



# NWR Website Editing Guide

## A guide to adding and editing content

### Instructions for Local Organisers and Group Website Editors of NWR Groups

Thank you for taking on the task of updating your group pages and contributing content to the NWR website. The NWR website is an important communication channel for both existing and new members, showcasing NWR and the breadth of activities and benefits NWR membership provides.

We are proud of what NWR achieves and are grateful to the many members whose contributions to the website ensure it is an accurate depiction of what a vibrant and active organisation NWR is.

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## ABOUT THIS DOCUMENT

The office staff appreciate that many members are unfamiliar with updating websites and may be nervous about doing it. This document has been put together to provide a step-by-step guide to take you through what you need to do and provide general guidance.

As always, if you need any additional help, please get in touch with the National Office team via their email [office@nwr.org.uk](mailto:office@nwr.org.uk).

## THE NWR WEBSITE

The NWR website launched in September 2021 and has been designed to provide information for members about the groups, events and activities they can get involved in. It is a bank of information for NWR volunteers, contains back copies of newsletters, magazines and schedule of talks recordings. News and articles authored by staff, Trustees and members are also included for members' information.

The website is also used as a vehicle to inform members of the public about NWR and as such it is also designed to be appealing to prospective members who can access information about membership benefits and group descriptions.

With this in mind, the content on the website should be written to inform and appeal to both members and non-members alike. Before editing your own group's pages, it is recommended that you take a look around other group's pages and the 'news' and 'events' sections to see what is on there and what other groups have written.

The NWR website was created using Wordpress.

## CONTENT RESTRICTED FOR NWR MEMBERS

Some website information is for members' only and sits behind 'registration walls' that require members to enter their email address (the email address used by NWR) and password to access content.

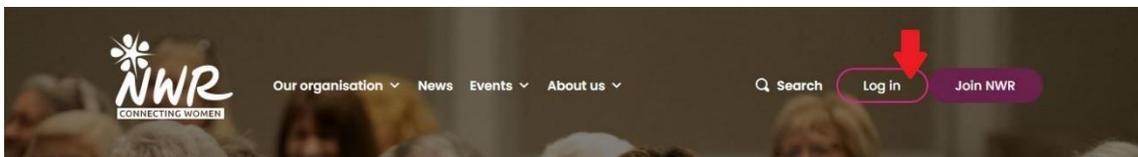
This restricted content is located throughout the NWR website and not in a 'members' dashboard' area (as with the previous website). For example,



if a non-member views the page listing past recordings of the schedule of talks and decides to click on a recording to listen to it, they will see a message stating that they “should log in to watch and listen to recordings of past ‘schedule of talks’ presentations.” If a member who had logged in to the website was to click on the same link they would automatically access the page.

## LOGGING ONTO THE WEBSITE

To access content restricted to members you need to be logged into the website. To do this, click on the ‘login’ button in the top right corner of the home page of the website.

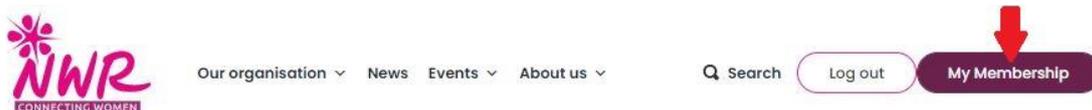


You will then be taken to a page where you can enter your email address and password. You should enter the email address that NWR uses to send emails to you. If you have forgotten your password, click on ‘*I’ve forgotten my password*’ to reset it.

## UPDATING YOUR PERSONAL DETAILS ON THE WEBSITE

The ‘My membership’ area lists your membership status, local group (if applicable), personal details, dietary requirements and GDPR consent – all linked to NWR’s membership database.

To access it, click on the ‘My membership’ button in the top right corner of the website.



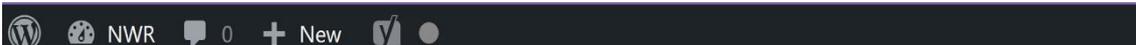
The information held in the ‘My membership’ area is designed to be edited by members and provide a quick and easy way for members to check and update their personal details.



## ACCESS RIGHTS FOR EDITING THE WEBSITE

When Local Organisers and website editors log into the NWR website, the NWR membership database recognises their status and website editing permissions. Therefore, an additional logging in process is not required to access website editing controls.

