

## UCL Law Society website

Editing by Committee Members

### Logging in to the website

The website has an online portal which can be used by Committee members only. It is through this portal that you can edit the content of the site. To access the portal follow the link below:

<http://www.ucllawsociety.co.uk/content>

You will be presented with a log-in screen. Enter your log-in details as they are below:

Username: .....

Password: .....

(Please change your password immediately after first log-in. You can do this by clicking 'Options' and then 'Personal Options'.)

### How to edit your page on the website

From the homepage of the portal click 'Edit News' on the top menu. You will then be presented with a long list of articles. Select the article which you wish to edit.

What you'll then see is rather intuitive. You just edit the text in the 'Short Story' field. Don't type anything in the 'Long Story' section because the website is not designed to display that.

The editor will automatically insert breaks in the paragraphs as you can see. However, if you wish to make the text bold or italic then you need to place the text in the following brackets:

**<b>This will make the text inside the brackets bold</b>**

*<i>This will make the text inside the brackets italic</i>*

### Adding updates to the site (latest news, etc.)

As you may have noticed when looking at the site there are sections that include the term 'latest'. For example, on the homepage there is a section called 'Latest News' which highlights upcoming events. To post an update to one of these sections follow the instructions below.

First, navigate your way back to the homepage of the portal. Then click 'Add News' on the top menu. Complete the form in the following way:

Title: This should be a concise headline of the event/news (e.g. "Halloween Ball tickets now on sale!")

Category: This is important. Depending on which category you select the article will appear in different parts of the site. Below is a guide to which category to select:

|                             |   |   |
|-----------------------------|---|---|
| <i>Home_Latest</i>          | – | Posts the update to the homepage                            |
| <i>Socials_Latest</i>       | – | Posts the update to the socials page                        |
| <i>Sports_NextEvent</i>     | – | Posts the update to the sports page                         |
| <i>Careers_NextInternal</i> | – | Posts the update to the careers page, under 'Next Internal' |
| <i>Careers_NextExternal</i> | – | Posts the update to the careers page, under 'Next External' |

Short story: As always this should be the details of the event/news. Please try and keep it concise.

'Toggle Full-Story': This feature is only supported for Careers updates. When posting a careers update, the short story should contain a short blurb/taster of the event and the main details should be posted in the 'Full Story'

### **Other features**

If you want something on your page, such as YouTube videos, online sign-up to events/competitions, please just ask. Nothing is impossible and the more we can get online, the better.

### **Contact**

Any questions or queries please don't hesitate to contact me:

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