



POSTER

User Guide v1

March 2026



ADDING NEW CONTENT

Adding new content to the Hub is a very simple and straight-forward process. After you decide the type of content to add to the Hub, you will be presented with the screen below (see FIGURE 1).

Have a look at FIGURE 1 to familiarise yourself with the main features and functions.

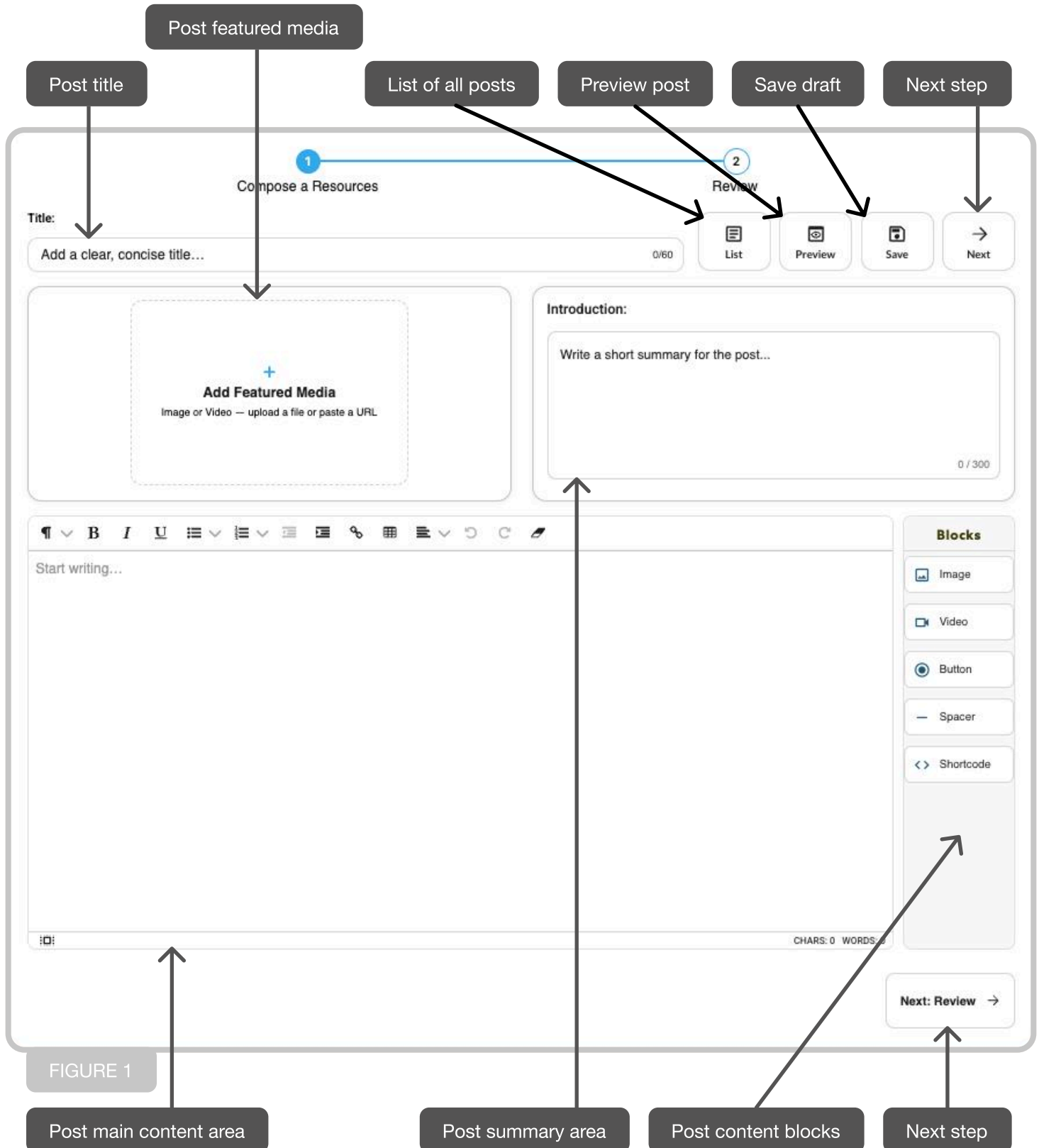


FIGURE 1



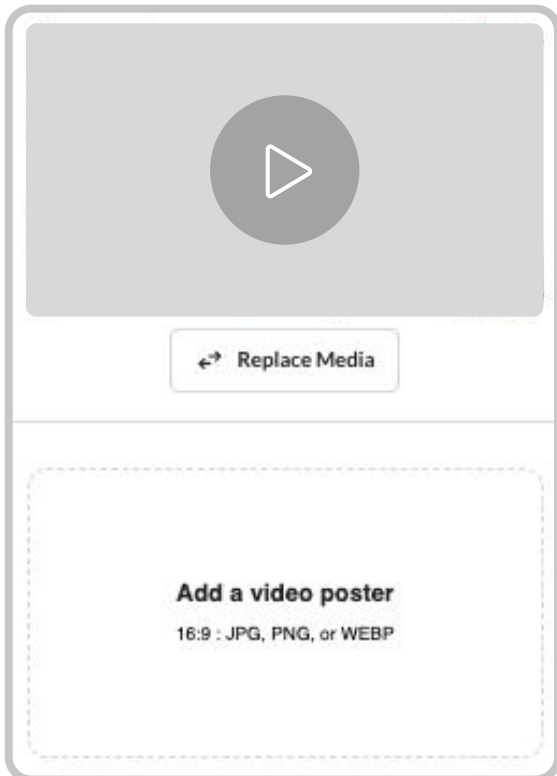
ADDING FEATURED MEDIA

When adding new content to the Hub, each new post is required to have a Featured Poster. Follow the steps below to learn how to do this.