Members with permission to edit the website will see a black banner at the top of the screen like this:



If it isn't showing, you can find the black banner by hovering your cursor over the top of your screen/page.

If LOs and website editors cannot log into the website, or view the website editing controls – they should contact the NWR Office at [office@nwr.org.uk](mailto:office@nwr.org.uk).

## WHAT WILL I BE ABLE TO DO?

Local organisers and website editors will have permissions to:

- Update their group page
- Add an event (this could be an upcoming group meeting)
- Add a news item (this could be a report on a group meeting or activity or some member news)

You will not be able to edit any other pages or delete anyone else's content. Also, until you press 'publish' none of the changes you make are saved. If you get really stuck, simply close the page and start again. And don't worry, you won't be able to 'break' the website!

## STYLE

To create consistency across the website, ensuring it has a 'polished' look, we ask you to follow these rules:

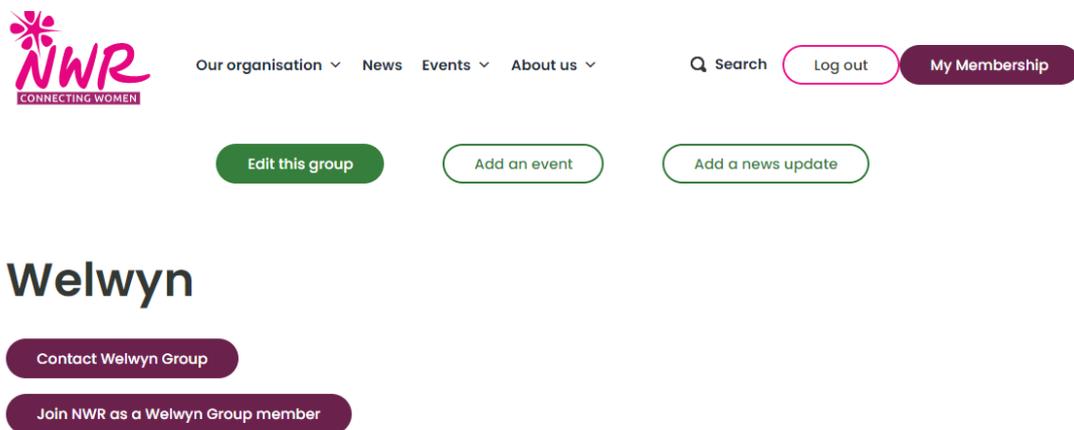
- Please use English and not American English spellings
- Use words for numbers up to nine, and digits for numbers 10 plus



- Avoid use of capital letters in headings by using 'sentence case'. 'Sentence case' is where only the first word in a heading or sentence has a capital letter.
- Apply bold and/or underlining to headings.

## CREATING A NEW EVENT OR NEWS ITEM

Go to your group's page. Below is an image of the page that the LO of the Welwyn Group will see. Note that there are buttons at top of the screen that you can click on should you wish to edit the page, add an event or add a news update.



Upon clicking either 'Add an event' or 'Add a news update' a blank page will open up for you to add your content. Content is added using 'blocks'. This may sound technical, but please don't let that put you off! Guidance on what blocks are and how to add content to your news item (also called a 'post') or event, is in the section **USING BLOCKS TO ADD CONTENT TO A PAGE**.

If you would prefer a visual guide, a handy video with instructions on how to create a news item or event is available for you.

[Access the guidance for creating a news item here.](#)

[Access the guidance for creating an event here.](#)

## WHAT TO INCLUDE WHEN ADDING AN EVENT

Use the 'Events' option to share details of your group meetings with group members, independent members and prospective members.



### Consider adding this content:

- Add a descriptive title e.g. “A Discussion About National Parks” or “USA ‘National Dishes Tasting’”
  - Add a brief meeting description e.g. “Tell us about your favourite national park, home and abroad. Please advise the LO of your chosen park to ensure no doubling-up.” or “Bring along a USA food favourite for members to try. If cooking is not your thing, please consider a suitable beverage.”
  - ‘Talk’ directly to the reader, as in descriptions above
  - Add a photograph of a similar previous meeting, or image that represents the discussion topic, or meeting type
  - Please adhere to GDPR, copyright and source requirements
  - Add date and time
  - Using the map location pin add a representative location: never add a members’ home address or actual meeting location
- 
- Never place an event location pin at the actual address of your event. Please adjust the pin to a representative location e.g. a local landmark or ‘town centre’ location
  - Never add personal data/information e.g. addresses, email addresses, phone numbers

When creating an event you will need to insert the date of the meeting and the location twice:

- **Location description** This is a description of the location eg. the town you live in or a rough area. The text will be shown on the website. (Keep it vague and don’t add the exact address) –
- **Location** An address (not exact, just the rough area) of where your meeting is taking place to enable the website to mark the location on a map for others to see and to provide information for the search facility.

