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. Only the following image formats will be accepted: JPEG (.jpeg, .jpg), PNG (.png) and GIF (.gif). Other image formats will generate an error message.

Clicking the 'Upload' button should then load your photo onto the screen. Please ensure the file is less than about 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:
Occasionally duplicate records are created. This can happen in different ways:
1. The 'Submit' button is pressed twice;
2. **After** you press the 'Submit' button:
- when asked to re-submit form 'Cancel' button is not pressed (i.e. default 'Continue' action);
- sometimes when 'refresh browser' is actioned (e.g. Ctrl + R);
- returning to previous webpage (e.g. 'backwards' arrow press)
- if on the other hand, you wish to have the news item edited or you have made a mistake email
webmaster@hertsmiddx-butterflies.org.uk so that I can carry out the update myself. I can also add photos if you have trouble uploading them.