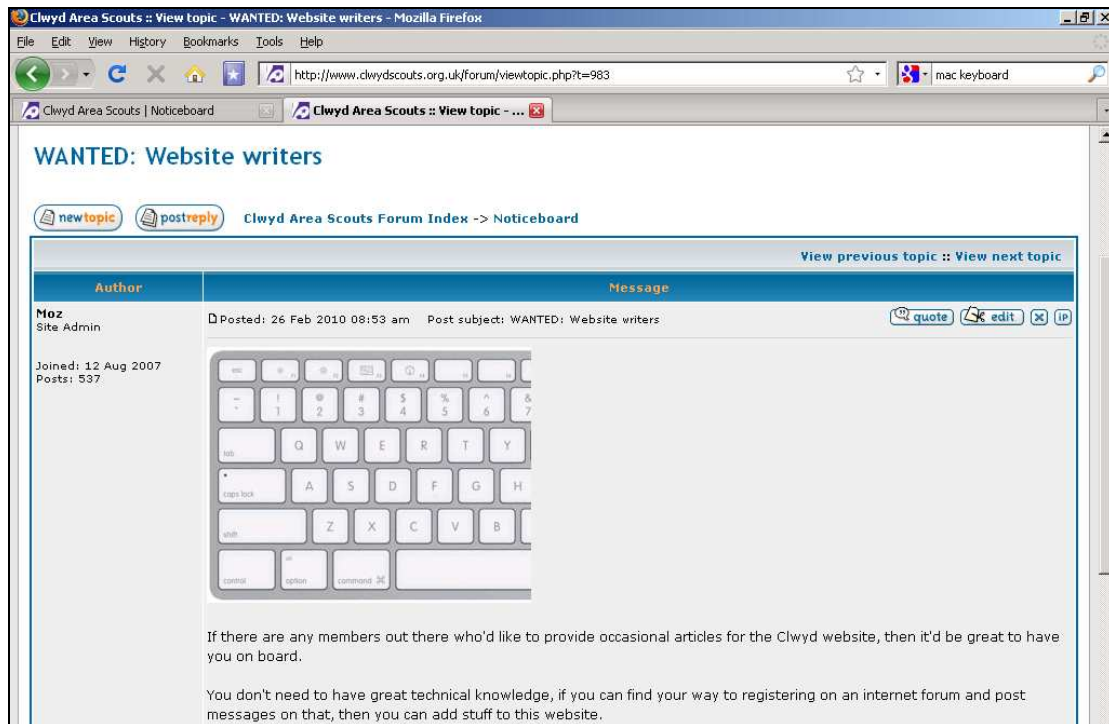


# Contributing to the Clwyd website

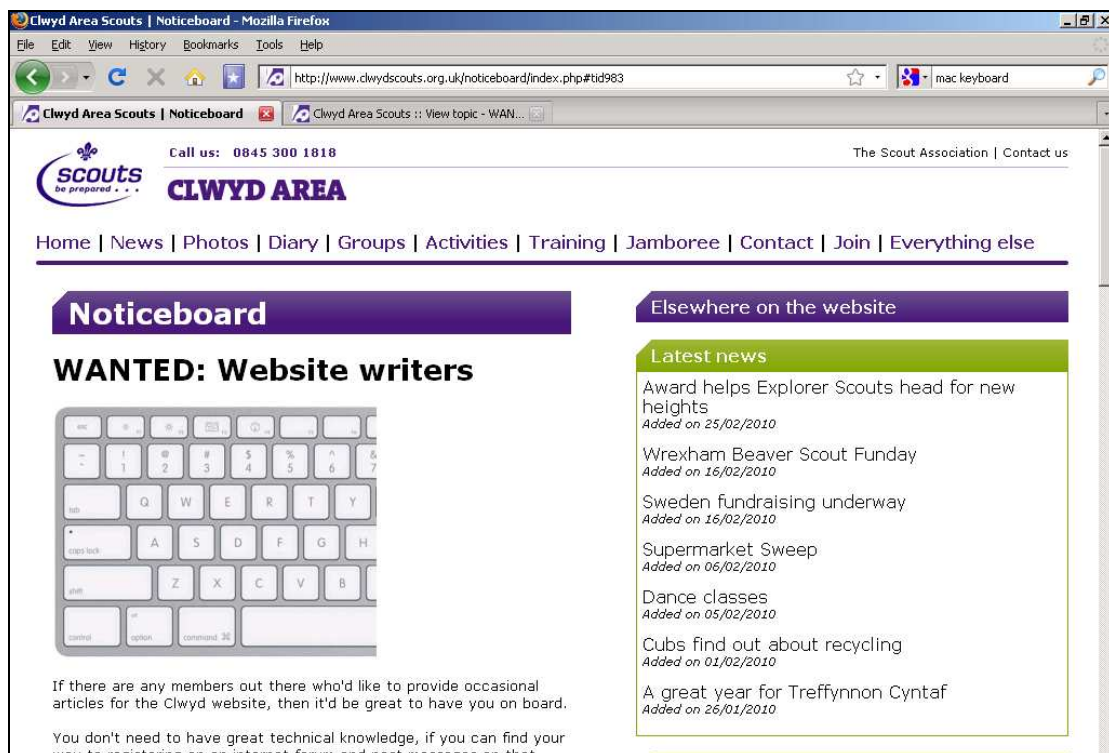
## 1. OVERVIEW

Most items are added to the Clwyd website via internet forums. You post a message on the relevant forum, and it appears on the corresponding page of the website.

Here's how it looks on the forum...



...and on the website...



If you go to [www.clwydscouts.org.uk/forum](http://www.clwydscouts.org.uk/forum) you'll see various threads for inputting info onto the main website....

**News** - To input news on the news page

**Noticeboard** - To input noticeboard items onto main site

**Photos** - To add 3 photos to front page

**Blogs** - To link to latest blogs on front page

**Explorers Blog** - Explorer Scouts blog about their experiences

**Jottings** - To input news on the Jan's Jottings page

**Prattles** - To input news on the Pat's Prattles page

**Musings** - Moz's musings

**Explorers** - To input news on the