Below is a screen shot of what you will see when you scroll down to the bottom of the page when editing an event. Note the two areas where you will need to enter the location for your meeting. In the top one you enter the text that will appear next to your meeting showing the location. In the bottom one, next to the map, you need to enter a rough address to enable the map function to work.



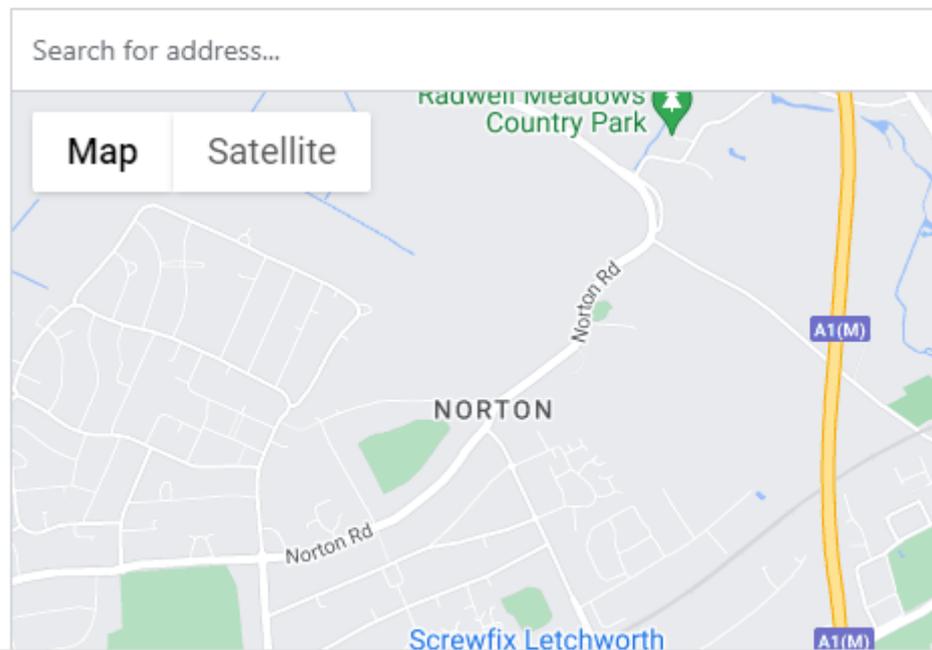
**Location description \***

A short description of the location used in listings, e.g. 'Birmingham' or 'Zoom ca

**Is this a virtual event?**

 No

**Location \***



Ignore the section about booking – this is for the office to use.

Event information is accessible to all website users.

### WHAT TO INCLUDE IN YOUR NEWS ITEM

Use the 'News' option to share your group's news with your group members, other NWR members and prospective members. The website 'News' section is also home to articles, fiction and other content designed to entertain and inform members.

News items are also referred to as 'posts'.



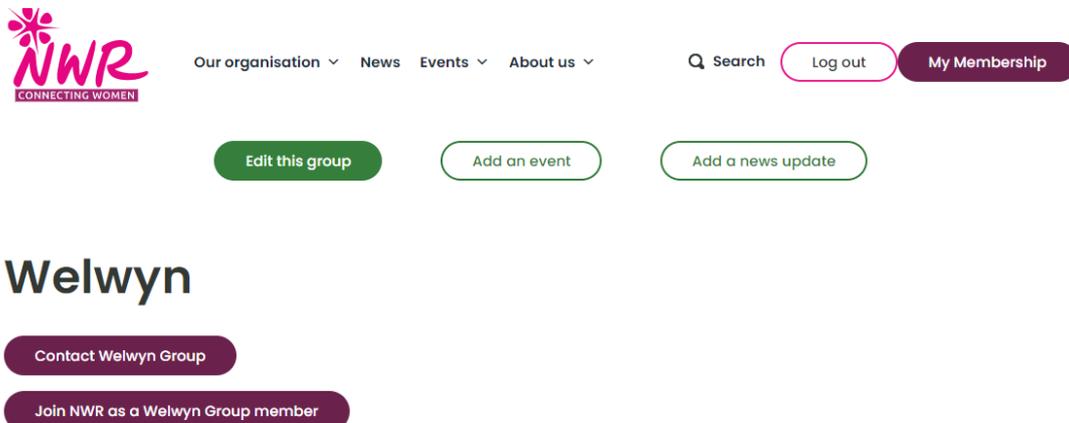
### Consider adding this content:

