

## First steps

### Your district page

Every NEU district has its own web page on the NEU website.

These can be found from the region pages (via <https://neu.org.uk/contact-us>), from <https://neu.org.uk/listings/district-contacts>, and by using search.

You can also find your district web page by using its URL. These have the format *https://neu.org.uk/[region name]/[district name]-district* - so for example, Barnet District web page can be found at <https://neu.org.uk/london/barnet-district>.

### Your editor account

An editor account has been created so you and your colleagues can edit the page. The account name will be [District name] District (Eg 'Barnet District'). To use this for the first time, please email [website@neu.org.uk](mailto:website@neu.org.uk) from the email account that you want to use as a recovery email – using a shared district email account is probably the best option.

You'll then receive a password recovery email, which will allow you to create a new password. The log in details can be shared between any individuals who have responsibility for managing the district web page.

If you forget the log in details, or you think anyone else has got hold of them, please email [website@neu.org.uk](mailto:website@neu.org.uk) to have the password reset.

### Staging environment

We've created a 'staging' version of the NEU website, which can be found at <https://neuwebsitefarctgpzww.devcloud.acquia-sites.com/>.

This is a completely separate copy of the main website, created as a place to test new content out - you can try different ways of doing things without worrying about anyone seeing it before you're ready.

We'll send you a link to staging when you first contact us with your recovery email address. We'd advise you to experiment there before editing the live site.

## Editing your district page

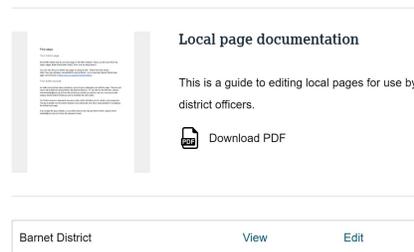
To start editing your page, click the 'Log in' link in the footer:



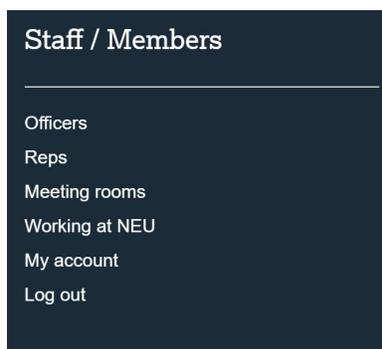
When you are logged in, you'll see your 'My account' page, which contains these instructions, a link to view your district page, and a link to edit it.

### Local pages

Use the links below to view and edit your local page.



If you click 'view', you'll see your district page. To edit it, return to your user account page and click 'edit'. If you need to come back to the 'My account page' at any point or want to log out, these options are in the footer menu when you are logged in:



## Header and summary

The header area on your district page contains header text, a background image, and a 'primary contact' section.



The title, header image and summary can be changed using the fields at the top of the edit view (see the contacts section for details of how to change the 'primary contact'). To save your changes at any time, click 'save' at the bottom of the page.

Title \*

IMAGE



Remove

Summary (Hide summary)

Leave blank to use trimmed value of full text as the summary.

**Please note:** to ensure consistent results when your web page is displayed in search or listings elsewhere on the website, **we'd strongly advise against changing the page title on your main district page.**

## Body text

The main part of the district page is the content area, which is used to provide some welcome information about your local page. This page is effectively the 'home page' for your district - later on we'll see how to make sub pages to cover specific topics or activities.

### Welcome

Welcome to the Barnet District web pages. Use the contact information on this page to get in touch about casework, local meetings and training, annual conference and other issues.

