

Wakefieldhockeyclub.co.uk

Guide to Submitting Articles

Submitting an article (match reports, news, events etc) couldn't be easier. Here is a quick step by step guide explaining how to get started.

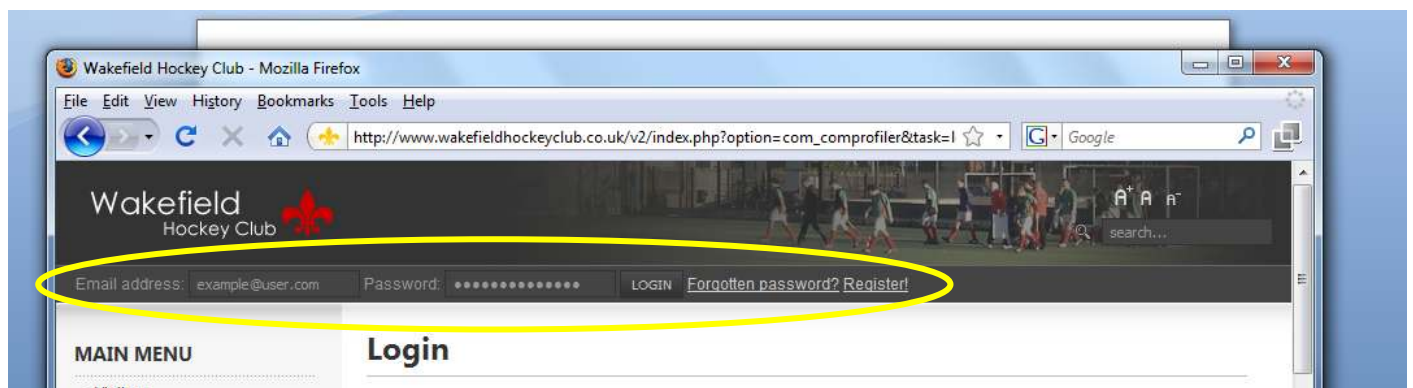
Step 1 - Login to the Website

Enter your email address that you used to register and your password into the bar at the top of the website.

You do not need to remember your username to login anymore, simply enter your email address.

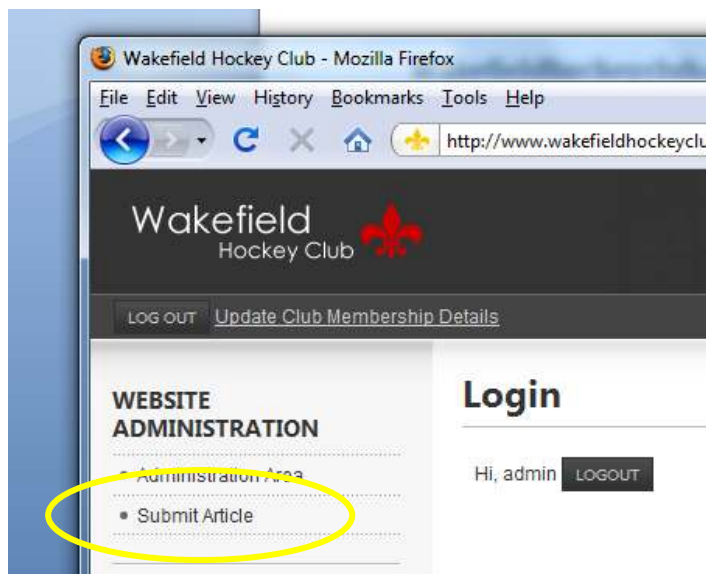
If you have forgotten your password, please click the 'Forgotten Password?' link. After entering your email address, your password will be emailed to you.

If you do not have an account click 'Register'.



Step 2 - Find the Administrator Menu

As a club officer you will have been given access to the administrator areas of the site. After you log in you will notice another menu appear on the left hand side of the window, above the 'Main Menu'. If you don't get this menu please contact robcollin@gmail.com.



You will see two links, the first to the administration area of the site (do not worry about this for now) and the second to the 'Submit Article' area. Click on this link to submit your article.

Step 3 – Enter your Content

The 'Submit Article' window uses buttons that are very similar to Microsoft Word to allow you to enter text and pictures.

The screenshot shows a web form titled "Submit an Article". At the top left, the title "Submit an Article" is displayed in a large, bold font. Below the title is a horizontal line. Underneath this line is a "Title:" label followed by a text input field. A callout box labeled "Insert title here" points to this input field. To the right of the input field are two buttons: "Save" and "Cancel". A callout box labeled "Click here to save your article" points to the "Save" button. Below the input field is a rich text editor toolbar with various icons for bold, italic, underline, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, insert image, insert video, insert audio, and HTML. Below the toolbar is a large text area for entering the article content. A callout box labeled "Insert text here" points to this area. At the bottom left of the text area, there is an "Image" button with a camera icon. A callout box labeled "Click here to upload a photo" points to this button. At the bottom of the form, there is a "Path: p" label and four buttons: "Image", "Pagebreak", "Read more", and "Toggle editor".

