

Submitting an article to the district website

On the website home page scroll down until you can see the Log in form in the left hand column.

Type in the user name and password that you have been given and click on Log in. The screen will refresh.

Scroll back down the page to the Log in form where it will say "Hi, Tommy Atkins" or whatever your username is.

Above that log in form the User Menu will have appeared. Click on "Submit an article".

The screen will refresh again and this time "Submit an article" "Editor" will have appeared. Complete the title field.

Place your cursor in the text box below the various editing icons and type in your article. The various icons should be intuitive but if you place your cursor over one a pop up will appear to indicate its purpose.

You can also prepare an article offline and simply paste it (Control+V) into the text box.

If you have any images you want to insert into the article place a marker there such as "photo 1" and email the photo to me at webmaster@lions105c.org.uk.

After you have finished the article scroll down the page and choose the relevant 'Section' and 'Category' from the dropdown lists.

Then scroll back up the page and click on Save. You will receive the message:-

Thank you for your submission. It will be reviewed before being posted on the site

Now scroll down to the log in form and click on log out.

I will receive an email informing me that an article has been submitted. I will approve it, process any photos and add them to the article and email you to say that the article has been published.