

There is also an FSI News [help file](#) which you can read in conjunction with this help page.

Upload News to Website.

Go to the club website:- 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.

At the top of the page click on 'Dashboard'. You will be taken to the Editor.

<= Click on 'News Article' from the left hand menu.

My simplified instructions for putting in a News article:-

1. Put in a title. Click on  if you wish to add an image (see 8 below). If it is a 'featured' article click on the box next to 'Yes' (See 9 below).

2. Ignore the Layout options down the right hand side, unless you know what you are doing.

3. In the box labelled 'Layout', click on the message:-
"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."
Ignore what it says!

4. Click on the '</>' in the horizontal menu which appears.



5. 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."

6. Type in your News Item.

If you wish to put an image within the news item then click on 'Insert Media'  and navigate to the folder containing your image. Click on the image so that it is ticked. Click on 'Select' at the top right. Your image should appear within the report. See the [help file about image size](#). Delete the text 'Hyperlink', I haven't a clue what this is for? Anyone?

7. Click on Save at the bottom of the box where you are typing your news item.

8. If you want an image to go with the article and also scroll across the top of the home page for a

'featured' news item, then under 'Image' click on .

The Media folders will open.
Navigate to the folder containing your image.
Click on the image so that it is ticked.
Click on 'Select' at the top right.
Your image should appear with the report.

9. If the article is to be featured click on the box under 'Featured' and to the left of 'Yes'. The box should be ticked. Only four Featured news items are allowed. The featured news items scroll across the top of the home page together with an image you've chosen. See 8 above.
Featured articles appear on the Home page. Articles which are not featured only appear on the News page.
10. After all edits are finished scroll down to the bottom and Click on Save again.