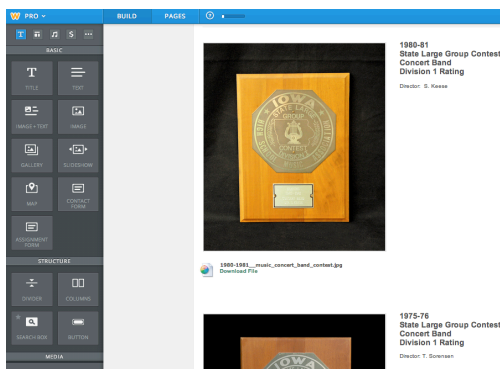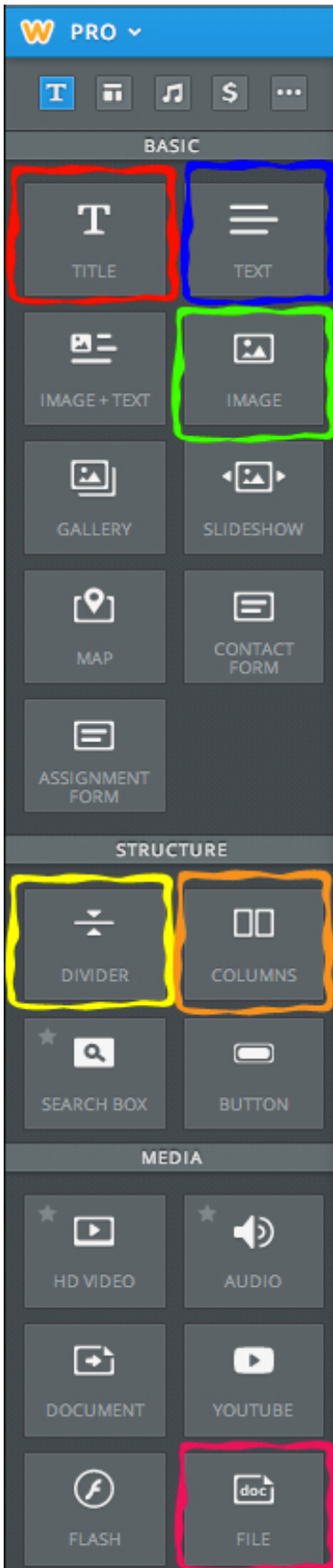
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On the left side of the window, Weebly shows the sections that can be put on the webpage.

The tools that we will use are highlighted on this picture.

Our structure consists of a Divider on top (Yellow outlined button)then a 2 column format in the middle (orange outlined button) with another divider below the 2 columns.

Within the 2 columns, on the left side is an Image (green outlined button) and File (pink outlined button). On the right side is a title (red outlined button) and text (blue outlined button). The text is only used when names or groups are listed. See the Google doc spreadsheet if you are not sure about names. If it is listed on the spreadsheet, then it should be listed on the website.

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When you finish this page of directions, your website will look like this:

Without names:

With names:

Drag and drop the DIVIDER tool beside the divider that is already there (yellow outlined button on my tool photo above).
- Make sure the blue line that appears as you drag goes ALL THE WAY ACROSS THE PAGE.
- Let go of the mouse and wait for the blue box to disappear.

Drag and drop the COLUMNS tool **<u>between</u>** the two dividers (orange button).
- The blue line should go all the way across the page.
- Let go of the mouse and wait for the blue box to disappear.

Drag and drop the IMAGE tool into the left column (green button).
- The blue line should go ½ way across the page.
- Let go of the mouse and wait for the blue box to disappear.

Drag and drop the FILE tool into the left column **<u>under</u>** the image box (pink button).
- The blue line should go ½ way across the page.
- Let go of the mouse and wait for the blue box to disappear.

Drag and drop the TITLE tool into the **<u>right</u>** column (red button).
- The blue line should go ½ way across the page.
- Let go of the mouse and wait for the blue box to disappear.