Explorer Scout page

**Young Leaders** - To add items for the YL job centre

**Development** - To input news on the Development page

**Camp Exped swap** - Add items for Explorer page

**Unit programmes** - Add items for Explorer page

**Network** - To input news on the Scout Network page

**Jamboree** - Input news onto the Jamboree page

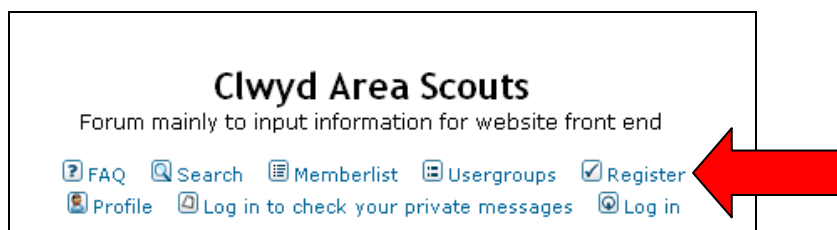
**Press Releases** - Input press releases

**Media plan** - For MDMs and YSPs

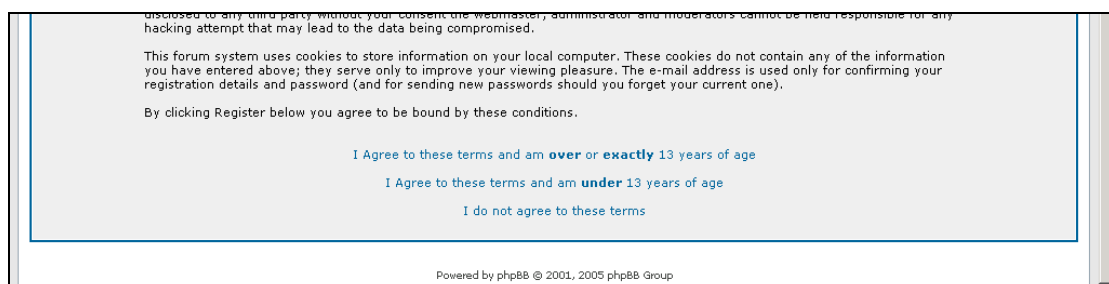
## 2. REGISTERING AND ACCESS RIGHTS

To add anything, you'll need to be registered on the site, and given the access rights to post on the relevant forum.

Go to [www.clwydscouts.org.uk/forum](http://www.clwydscouts.org.uk/forum) and click on register...



You'll then see this page...



Click on the top option (we don't expect under 13s to be using the site)

Fill in the information on this page...

Items marked with a \* are required unless stated otherwise.