STEP 1 Adding an image/video

Either Drag & Drop your image/video or click the same area which will bring up a file location window, then select the required file.

If you have selected a video then you will need to add a poster image as well, see STEP 2, otherwise skip to STEP 3



STEP 2 Adding a video poster

Click Add a video poster to upload an image that will be shown on the new post before you click the play button on the video.

STEP 3 Replacing the media

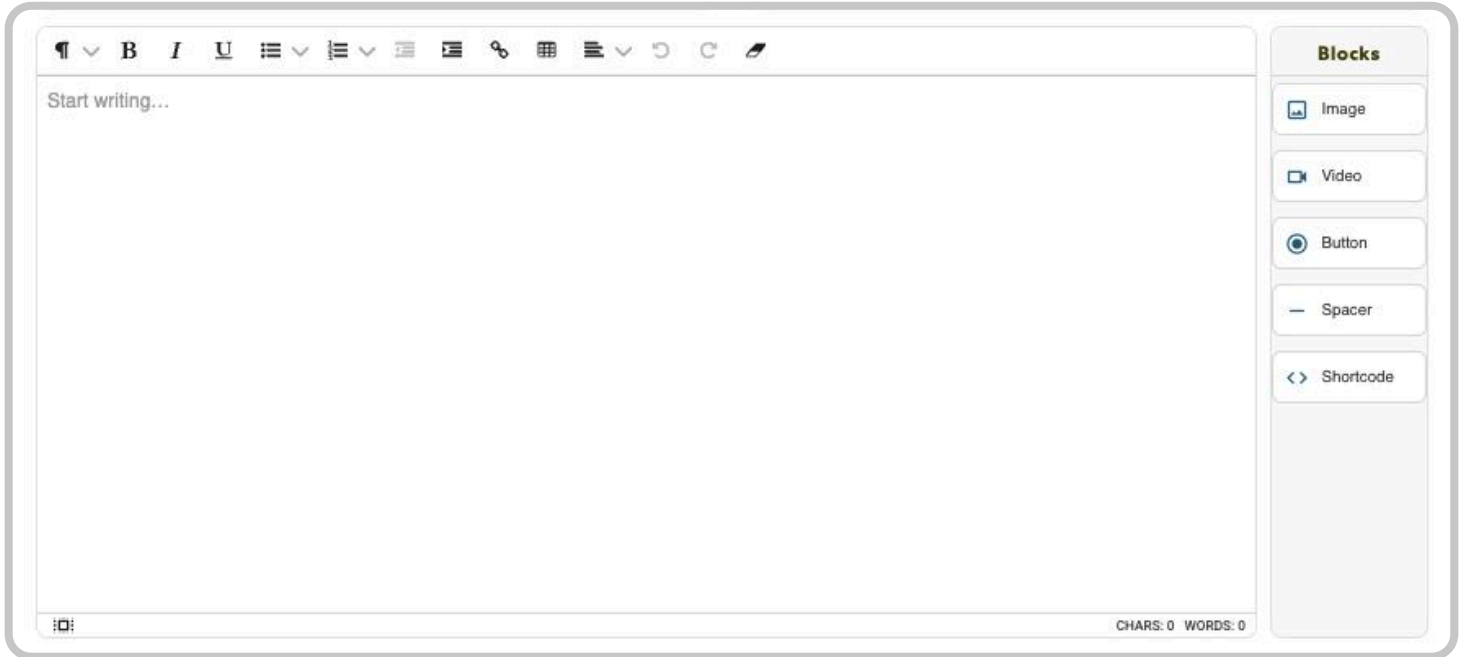
If you wish to replace the media, click the Replace Media button.

