

## Put in a Team Profile.

Go to <https://www.broughton-park.org.uk>

Scroll down to the bottom of the page and click on 'Sign in'.  
Log in with your GMS username and password.

Click 'Team Profile' from the left hand menu.

Where it says 'Team' 'Select', click on this and choose the team you want.

Type in the profile in the box labelled 'Body'

If you want to put an image within the profile then click on 'Insert Media' , the media folders will show. Navigate to the folder where your image is. Select the image you want so that it is ticked. Click on 'Select' at the top right. The image should appear within your profile. See the [help file about image size](#).

If you want to add a sponsor image click on 'Add' underneath your profile. From the Media folders which show, click on 'Sponsor Images'. Click on the image you want so that it is ticked. Click on 'Select' at the top right. The image should appear next to the profile.

Click the following text in the 'Layout' box:-

**"Please enter your page detail here. This can be HTML or text. To edit click the first menu icon on the small HTML menu that appears when you click on this text. Please use the elements on the right if you wish to construct a richer page content with headers, images and layout grids."**  
Click on the '<>' which appears in the horizontal menu.



Delete the text **"Please enter your page detail here. This can be HTML or text. To edit click the first menu icon on the small HTML menu that appears when you click on this text. Please use the elements on the right if you wish to construct a richer page content with headers, images and layout grids."**

Click on 'Save' at the bottom of the 'Layout' box.

Scroll down to the bottom and click on 'Save' and then click on 'Publish now'.