Username: \*

E-mail address: \*

Password: \*

Confirm password: \*

If you are visually impaired or cannot otherwise read this code please contact the [Administrator](#) for help.

LSZZHK

Confirmation code: \*  
Enter the code exactly as you see it. The code is case sensitive and zero has a diagonal line through it.

**Profile Information**

This information will be publicly viewable

ICQ Number:

AIM Address:

MSN Messenger:


Yahoo Messenger:

Website:

Location:

Occupation:

Interests (To prevent non-human registrations, this must include at least one of the following words: Scouting, Clwyd or Adventure here, or your registration will be automatically rejected!):



You just need to fill in the fields with \*asterisks, but you can fill in the rest if you wish.

NB: you must enter at least one of the following words: Scouting, Clwyd and/or Adventure or it won't work.



Once you've registered, email me – [communications@clwydscouts.org.uk](mailto:communications@clwydscouts.org.uk) – and I'll accept your registration and also give you the access rights to the relevant threads on the forum.

You may be able to view the forum threads, but you won't be able to add or edit until you are made a 'moderator' of the particular thread. When you log in and see your username listed as a moderator then you can add and edit away.

### 3. ADDING AND EDITING

First of all log in to [www.clwydscouts.org.uk/forum](http://www.clwydscouts.org.uk/forum)

Click on the thread you want to add to. Let's use 'News' as an example...

Forum	Topics	Posts	Last Post
Clwyd Scouts			
 <b>News</b> To input news on the news page Moderator <a href="#">VOC.MDM</a>	216	216	25 Feb 2010 01:06 pm <a href="#">Moz</a> 

Click on 'New Topic' to add a new news story...



Users browsing this forum: [Moz](#) Goto page [1](#), [2](#), [3](#), [4](#), [5](#) [Next](#)

 [Clwyd Area Scouts Forum Index -> News](#) [Mark all topics read](#)

Topics	Replies	Author	Views	Last Post
 <a href="#">Award helps Explorer Scouts head for new heights</a>	0	<a href="#">Moz</a>	3	25 Feb 2010 01:06 pm <a href="#">Moz</a> 
 <a href="#">Wrexham Beaver Scout Funday</a>	0	<a href="#">Moz</a>	16	16 Feb 2010 09:11 am <a href="#">Moz</a> 
 <a href="#">Sweden fundraising underway</a>	0	<a href="#">Moz</a>	12	16 Feb 2010 08:55 am <a href="#">Moz</a> 
 <a href="#">...</a>	...	...	...	06 Feb 2010 02:53 pm

Add a headline to your story, and the story itself in the box below.

Clwyd Area Scouts Forum Index -> News

Post a new topic

Subject: Test story

Message body

Emoticons

Options

HTML is ON  
BBCode is ON  
Smilies are ON

Disable HTML in this post  
 Disable BBCode in this post  
 Disable Smilies in this post  
 Notify me when a reply is posted

Post topic as:  Normal  Sticky  Announcement

Add a Poll

If you do not want to add a poll to your topic, leave the fields blank.

Poll question

Poll option

Run poll for

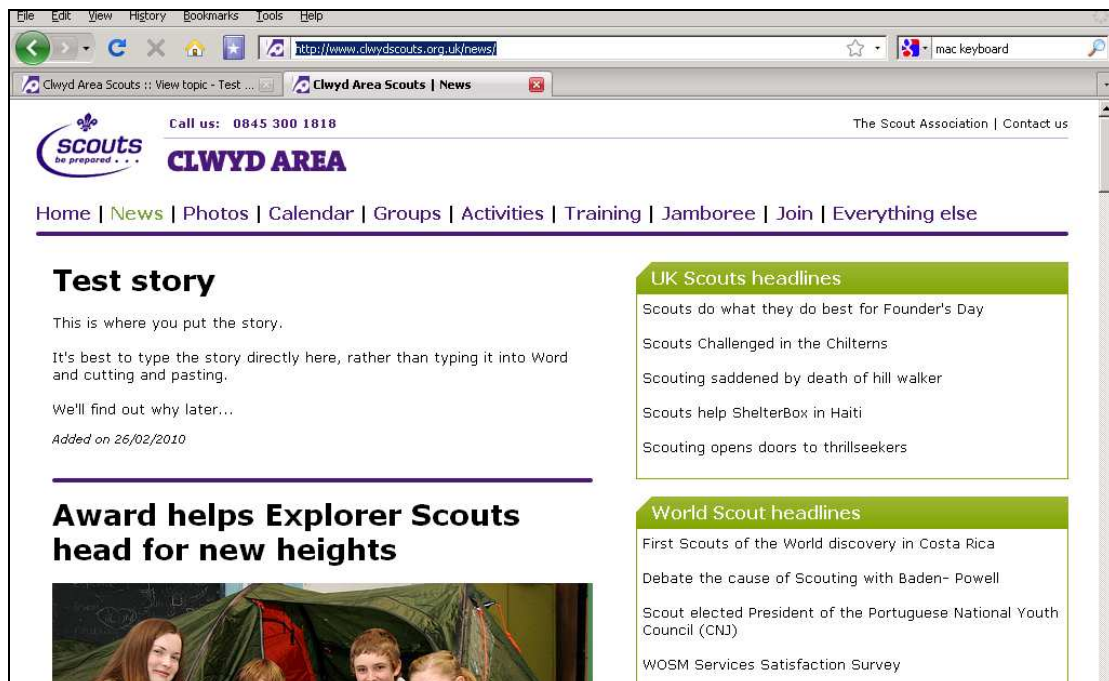
Days [ Enter 0 or leave blank for a never-ending poll ]