If you have selected a video and video poster, you can replace the video poster by clicking on the Replace Poster button.



ADDING CONTENT TO THE MAIN AREA

You can add new main content to each new post within the large section. You can choose between adding just textual content or can use the Blocks tools to the right hand side to add images, videos and buttons amongst other items. See below for more information on how to do this.



Insert an image

Either input the URL of the image you want to use, or use the Choose file button that will popup a file locator, choose your preferred image and click Insert

If you want to change the image when it's already inserted into the main content area, just click on it and select a new image.

If you want to delete the image when it's already inserted into the main content area, click on the image and press the delete key.



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ADDING CONTENT TO THE MAIN AREA

Insert a video

Either input the URL of the video you want to use, or use the Choose file button that will popup a file locator, choose your preferred video and click Insert

If you want to change the video when it's already inserted into the main content area, just click on it and select a new video.

If you want to delete the video when it's already inserted into the main content area, click on the video and press the delete key.

Add a button

You can add a button to direct users to the following:

- Other content on the Hub
- External links
- Files

Firstly give the button a label (this is what you will see on the button when finished).

Choose your alignment: left, right, centered etc.

Next up, choose what you want to link to, use the File URL or Choose file options.

Click Insert when finished.

If you want to change any button details when it's inserted, just click on the button in the main content area.

If you want to delete the button when it's inserted into the main content area, click on the button and press the delete key.

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ADDING CONTENT TO THE MAIN AREA

Insert a shortcode

You can insert a shortcode to embed content from other plugins like games or leaderboards. Shortcodes are identified by square brackets, like this: [example].

For more information on what shortcodes can be used on your Hub, get in touch with your Grapevine Digital contact.

The image shows a dialog box titled "Insert shortcode" with a close button (X) in the top right corner. Below the title is a text input field labeled "Shortcode" containing the placeholder text "[your_shortcode attr='value']". At the bottom of the dialog box, there are two buttons: "Cancel" and "Insert".



REVIEWING NEW CONTENT

Once you have added you Title, Featured Media, Summary and Content and press Next you will be presented with the screen below (see FIGURE 2).

Have a look at FIGURE 2 to familiarise yourself with the main features and functions.