- A 'write-up' of an unusual group activity, a particularly successful activity, guest speakers, special interest group meetings or group visits
- Book reviews
- Short stories
- Poems
- A group member's personal achievement
- Never add personal information e.g. addresses, email addresses and phone numbers
- Please adhere to GDPR, copyright and source requirements
- Photographs/images

News items are accessible to all website users.

## UPDATING YOUR GROUP'S PAGE

Go to your group's page and click on the green button 'Edit this group'.



The format of the page will then change to enable you to edit the content and add new content.

Your group's page is updated in exactly the same way as a news item or event, the only difference being that there are already blocks there with content in them. You can add new blocks or click on the block to edit it. Refer to the section **USING BLOCKS TO ADD CONTENT TO A PAGE** for guidance on how to add content.



## WHAT TO INCLUDE IN YOUR GROUP'S PAGE

Your NWR website group description should enable website users to gain an understanding of the 'personality' of your group – perhaps with a view to joining NWR.

### Location details

Never locate your group's map location pin at the actual address of your LO or other group member, instead, you should adjust your group's map location pin to a representative location e.g. a local landmark or 'town centre' location. Never add personal data/information e.g. addresses, email addresses, phone numbers.

### Consider adding this content:

- Where you meet e.g. 'group members' homes and gardens' or 'local village hall'
- Never add an actual group member's address or meeting location
- Number of members
- When the group was founded
- Typical meeting activities
- Any special interest groups e.g. book group or walking group
- Photographs
- A portrait photograph of your LO

NB group descriptions are accessible to all website users.

### Dos and don'ts

- Please do not change your group name without referring to the NWR National Office team
- Please do not hide your group's 'join now' button without referring to the NWR National Office team
- Please use the formatting tool bar to ensure a consistent 'look' across the website
- Please refer to instructions regarding photography/image use and naming
- Use your group's name to search for 'your' photography/images in the media library



## HOW TO EDIT THE WEBSITE

Whether you are creating a new event, news item or editing your group's page, you will use the same functions to write the text and publish\* it.

Below is a screenshot of what you will see when you create a new event or news item (it will be explained later how to get to this page). Tip: If you find the red text in this guide too small to read, please zoom into this document to make it bigger.

The group's page will look similar when it is being edited with the exception that it will already have some text in it.

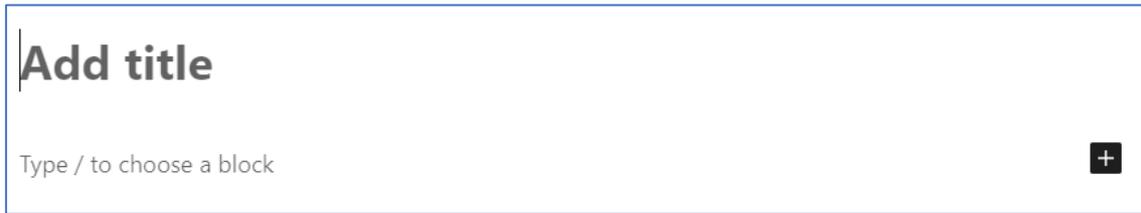
\* to publish a page means to make it live on the webpage and viewable by others.

The screenshot shows the WordPress editor interface. At the top left is the WordPress logo and a toolbar with icons for adding content, undo, redo, help, and menu. A red arrow points to a 'cog' icon in the top right corner, with the text: "Click on the 'cog' in the right hand corner if you don't see the menu options below it". Below the toolbar, the main content area has a red arrow pointing to the text "Add title" with the instruction: "Type here to add a title". Another red arrow points to the text "Type / to choose a block" with the instruction: "This is the area where you add the content of your post, building it using 'blocks'". A third red arrow points to the text "Click on 'Type / to choose a block' and a cross will appear. Click on this to select which type of block to insert." On the right side, there is a sidebar with a "Save draft" button, a "Preview" button, and a "Publish" button. A red arrow points to the "Publish" button with the text: "Click on 'Set featured image' to add a photo to entice people to click on your post." Below the "Publish" button, there are several sections: "Status & visibility" (Visibility: Public), "Publish" (Immediately), "Stick to the top of the blog" (checkbox), "Pending review" (checkbox), "Author" (Edward Kay), "Copy to a new draft", "Permalink", and "Featured image" (Set featured image).

