

Submitting news items

On the horizontal menu bar, click on 'Submit News' under 'News':



and the following screen should load:



Enter the details in each field on the form.

If you have photos to upload, click the 'Choose File' button then select the file you want to upload from the file list. Clicking the 'Upload' button should then load your photo onto the screen. Please ensure the file is less than 2Mb otherwise you may be asked to resize or crop the image. Add the caption for your photo. Click the 'Preview' button to check the result of your action. If satisfied, click the 'Submit' button. You should then receive a 'Thank you' message acknowledging submission of your news item to be reviewed.

Please note:

To prevent duplicates being created when asked to re-submit form please do not accept unless you need to, e.g. if you made a mistake and want to go back. Either click 'Cancel' on message prompt, do not refresh browser nor return to the previous webpage via the 'backward' arrow key press.