

## **NEWS & RESULTS Blog – A great way to add news and results.**

**This should be the main medium for information through the website**

The **NEWS & RESULTS** blog can be read by anybody but not added to unless the person is given POSTING access by the Administrator - me.

So anybody that we deem should have this posting access and could write their news, announcements or race reports direct to blog.

It also means that the history of all club events can be kept and archived very easily. I think this could be a great way of keeping the site up-to date. It won't be done by just one person by all those who have posting rights.

Only designated members add to this.

This means most of the other pages do not need to be regularly updated. These need only be updated as and when necessary.

<i>Members that have posting rights</i>		
	Username	Password
Oliver Kyte	oliverkyte	
Alan Cooper	alancooper	
Ian Potts	ianpotts	
Robin Kyte	robinkyte	
Jon Arkle	jonarkle	
Dave Cunningham	davecunningham	
Andreas Greiner	andreasgreiner	
John Cooper	johncooper	
Andy Whitehouse	andywhitehouse	
Pete Hemmings	paulhemmings	
Paul Wedge	paulwedge	
Gordan Jones	gordanjones	
Angie Pike	angiepike	

## **FORUM BOARD - An area where anybody from the club or interested outsiders can add banter/comments, sales and wanted etc.**

The **Forum board** can be used by anybody as long as they have registered and entered their email details in the registration process.

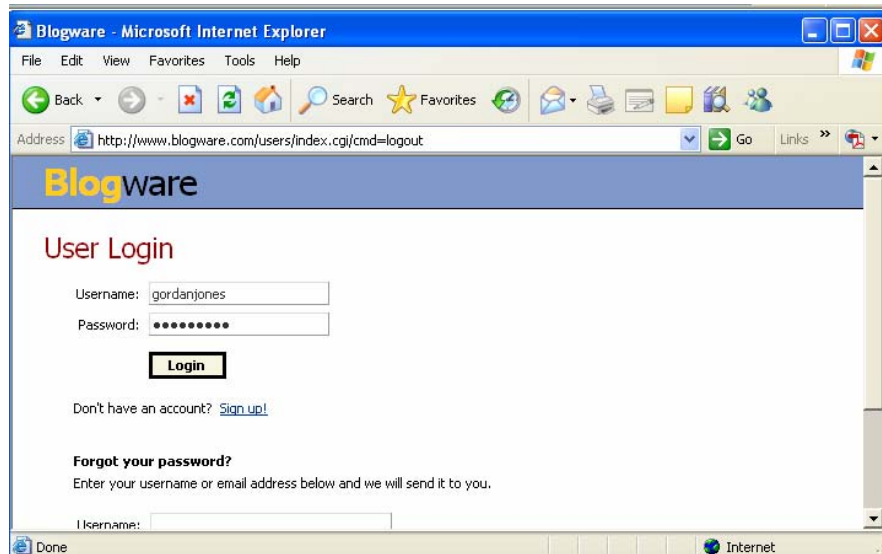
An email is then sent to their email account and they have to respond. This does mean we can have some check on who is posting notices.

If we don't know who they are and if we don't want them they can be removed by the administrators.

Nominated members to be made moderators who monitor comments and delete/edit when necessary.

## Using the Blog to enter new information

1. You should have had an email sent to you from me with your logon name and password.
2. You will need to click the admin link on the **Contacts/Committee** page of the website
3. At the bottom of the page is a link to the Blog Admin
4. Enter your **username** and **password** in lower case to logon.



5. In the next screen select the **Post an Article**

A screenshot of the Blogware dashboard. At the top, there are navigation links: "VIEW BLOG | LOGOUT | POST: Select type...". Below this is a "Control Panel" with tabs for "Dashboard", "Post", and "File Manager". The user's profile is shown as "My Profile: gordanjones | wheelers.blogware.com". The main heading is "Dashboard" for "Wolverhampton Wheelers Cycling Club" with the URL "http://wheelers.blogware.com/blog". There are three main sections: "Post An Article", "Post A Picture", and "Change Layout". Below these is a "Recent Articles" section with a dropdown set to "5" and a "Display" button. At the bottom, there is a table header for "Recent Articles" with columns "Article", "Author", and "Created", and a message "No articles to display.".

Article	Author	Created
No articles to display.		

## Writing and posting your Article

1. Add a title to the **Article Title** text box
2. Write your article in the **Article Body** text box. You can copy and paste pictures and tables here as well.
3. Other files such as spreadsheets, pictures can be attached using the attach files link.
4. IMPORTANT add a tick next to the **Excerpt** (Article Summary) Automatically generate excerpt. This will stop the article filling up the front page.
5. Preview your report and when you are happy with it save it.
6. A suitable date can be selected for the article.
7. If you find a mistake later it can still be edited

Please e-mail if you have a problem

Andy

The screenshot shows a web form titled "Article Content". It contains several sections:

- Article Title:** A text box containing "Dave Starkey breaks End to End". An arrow labeled "1" points to this field.
- Article Body:** A rich text editor with a toolbar (bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert image, undo, redo) and a text area containing "Dave records the fastest conversation ever for the End to End record". An arrow labeled "2" points to the text area.
- Editing Help** and **Attach File(s)** links.
- Excerpt (Article Summary):** A section with a checked checkbox "Automatically generate excerpt (First 20 words)". An arrow labeled "4" points to this checkbox. Below it is an empty text box.
- I would like to:** A section with two radio buttons: "Publish this article using" (selected) and "Finish this article later". The "Publish" option has a dropdown menu showing "today's date". An arrow labeled "3" points to the "Attach File(s)" link.

At the bottom of the form are three buttons: "Preview", "Save", and "Cancel".