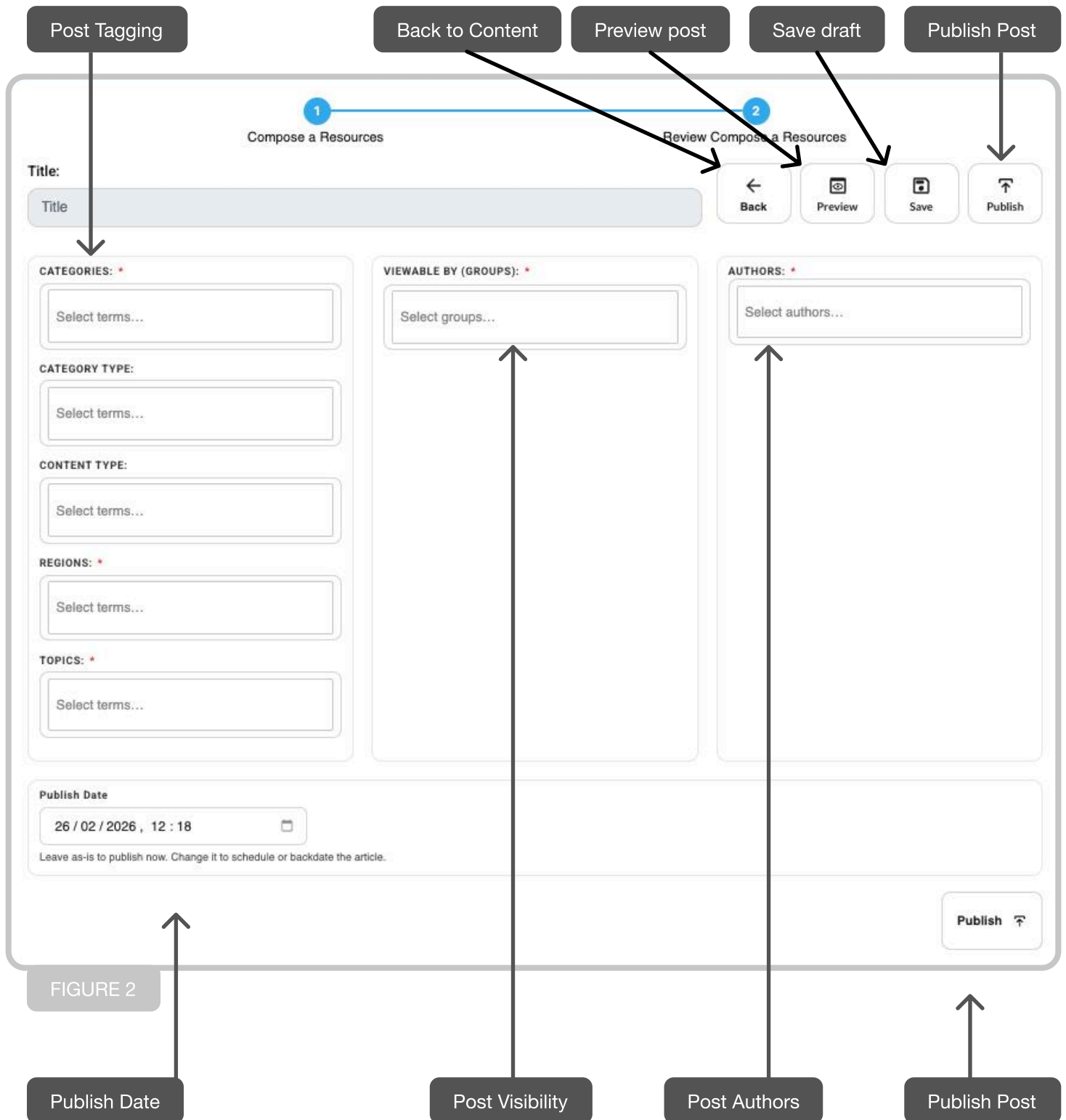


FIGURE 2

ADDING TAGGING AND GROUPS TO NEW CONTENT

When adding tagging to new content on the Hub, each new post is required to have specific tags to make searching for the content easier on the user side. Group selections are required to indicate what set of users can see this content. See below for more information on how to do this.