Note that in the menu on the right hand side there are two tabs – one for editing the group or post and one for editing the block.

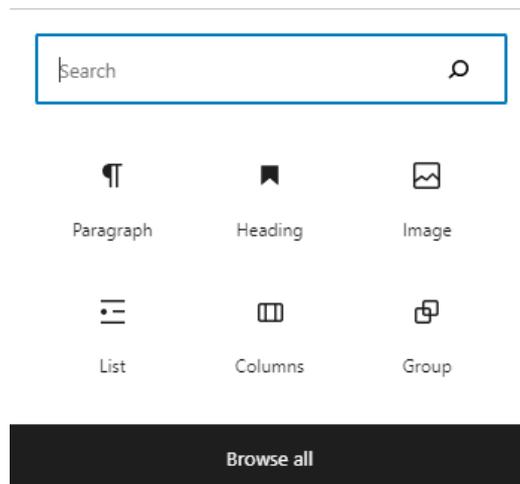
## USING BLOCKS TO ADD CONTENT TO A PAGE

If you have selected a new event or news item, you will see a blank page like the one below:



To add your title, place your cursor on the text ‘Add title’ and start typing.

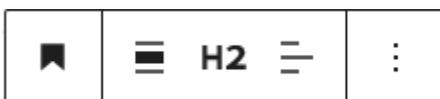
When you click on the black box with the cross in it you will see these options:



These are known as ‘blocks’.

**Paragraph:** select this block for adding text

**Heading:** select this block if you wish to add another heading. You will see these options:



Hover your cursor over the options to see a description of each one.

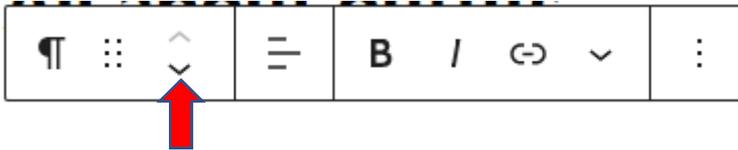
**Image:** select this block to add photos to your page (see section **HOW DO I ADD AN IMAGE TO MY PAGE?** for guidance on how to do this.).

Click on the black square with a cross in it to add a block, or if you simply wish to add text you can write directly where it says ‘type’. Press ‘enter’ and the black box with a cross in it will appear below the text you have entered enabling you to either write more text or choose another block.



### To move a block

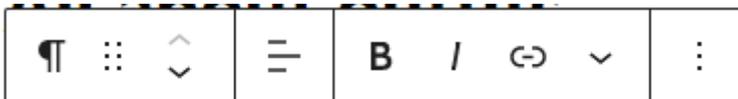
Click on the block and the below menu bar pops up:



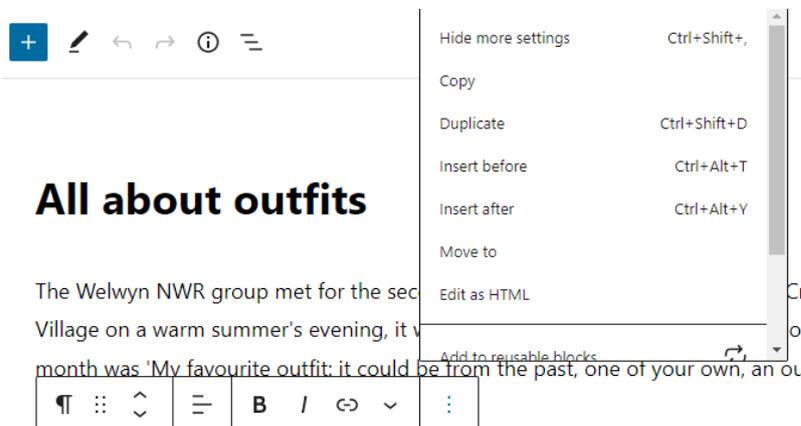
Click on the arrows (see red arrow) to move the block up or down.