IF you have names or events with your trophy, drag and drop the TEXT tool into the right column **<u>under</u>** the title box (blue button).
- The blue line should go ½ way across the page.
- Let go of the mouse and wait for the blue box to disappear.
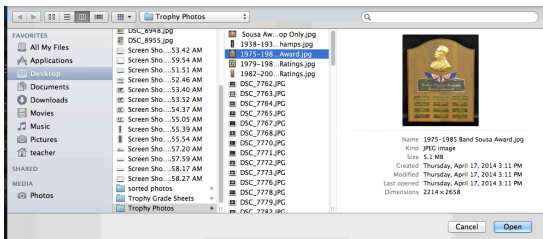
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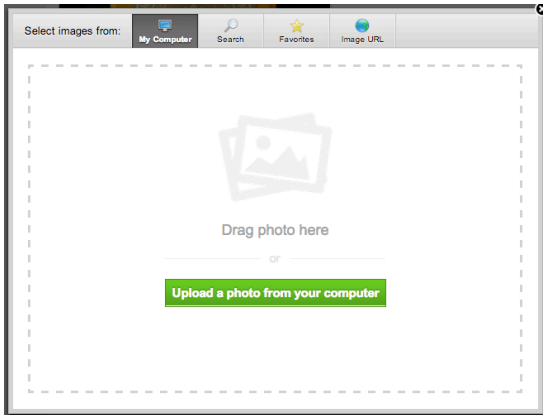
To upload the photo, click on the IMAGE box on your webpage. An upload box will appear similar to the photo on the left.
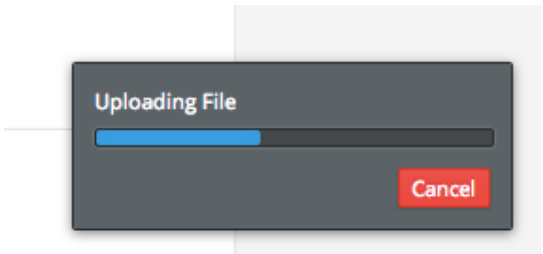
Click the Green "Upload a Photo…" button.

Navigate to your fixed trophy photos and choose the photo you want to place in this location.

In my case, I will upload the 1975-1985 John Philip Sousa Band Award photo.

Either double-click the photo or click once on the photo and click the OPEN button.
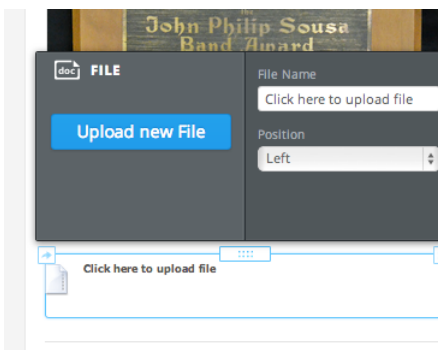

An uploading window similar to this will appear in the lower, right corner.

Wait for this window to go away and for your photo to appear on the webpage. Be patient. This may take awhile.

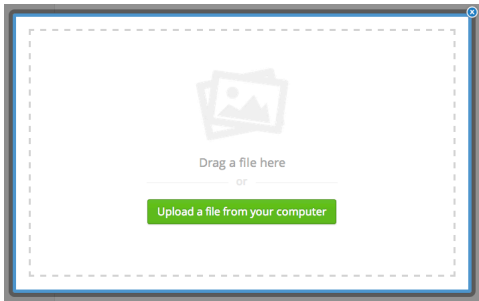After the photo is uploaded, your webpage will appear like this.

To upload the file, click in the box that says "Click here to upload file"

A window with a blue button that says "Upload New File" will appear. Click on the blue button.

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The same window with the green "Upload a file from your computer" button will appear.

Click on the green button and navigate to the same photo you uploaded above.

Wait for the uploading window in the lower, right corner to disappear and for the file name to appear under the photo.

When it is done, it should look like this.

Next, you need to type in the trophy information.

Click on the "Click here to edit" box and type the year of your trophy.

In my case, I have a date range of 1975-1985. Don't type spaces between the hyphen and the dates.

Return and type all the main information from the trophy.
- This will be more than the file name you saved it under.
- Look at other trophies on the webpage to get an idea of what to type.
- If you are not sure, ask your classmates or do your best and ask me in class.

If your trophy has names (like mine does), type them in the smaller "Click here to edit" box.
- You can also copy and paste the names from the Trophy Log Google doc that I shared with you.

The final step is to publish the trophy. This will allow the public to see the trophy.

In the top, right corner is a publish button.

Click on it once and wait for the webpage to process.

When it is done, you will see this message.

Click on the blue X in the top, right corner of the window to return to the webpage.

You are now ready to upload your next trophy(-:

When you have uploaded all your trophies or the class is almost over, you simply close the webpage to get out of the Weebly editor.