Preview Submit

All times are GMT

Jump to: Select a forum Go

When you're done, click Submit, and at <http://www.clwydscouts.org.uk/news> you should see your story...

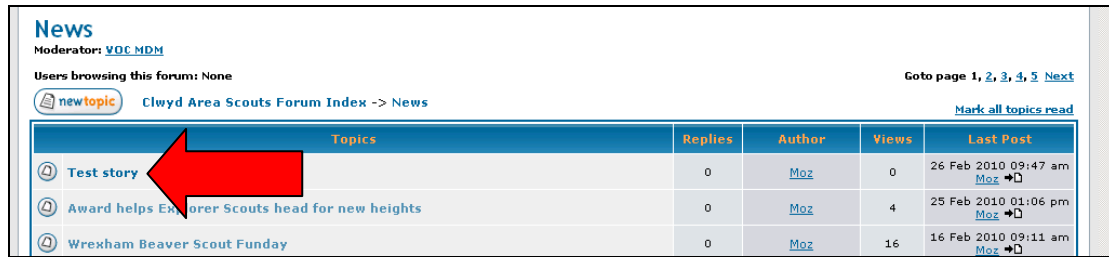


It's important to check that your story has appeared on the main website, and looks how you want it to look. Don't just click submit and expect it to work!

There are some issues which may stop your post from working – see Section 5 of this document for troubleshooting.

If you've made a mistake you can edit the post...

Click on the story you want to edit



The screenshot shows a forum page titled "News" with a moderator "VOC MDM". It lists several topics in a table. A red arrow points to the "Test story" link in the first row of the table.

Topics	Replies	Author	Views	Last Post
<a href="#">Test story</a>	0	Moz	0	26 Feb 2010 09:47 am <a href="#">Moz</a>
<a href="#">Award helps Explorer Scouts head for new heights</a>	0	Moz	4	25 Feb 2010 01:06 pm <a href="#">Moz</a>
<a href="#">Wrexham Beaver Scout Funday</a>	0	Moz	16	16 Feb 2010 09:11 am <a href="#">Moz</a>