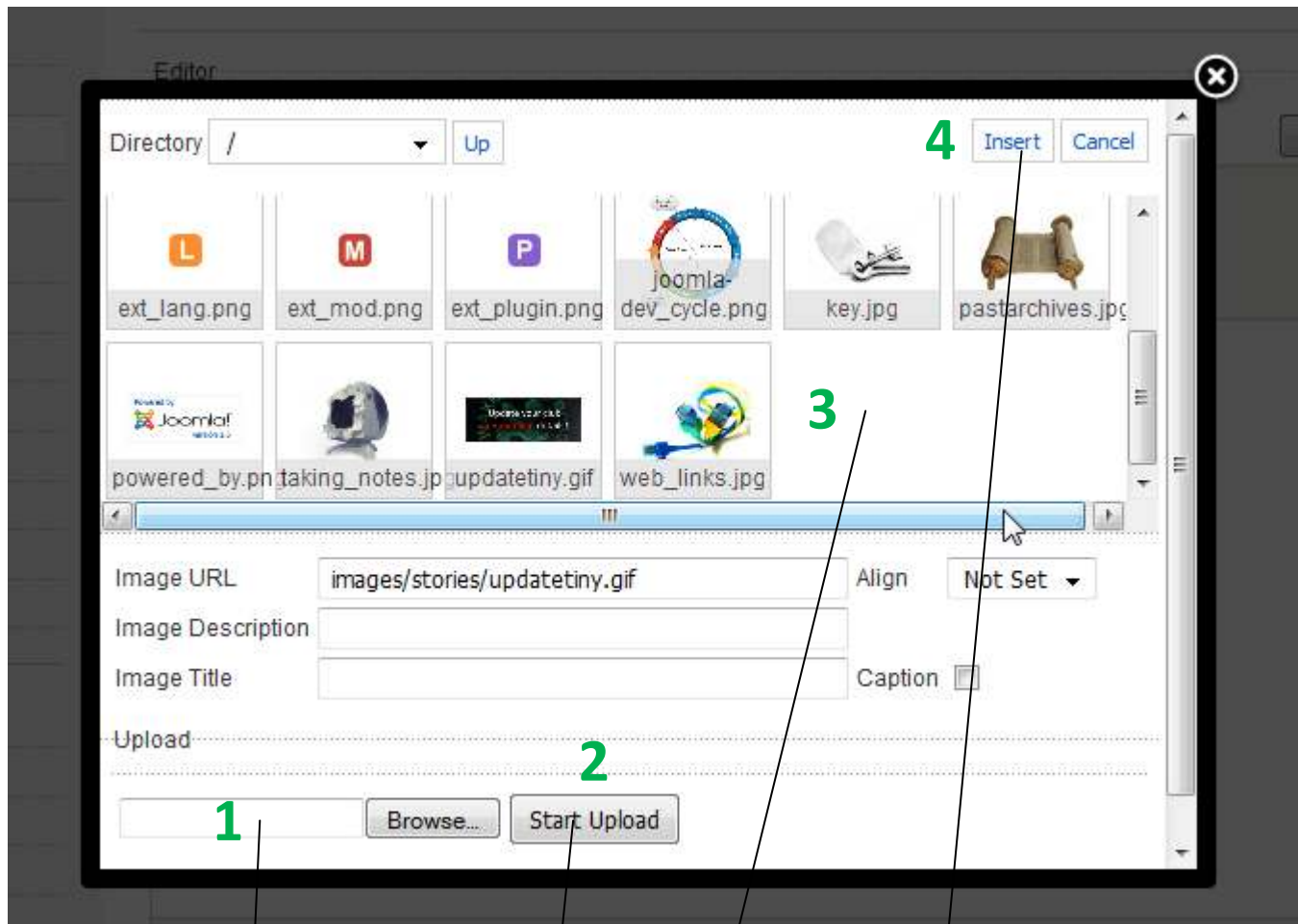
The website administrators will do some additional formatting of your article before it goes online, so don't worry about playing around with fonts and text styles too much.

First of all enter a relevant name for your article. Please remember to enter something like 'Match Report' or 'Social Event' along with your title so we know where to put the article on our website.

In the large box, enter your article text.

If you would like to upload a photo, click the image button. A window will appear. At the bottom of the window you can browse for a file on your computer and upload it. When the upload has finished your picture will be present in the list of photos at the top of the popup window. Scroll down to see if you can find it.

If you have problems uploading photos, please email them to robcollin@gmail.com.



Click here to find a photo to upload on your computer

Click upload and your photo will appear in the list here. Click on the photo in the list and click the insert button!

When you have finished click the save button. Your article will be reviewed and added to the site which may take a day or two.

Thats it!

If you have any problems whatsoever please contact robcollin@gmail.com.