5 ADDING EVENTS AND NEWS ITEMS

Not only can you set up your own website on wospweb.com but you can also add events to the West Oxfordshire community diary and create your own news headlines and articles. The news headlines are included in the scrolling display on the home page of wospweb.com so as visitors to the site will always get to see to the latest news releases.

Almost everything on wospweb.com is done through templates and so it will be no surprise to learn that you add news and diary items by completing a template. And, if you have already set up and modified a website, you will almost certainly have noticed the news and diary boxes on the *admin* screen.

Adding a news item

Go the wospweb.com home page, click on CREATE A SITE and then enter your user ID and password. Choose the website you want to modify from the drop-down list, click the arrow and the *admin* screen is displayed.

To add a news item to the West Oxfordshire Community News section, click on **View News items**.

You will then see a link at the top of the screen for adding a new article. Simply, click on **add a new article** to display the *add news* template.

Fields marked with a * are compulsory

ADD news -

project **Test Site**

news description [_____] *

short news description [_____] *

news description [_____] *

The *add news* template looks much like the other wospweb.com templates and you complete it in exactly the same way.

news description This is your headline for the news release.

short news descr. Enter something slightly longer here to catch the your reader's attention.

news description The remaining news description boxes enable you to add up to five further paragraphs of news.

|	
Web Link	[ ]
On screen text	[ ]
parish	[Please select one ▼] *
news category 1	[Please select one ▼] *
news category 2	[Please select one ▼]
image 1 caption -	[ ]
Image 1 - Pictures should be 800 pixels wide	[ ] [Browse...]
first name	[ ]
surname	[ ]
telephone number	[ ]
fax number	[ ]
mobile number	[ ]
email	[ ]
existing web address http://	[ ]

Web link   You can include a link to your wospweb.com website or any other website in you news item. This is particularly useful for directing visitors to a website that has even more information about your news item.

On screen text   This is the text that will appear in the scrolling news on the *home* page of wospwen.com.

parish   This is where you choose a parish (or area) for your news item.

news categories   You can choose up to two categories for your news item.

image 1 caption   If you are including a picture, you can include a caption for the picture here. You can then click on the Browse... button to look for the picture which you should have already stored on your computer.

The remaining boxes on the *add news* template, enable you to add some contact details.

When you have completed the template, click the arrow at the bottom to include your news item in the West Oxfordshire Community News section. Visitors to wospweb.com will now be able to click on **READ THE NEWS** or click on an item in the scrolling news on the *home* page to read (and print) the latest news releases.

Adding an event to the online diary

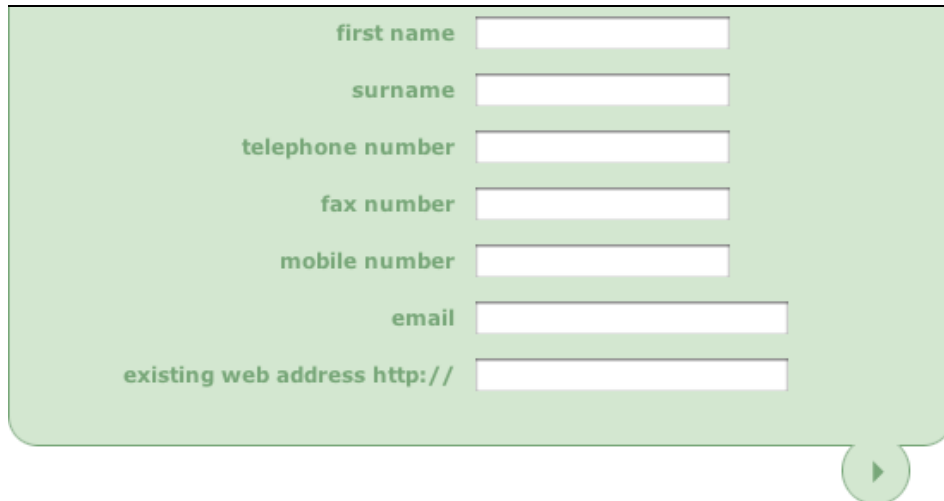You add an event to the online diary in the same way as you add a news item. Go to the *admin* screen and click on **View Diary Entries**.
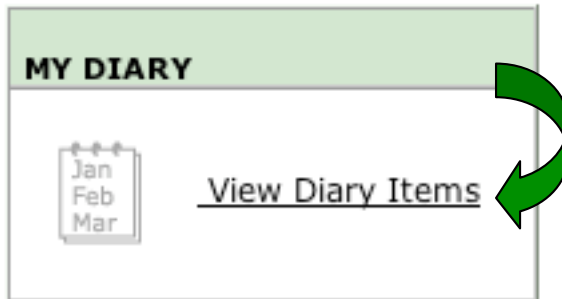
You will then see a link at the top of the screen for adding a new event. Simply, click on **add a new event** to display the *add event* template.

Once again the *add event* template looks much like the other wospweb.com, templates and you complete it in exactly the same way.

In the first half of the template (see above) you add details about your event. For example, in the first *event description* box enter a title for your event and in the second *event description* box enter some further details about your event. You can then enter details about the date, time, cost and location of the event. And, just like when you add a news item, you must also choose a parish (or area) for the event and at least one category (this information helps visitors search for specific types of events in specific areas rather than searching through all the events in West Oxfordshire).

first name	
surname	
telephone number	
fax number	
mobile number	
email	
existing web address http://	

In the second half of the template (see above) you simply add all the relevant contact details.

When you have completed the template, click the arrow at the bottom to include your event in the West Oxfordshire Community Diary. Visitors to wospweb.com will now be able to click on **WHATS ON** on the home page to get details of your event and other forthcoming events in West Oxfordshire.