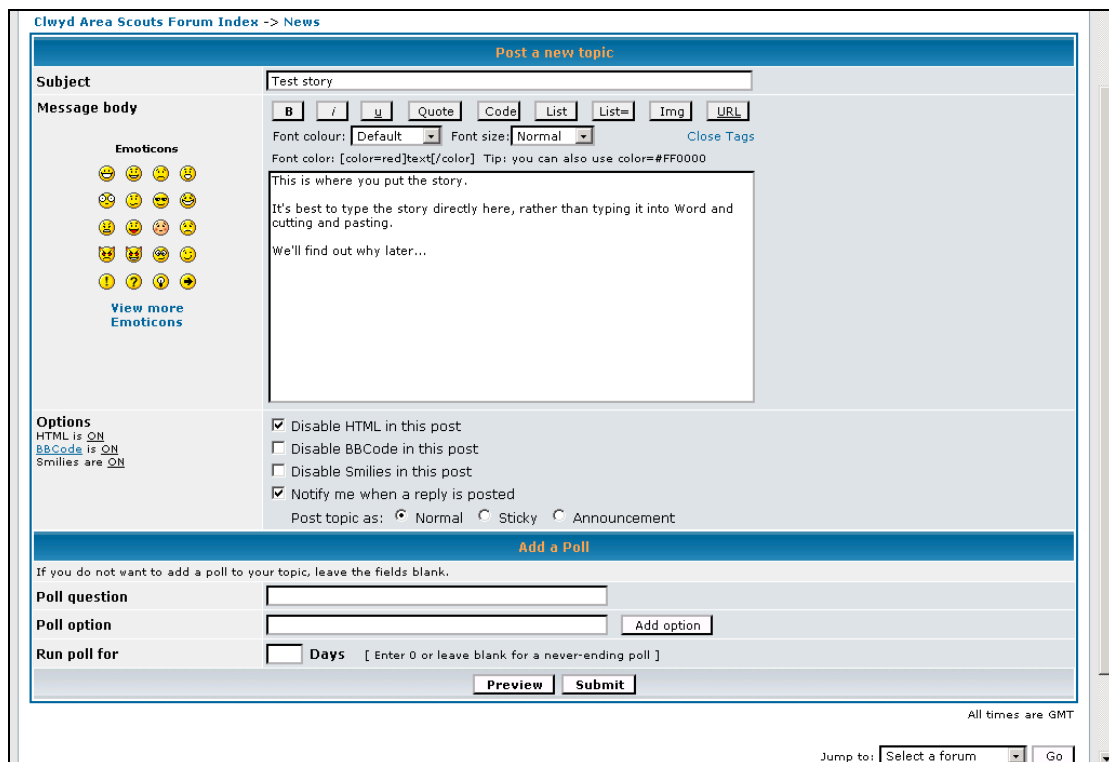
The click on edit...



The screenshot shows the "Test story" post by "Moz Site Admin" posted on 26 Feb 2010. A red arrow points to the "edit" button located at the bottom right of the post.

If you want to delete the entry altogether, click the 'x' to the right of the edit button.

Once you've clicked edit, you'll be back to the same screen you were at when you first added the article. Just make any changes, and click 'submit' once again.



The screenshot shows the "Post a new topic" form. It includes fields for "Subject" (Test story), "Message body" (with a rich text editor), "Options" (checkboxes for HTML, BBCode, Smilies, and a notification checkbox), and "Add a Poll" section (with fields for "Poll question", "Poll option", and "Run poll for").

#### 4. HIGHLIGHTING TEXT AND ADDING PHOTOS & HYPERLINKS

This system isn't without problems, and so it's best to keep things simple!

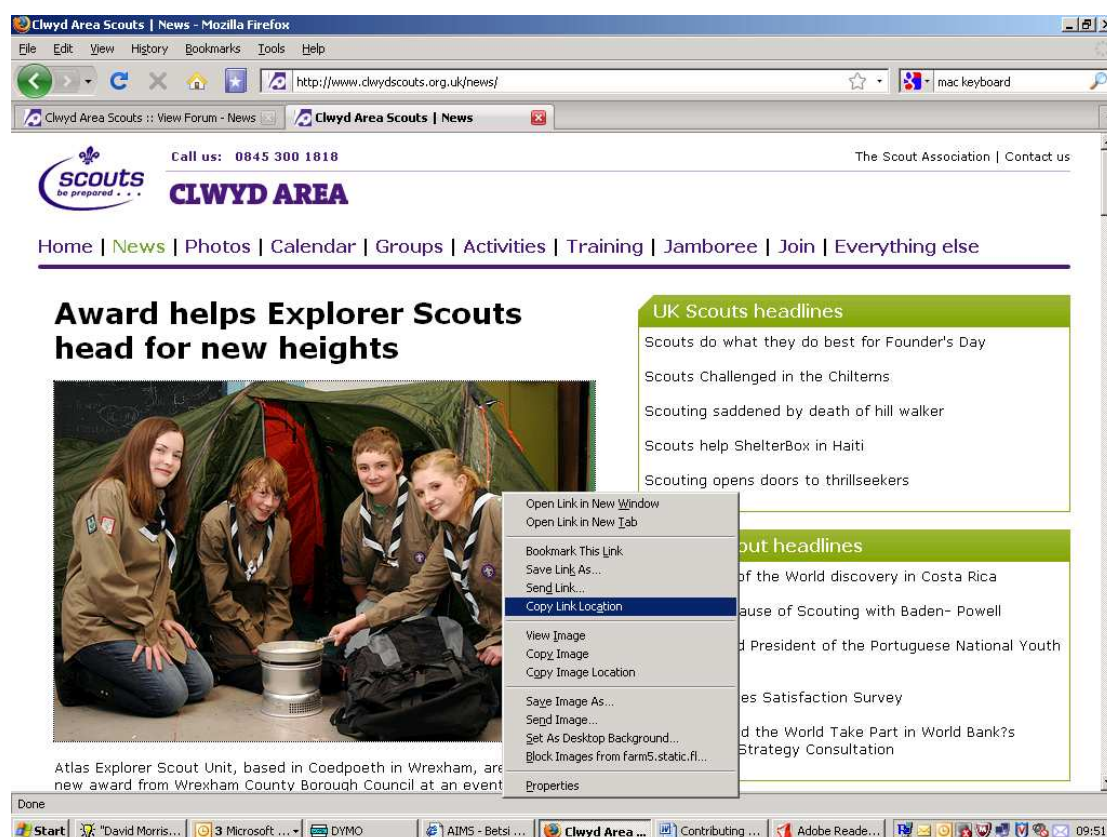
- Adding [b] and [/b] around one or more words will make them bold.
- Adding [i] and [/i] around one or more words will make them italic

