How to Update Points Data
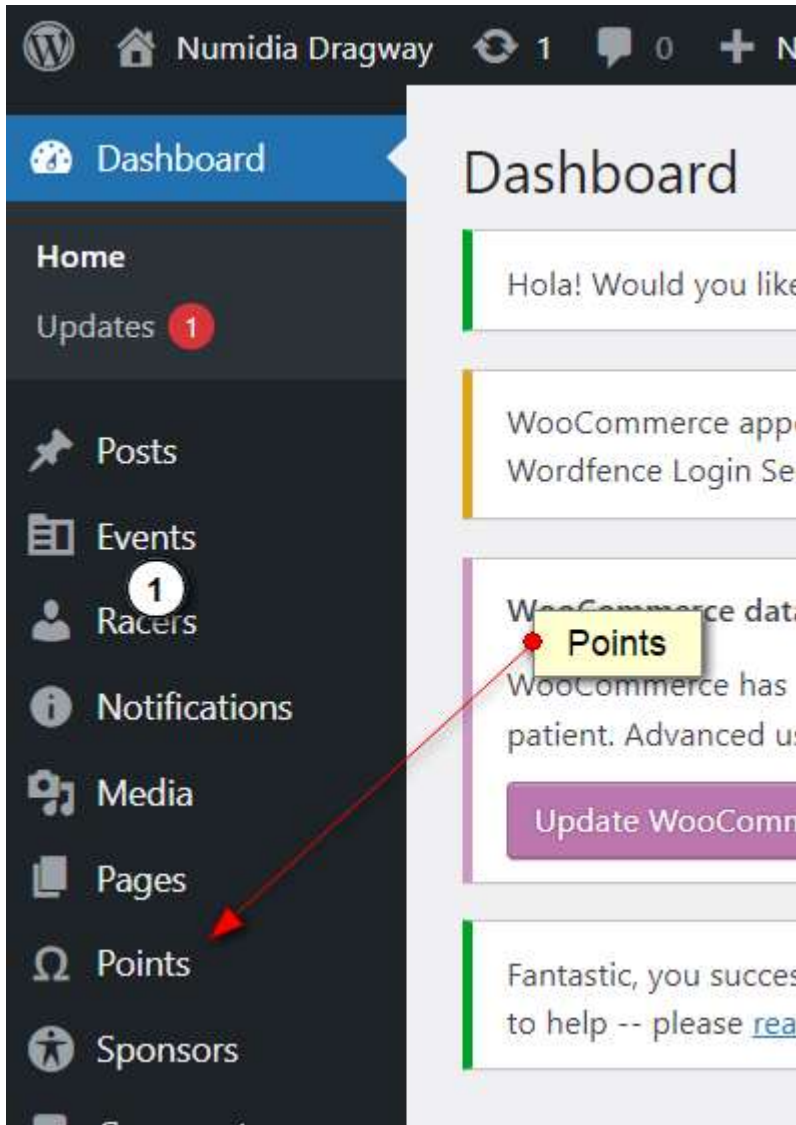
1. Login to WordPress Dashboard

2. Click on Points Tab in the left column

3. Click Edit under Current Point Standings

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Points [New point]

All (1) | Published (1) | Trash (3)

Bulk actions ⌄ [Apply]   All dates ⌄ [Filter]

☐ Title

☐ Current Point Standings
Edit | Quick Edit | Trash | Duplicate

☐ Title

Bulk actions ⌄ [Apply]

4. Enter Desired Date

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5. Upload PDF Files for Desired Classes, by Clicking Add File Button

6. Click Update

7. Review the Updated Points on the live Website page.