Adding Tags

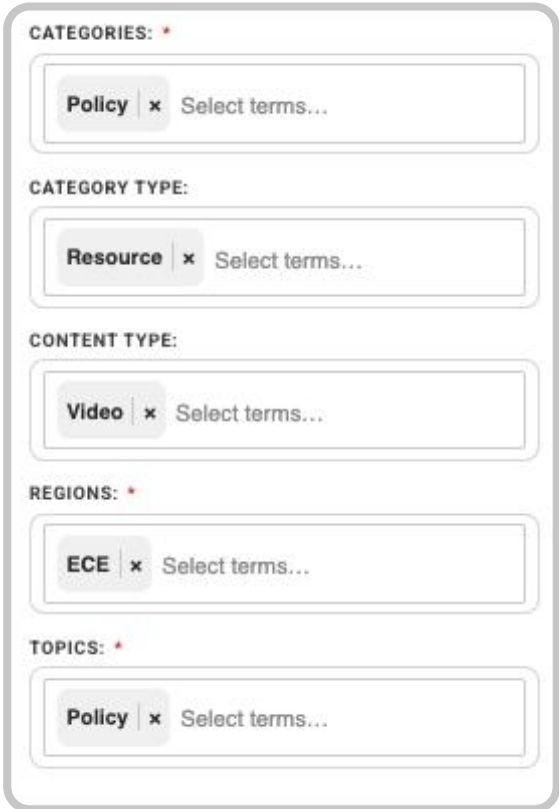
There are required tags that need to be selected to make sure the content is viewable in the correct way as well as searchable by the user side.

Those tags that are required are recognisable by a *

In this instance, Categories, Regions and Topics are required.

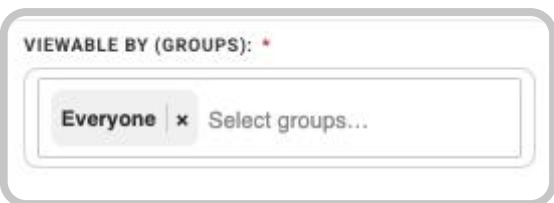
There is no requirement to fill out the other options, but as mentioned above, providing as much tagging information as you can will make this new content as visible to the user side.

Please note that you can select multiple options for each tagging section.



A screenshot of a tagging interface with five sections, each containing a dropdown menu with a selected tag and a 'Select terms...' button:

- CATEGORIES: *** Policy | x Select terms...
- CATEGORY TYPE:** Resource | x Select terms...
- CONTENT TYPE:** Video | x Select terms...
- REGIONS: *** ECE | x Select terms...
- TOPICS: *** Policy | x Select terms...



A screenshot of a dropdown menu titled 'VIEWABLE BY (GROUPS): *' with the 'Everyone' option selected and a 'Select groups...' button.

Adding Groups

Groups are required to be selected to make sure the content is viewable by the correct users. You are able to select multiple groups to assign to the content. Please make sure you select the correct groups, as this will determine who can see the content.

If this content is to be viewable by everyone on the Hub, there is a universal group called **Everyone**.

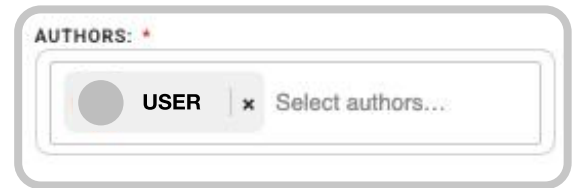
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ADDING TAGGING AND GROUPS TO NEW CONTENT

Adding Authors

Every new post requires to have an associated author(s) attached to it.

There is a general author that has been set up for your Hub, this can be used for general content, but if you require to make it more specific and personal, select the appropriate user from those on the Hub.



Set a Publish Date

When publishing the new post, you can publish it immediately so that the new post goes live straight away, or you can backdate it.

In addition to this, you can forward schedule a date, so that it can go live at a future date.