I very rarely use italics on the site, and try to keep bold to highlight hyperlinks.

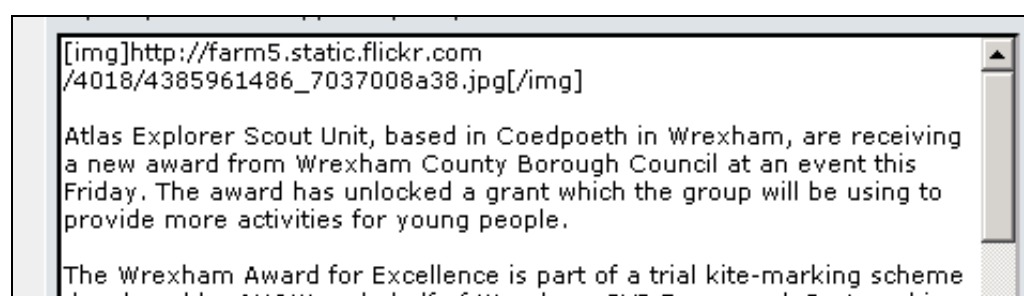
To add images or photos, you will first have to find an image that is already on the internet, or add one to to the internet yourself (see Section 6 later on in this document).

- Adding [img]http://www.website.com/image1.jpg[/img] will add an image

You need the image's location, which can be obtained by right-clicking on any image and selecting 'Copy Link Location'. Here's an example...



You can then paste the address into your story with [img] and [/img] either side of the address. Make sure your image isn't too wide – choose images under 500 pixels wide. Unfortunately you can't wrap text round images, use a separate paragraph for an image...

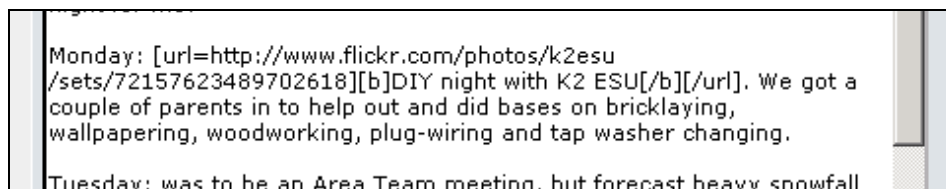


A hyperlink is a link from a word or words to another website.

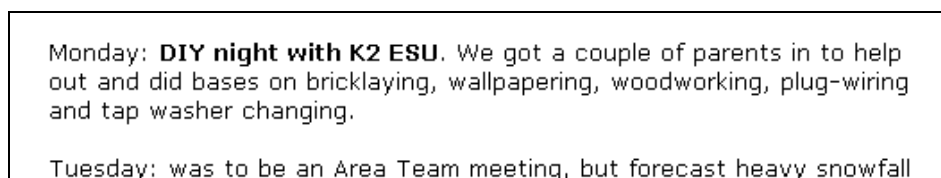
- To add a hyperlink you just add [url=http://www.websiteaddress.com] and [/url] either side of the word(s) you wish to link from

As mentioned above, I usually make the linked word or words bold to highlight the fact it's a link. Here's an example...