### To delete a block

Click on the block and the below menu bar pops up:

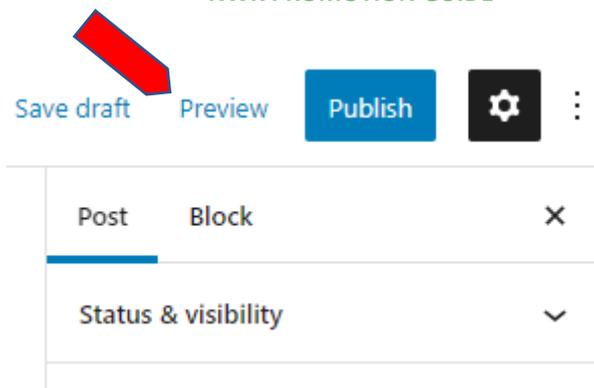


Click on the vertical three dots and a dropdown menu appears (see image below). Scroll down to the bottom to find the option to 'remove' the block.



## I'VE FINISHED ADDING OR EDITING THE CONTENT, HOW DO I SAVE THE CHANGES?

First, take a look at what you have done by clicking on 'Preview', you'll find the button in the top right corner of the screen.



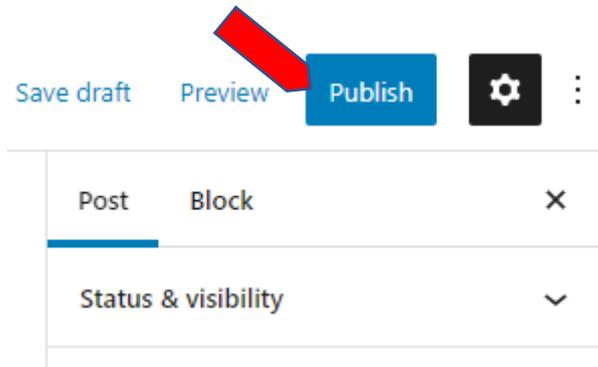
When previewing, please check how your post looks on all devices as this may influence where you position photographs. The dropdown menu gives you different options for viewing your page as it would be seen on three different devices: desktop (eg. a laptop or computer), tablet or mobile phone.

It is recommended that you opt to preview in a new tab (select the device type you want, then click on 'preview in new tab').

If anything doesn't look right, continue editing it and checking in 'Preview' until you are happy.

### New news items

Click on 'Publish'. You'll need to click it twice.



### New events

Ensure you add the dates of your event, the group it applies to (if this isn't added automatically) and the location. Then click on 'Publish' twice.

### Group pages and updating previously published events and news items.

To publish your changes, click on 'Update'.

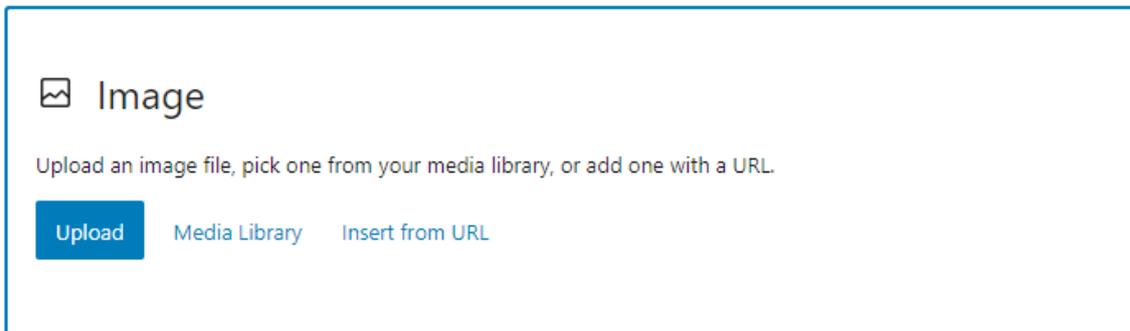


## HOW DO I ADD AN IMAGE TO MY PAGE?

These are instructions for adding an image to a webpage.

Do you want to add a 'cover' image to a news item or event that will be shown on the news page or events page of the website for people to click on to access your item? If so, please refer to the section **HOW DO I ADD A COVER IMAGE TO MY GROUP, EVENT OR NEWS POST?** for guidance on how to do that.