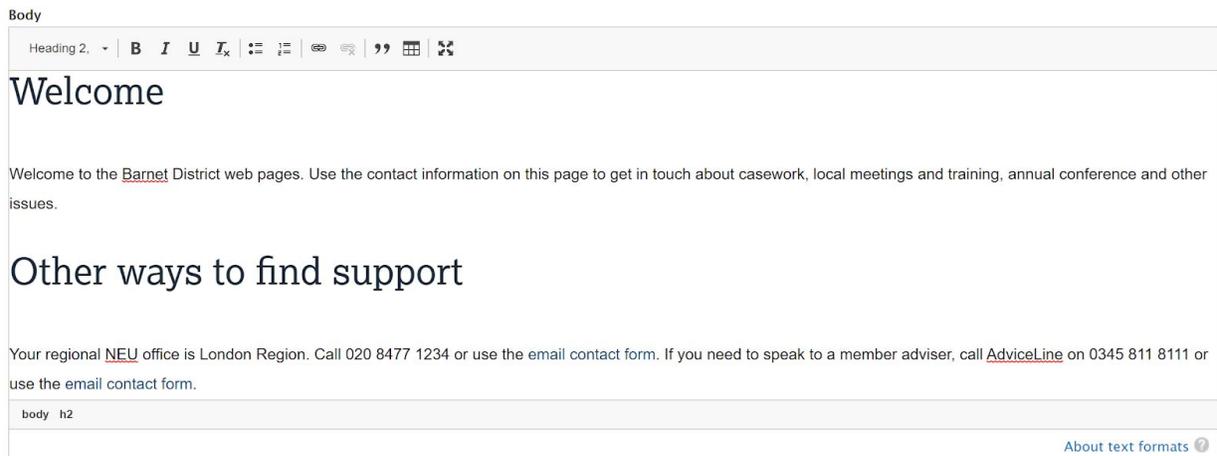
### Other ways to find support

Your regional NEU office is London Region. Call 020 8477 1234 or use the [email contact form](#). If you need to speak to a member adviser, call AdviceLine on 0345 811 8111 or use the [email contact form](#).

This can be updated using the large WYSIWYG 'body' field. Highlight text and then use the drop down on the far right to apply heading styles. You can also apply bold, italic and underline styles, bullets and numbering, create links or insert blockquotes or tables.

The button on the far right of the tool ribbon allows you to maximise the WYSIWYG window so you can work without distraction. (You can add image galleries and files on sub pages - see the section below for more details).

Body



Heading 2. **B** *I* U ~~ABC~~ | :≡ ≡: | 🔗 🔗 | ”” | 📄 📄

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body h2

[About text formats](#) ?

## Adding promoted content

### Recommended Reading



#### Education funding

Unless education is properly funded, children in every area will suffer.



#### Pay toolkit

Use our pay toolkit to secure pay progression, by taking collective action or by pursuing and winning appeals against decisions that individual teachers should not progress.



#### Join now

Make a real difference to the issues that are important to you.

You can select pages from the main website to put in the 'recommended reading' section at the bottom of your local page. This provides a way to highlight content to your members locally. For example, you could:

- Provide a link to the national campaign page when promoting a local funding event
- Link to the event page for your training event
- Highlight a particular piece of advice on an issue that's important for your members.

Just start typing the title that's on the banner of the web page that you want to include into the 'promoted content' search field - you'll see a number of suggestions appearing as you type.

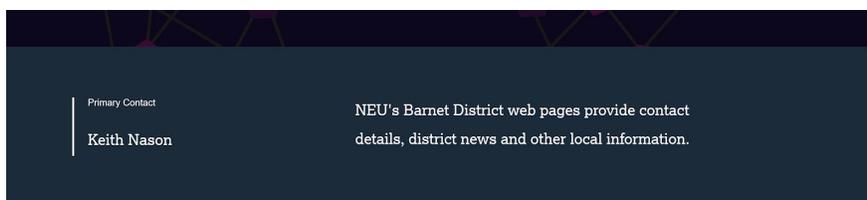
[Show row weights](#)

PROMOTED CONTENT	
<input type="text" value="Education funding (711)"/>	<input type="radio"/>
<input type="text" value="Pay toolkit (456)"/>	<input type="radio"/>
<input type="text" value="join"/>	<input type="radio"/>

You can add up to nine content teasers to your promoted content area. To delete, simply delete the text in the search box and click 'save' at the bottom of the page.

## Editing or adding new contacts

Your local page shows contacts in the left sidebar and a 'primary' contact in the header.



### Contacts

District secretary  
Keith Nason  
keith.nason@neu.org.uk

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**Please note:** the contacts displayed on your local page are also displayed on various listings throughout the website - if they change here, they will be updated elsewhere.

To edit your contact, click 'edit' in the 'Contacts' section.

A screenshot of a contact editing form. At the top, it says 'CONTACTS' and has a table with columns 'NAME' and 'OPERATIONS'. Below the table, the contact 'Keith Nason' is listed. The form fields include: 'Title' (District secretary), 'Name \*' (Keith Nason), 'Email address \*' (keith.nason@neu.org.uk), and 'Phone number'. There are two checkboxes: 'Primary contact' and 'Published', both of which are checked. Below these is a 'Revision log message' field. At the bottom, there are two buttons: 'Update contact' and 'Cancel'. A small note at the bottom says 'Briefly describe the changes you have made.'

You will then be able to update the title, name, email and phone number. You can also control which contact appears in the header by using the 'Primary contact' check box. You can temporarily hide the contact by unchecking the 'published' checkbox.

**Please note:** make sure you save your changes by clicking 'update contact' before you edit anything else or save the page.

If you are sure you want to delete a contact, rather than just unpublishing it and keeping it for later, use the 'remove' button.

## Saving and revisions

You can click 'Save' at the bottom of the page at any time to save your progress so far (but don't forget to click 'update' if you've been editing contact details or sub pages before doing so).