At [www.clwydscouts.org.uk/forum...](http://www.clwydscouts.org.uk/forum...)



At [www.clwydscouts.org.uk...](http://www.clwydscouts.org.uk...)

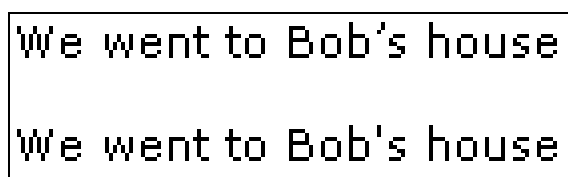


## 5. TROUBLESHOOTING

The biggest problem with the system is that it doesn't like certain characters and symbols. If you enter these at [www.clwydscouts.org.uk/forum](http://www.clwydscouts.org.uk/forum), while the post may work and look OK there, at [www.clwydscouts.org.uk](http://www.clwydscouts.org.uk) the post will not show up – you just get the headline without a story, or nothing at all.

The main reason for these characters and symbols appearing is when you cut and paste from Word or another program.

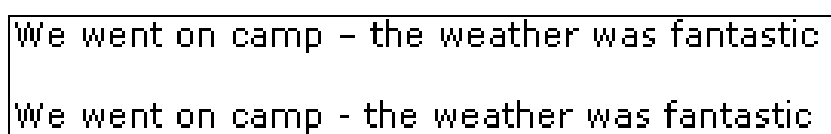
Have a look at this example...



The top sentence was cut and pasted from Word, the bottom sentence typed in directly.

If you look at the apostrophe, you'll see that the top one is slanted. This is one of the characters the system doesn't like, and if you posted this your story wouldn't appear. The straight apostrophe below, which you get if you type directly in, is fine.

Here's another common example...



The longer hyphen on the top example is the problem. The short one on the bottom is fine.

If your post isn't appearing, then check your apostrophes and hyphens! It's usually those that are the problem.

Other symbols won't stop your post appearing, but won't look right – these include ampersands & and quote marks “. Avoid using these.

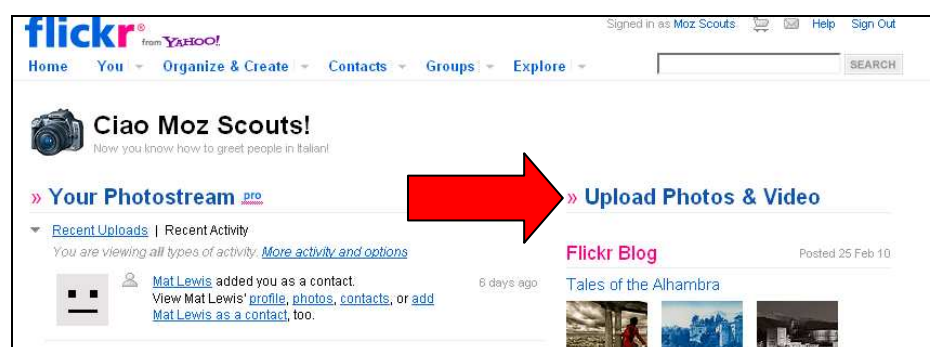
To repeat, it's important to check that your story has appeared on the main website, and looks how you want it to look. Don't just click submit and expect it to work!

## 6. ADDING IMAGES AND DOCUMENTS

If you want to add photos to the site, then you can upload them to our Flickr page at [www.flickr.com](http://www.flickr.com)

Email me and I'll give you the username and password for our account.

When you're signed in, click on Upload photos & video...



...and follow the simple instructions.

Make sure you create a 'set' to put the photos in.

You'll also need to put the set in the Clwyd Scouts 'collection' – you do this by selecting Organise & Create and select Sets & Collections. You'll see all the sets, just drag your set into the Clwyd Scouts collection.

To add general images, such as logos, or files, you can upload them directly to the [www.clwydscouts.org.uk](http://www.clwydscouts.org.uk) server using an online FTP website. I use <http://www.net2ftp.com>

Again, email me for the username and password details.

I suggest uploading images and documents into the 'temp' folder. You can then find them at [www.clwydscouts.org.uk/temp/image1.jpg](http://www.clwydscouts.org.uk/temp/image1.jpg), [www.clwydscouts.org.uk/temp/doc1.doc](http://www.clwydscouts.org.uk/temp/doc1.doc) etc

You can then add the images, or link to the documents, as described above.

Good luck!