First, refer to the section **USING BLOCKS TO ADD CONTENT TO A PAGE** and select the 'image' block. This box will appear:



You can either 'upload' your image or use the 'media library' to use an image that has already been saved in the image library on the NWR website.



## Uploading an image from your device

If the pictures that you wish to use are saved on your device, select 'Upload' to 'upload'\* images onto the NWR website.

Prior to doing this, **you will need to ensure that the photos have been saved with the correct file name** following the below filing convention:

Please save photography using the following file name convention to ensure photography/image ownership is clear

group name = prefix  
+ your notation = suffix  
year = optional  
eg Kilbarchan\_gardenmeeting\_2021

NWR prefixed images can be used by anyone.

(Permission is needed before using any image from another group).

Images can be .jpg or .png

Upon clicking 'Upload' a box will appear offering you the option to 'select files'. Click on this and you will be able to browse through your files on your device to select the photo you wish to use. When you've located the photo, click 'open' to upload it onto the NWR website. Amend the title to ensure it conforms with the NWR website filing conventions and press 'Select'. You can then follow the instructions set out below for **USING AN IMAGE ALREADY SAVED ON THE NWR WEBSITE.**

\* To 'upload' a document or photo means to copy it onto another platform. For example, you are copying the photo that is currently saved on your device onto the photo library on the NWR website to enable you to select it for your page. 'Uploading' is the opposite to 'downloading'. To 'download' an item is to take a document from a website and save it onto your device.

## USING AN IMAGE ALREADY SAVED ON THE NWR WEBSITE

Select 'Media Library' to use images already uploaded onto the NWR website. All of your group's images are located in "Mine" under "All Media Items" The 'Media Library' can be accessed by clicking on 'Dashboard' then 'Media' then 'Media Library'.

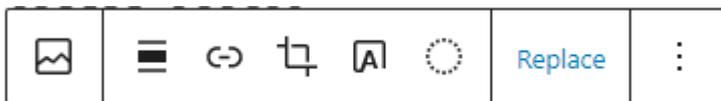


If you can't see the image you want, use the search facility to find it. When you have located the photo, click on it, then press 'select' and the image will appear on your webpage.

You will be able to view images saved by all users, so you may need to use the search facility to find the photo you require. **You must not use a photo uploaded by staff or another member without being granted permission to do so.**

### CHANGED YOUR MIND ABOUT THE PHOTO?

Click on the image and in the bar that opens up:



Select 'replace' to use another photo. Or, to remove the photo entirely, click on the three vertical dots and in the dropdown menu that appears, and select 'remove image'.



## Key information regarding the use of photos and images on the website

Please save photography using the following file name convention to ensure photography/image ownership is clear

group name = prefix  
+ your notation = suffix  
year = optional  
eg Kilbarchan\_gardenmeeting\_2021

- Please request GDPR permissions eg written permission from individuals appearing in the photographs you intend to use on the website that their image may be used

### For photographs that you have not taken

- Please ensure you have permission to use the photography/images from the owner
- Do not use images uploaded to the website by other groups or members of staff without their permission
- Please ensure you add copyright references where required. This could mean writing a sentence at the bottom of the page stating who owns the copyright to a photo you have used.

## HOW DO I ADD A LINK TO A WEBSITE WITHIN MY PAGE?

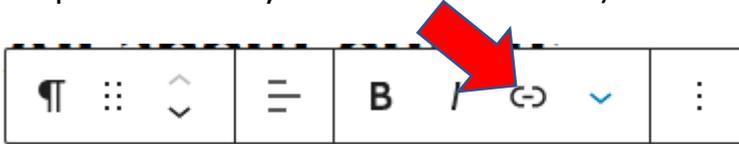
Adding a link to a website related to your content provides depth to your page. For example, you could add website links to venues you have visited as a group.

- A 'URL' is a website address (a Uniform Resource Locator)
- When adding a website link to your content, please ensure you use the full URL, including the https e.g. <https://www.nwr.org.uk>, and not [www.nwr.org.uk](http://www.nwr.org.uk)
- 'https' refers to 'hypertext transfer protocol secure' – a security protocol for communicating data **between a web browser and a website**



## Adding the link

Highlight the text you want members to click on to be taken to a new website. When you highlight the text, the box giving you an option to add a link will appear (see image below). Click on the 'link' icon (as pointed out by the red arrow below).