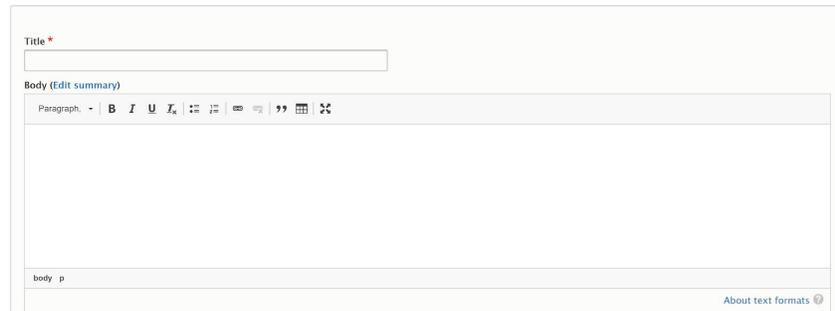
If you're making major changes to the content of your page, it can be useful to create a 'revision'. You can do this by selecting the checkbox at the top of the right hand column, before saving.

Creating a revision means that the current version of the page is saved and can be reverted to if you decide you want to undo any subsequent changes (eg if you want to change the home page because you have an AGM coming up, but go back to the previous content when the event is over).

To revert to an earlier version of the page, click on the 'Versions' tab at the top of the page - then select the revision you want and click.

## Creating your own pages

To add a sub page, click 'Add new page'. The title, summary and body fields work in exactly the same way as the main local page fields you have seen above - as there's no text in the summary field, you'll need to click 'edit summary' to reveal it.



The screenshot shows a form for creating a new page. It has a 'Title' field with a red asterisk, followed by a 'Body (Edit summary)' section. The 'Body' section includes a rich text editor toolbar with options for Paragraph, Bold, Italic, Underline, Text Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, and a 'More' menu. Below the editor is a 'body p' field and a link for 'About text formats'.

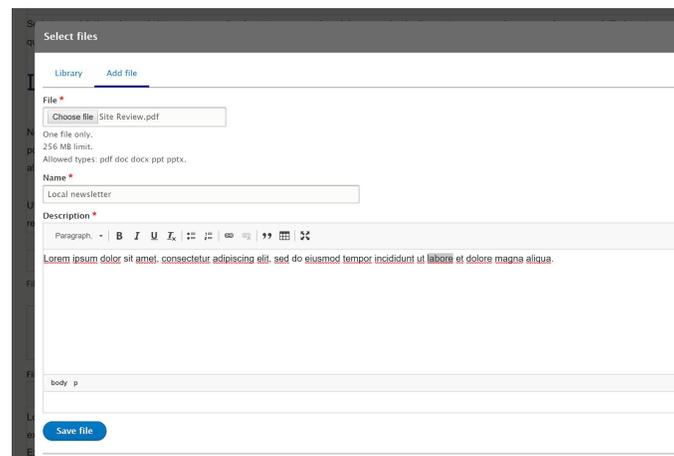
The title you choose will automatically appear in the sub menu on your local page - so choose something descriptive so it's clear what the page is about.

You might decide to have a page just for newsletters or district documents, and another for events where you can host a gallery of images.

## Adding Files and Images

You can add one or a number of files to your page, as well as a single image or a whole gallery of images. The method for doing so is very similar, although there are separate fields for adding files and images.

As there are no files currently attached to your page, you'll need to click the blue triangle next to the word 'Files' to reveal the 'Add' button. Clicking this opens the media browser.



The screenshot shows the 'Select files' media browser. It has a 'Library' tab and an 'Add file' button. The 'File' field contains 'Site Review.pdf'. Below it, there are instructions: 'One file only. 256 MB limit. Allowed types: pdf doc docx ppt pptx.' The 'Name' field contains 'Local newsletter'. The 'Description' field has a rich text editor toolbar and contains the text 'Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.' At the bottom, there is a 'Save file' button.

Because your media library is empty, you'll need to upload a file - click on the 'Add file' tab. When you've uploaded some files, you'll be able to find them in the 'Library' tab if you need to add them to other pages.

Give your file a name and description and then click 'save file'. PDFs work best for display in this way - a cover image of the pdf will be automatically generated, and will display alongside the name and description text.

## Images

The image upload process works in much the same way - except you don't need to add a description. You do need to add 'Alternative text' - that's the (brief) explanation of what the image is that's used by screen readers for those with visual impairments.

## Files text and images text

Both the files and images fields have separate text fields that allow you to add a description immediately under your grid of files and / or images, so you can provide contextual information (eg copyright details for a gallery of images).

## Saving your page

**Please note:** make sure you click 'update page' at the bottom of the new page dialogue to preserve your changes, BEFORE clicking save on your main page.