A box will open enabling you to enter the URL. It is recommended that you select that it opens in a new tab. The option for this will be shown in the box when you enter the URL.

## HOW DO I ADD A LINK TO A DOCUMENT WITHIN MY PAGE?

This is a handy feature that enables groups to link documents (eg. a programme of events) to their group page. You are also encouraged to save the meetings as individual events on the website so that others can see them.

Please save your document in PDF format and the file name follows this naming convention:

group name\_title\_year  
eg Kilbarchan\_gardenmeeting\_2021

Also, please ensure that all personal contact details/locations have been removed as the document will be accessible publicly.

First you need to upload the document onto the website:

1. On the black bar at the top of the screen, in the top left-hand corner you will see 'NWR' click on this, then click on 'Dashboard'.
2. Click on 'Media' then 'Add New'. This will enable you to upload a document onto the website.
3. You will then have the option of dragging your document into a box, or you might prefer to click on 'select files' and search for the document through your computer's filing system.
4. Once you have done this, you will see your document listed amongst all the other documents stored in the website. Click on



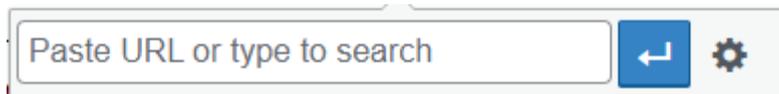
your document and on the right hand side of the screen you will see the details of your document (eg. date uploaded, title). You will need to save the URL of the document as you will need to insert this onto your group's page to make the document accessible to all. To do this, click on 'Copy URL to Clipboard'.

Your next step is to add the document link (the URL) to your group's webpage. To do this:

1. Go to your group's page on the NWR website. Click on 'Edit this group'.
2. Write the text on your page instructing people where they can find the document. Eg. if you want to add your programme, type 'Click here to view our current programme'.
3. Select the text you have just written (eg. highlight it using your cursor).
4. Then click on the 'insert link' button in the toolbar above:



This box will appear:



5. You should already have saved the URL in your clipboard, so simply place your cursor in the box that appeared where it says 'paste URL or type to search' and press the buttons 'Ctrl' and 'V' on your keyboard simultaneously to paste.
6. Click on the blue arrow key (or, if no blue arrow is present, press enter to save the link) and the link will have been inserted.
7. Click 'update' to save your changes and preview it to test it works.

## HOW DO I ADD A COVER IMAGE TO MY GROUP, EVENT OR NEWS POST?

If you wish to add an image to your event or news post to entice people to click on it (this is recommended) or a covering image for your group, you will need to add a 'feature image'. This is different from an image added to the content on the page within a block.



To add a 'feature image' you will need to view the menu to the right of the screen. (click on the cog if you can't see it)

Click on 'Group' to view the options related to the group. If you are editing a news item or event, you would need to click on 'Post' or 'Event' instead.

1. Click on 'Set featured image' and you will be taken to a different screen which enables you to select an image (see the section How do I add an image to my page? for instructions on how to do this)

2. Once you have selected your image, click on the blue box 'Set featured image'



## USEFUL TIPS FROM OUR NWR WEBSITE REVIEWERS

- You can find the 'black bar' or 'black banner' by hovering over the top of your screen/page
- Review your group description every six months and the LO details each time you change LO
- Struggling to find a suitable photo? There are websites that provide a library of free-to-use photos. The NWR office likes to use these:
  - <https://unsplash.com/>
  - <https://www.pexels.com/>
  - <https://pixabay.com/>

Always ensure that you have permission to use the photo and that you credit the owner of the photo if asked to do so. You can do this by adding a line of text at the end of what you have written indicating who owns the copyright. Eg. *Feature photo courtesy of [insert photographer name]*.

- If possible, groups should compile their own small image library and use standard shots to illustrate specific types of events
- When adding content and whilst in Preview mode, editors can log off, and provided you hit 'save draft', your draft work will still be there to come back to next time
- Only draft content can be deleted. Published content needs to be changed to draft status before the option to move to bin is offered.
- Content cannot be deleted immediately: it moves to the bin. From the bin it can be restored or deleted permanently.
- As a group content editor, you can delete only content you have created. You can't change group content associated with other users.
- Don't forget to set an 'end publish' date set for the day after your event
- To delete an event, alter the 'end publish' date to a past date

Thank you for taking the time to read this guide. Please get in touch if you have any questions or require further help. Good luck!