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# User Guide for creating and updating Community Pages

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# Section 1

## How To Sign Up To Clearasmud.org.uk


### Registration

From [www.clearasmud.org.uk](http://www.clearasmud.org.uk), click on **'ADD A GROUP'**. This is located on the top menu. This will enable you to register your community group details. Once you have registered these details they will be received by the Clearasmud.org.uk System Administrator who will verify the information and allocate you a Username and Password.

You will be presented with a form to complete.

The screenshot shows the 'ADD A GROUP' registration form on the website [www.clearasmud.org.uk](http://www.clearasmud.org.uk). The form is titled 'ADD A GROUP' and includes a navigation menu with links: A to Z, ABOUT THE SITE, FIND A GROUP, ADD A GROUP, UPDATE A GROUP, CONTACT US, and LINKS. A note states: 'Please note that items marked with an \* are required fields.' The form is divided into sections: 'Group Details' and 'Publish?'. The 'Group Details' section contains the following fields:

- Group Name:** A text input field with an asterisk indicating it is a required field.
- Organisation Type:** A dropdown menu with the following options: Please select, Arts Group, Community Group, Registered Charity, Self Help Group, and Social Group. A note below says 'Use Ctrl+Click to select more than one'.
- Disabled Access?:** A checkbox.
- Disabled Access More Info:** A text area.
- Age Group:** A dropdown menu with the following options: Please select, All Ages, 0-4 Years, 5-12 Years, 13-17 Years, and 18+ Years. A note below says 'Use Ctrl+Click to select more than one'.
- Do you work with children?:** A checkbox.
- Area Covered:** A dropdown menu with the following options: Please select, Axbridge, Backwell, Banwell, Barrow Gurney, and Biddisham. A note below says 'Use Ctrl+Click to select more than one'.
- Associated Subject(s):** A dropdown menu with the following options: Please select, Advice and Information, Aerobics, African Drumming, and After School Clubs. A note below says 'Use Ctrl+Click to select more than one'.

1. Where there is a **'Publish?'** box displayed to the right hand side of the form you must click on the box to confirm you wish to publish these details. Not clicking the box means that these details will **not** be available for public viewing.
2. Where there is a , the field must be completed.
3. The form is separated into 4 sections:
  - a. Group Details
  - b. Meeting Place
  - c. Contact Details
  - d. Additional Information

## Group Details

4. Enter the **Group Name**.
5. Enter **Organisation Type** by selecting an option from the menu.
6. **Disabled Access** – if there IS Disabled Access you should click on the box. You can also add more information in the text box.
7. **Age Group** – select from the menu the age range required. If you wish to select more than one age, please hold down the Ctrl key whilst clicking on the required menu items.
8. **Do You Work With Children?** – If your group works with children you should click on the box. This will ensure that further information about groups working with children appear.

**If yes, have your staff/volunteers been checked through the Criminal Records Bureau (Rehabilitation of Offenders Act 1974)?** If your group works with children and your staff HAVE been checked through the Criminal Records Bureau (Rehabilitation of Offenders Act 1974) you should click on the box.
9. **Area Covered** – select from the menu, the areas covered. If you wish to select more than one area, please hold down the Ctrl key whilst clicking on the required menu items.
10. **Associated Subject** - select from the menu of subjects. If you wish to select more than one subject, please hold down the Ctrl key whilst clicking on the required menu items.
11. Enter a **Description** for the Community Group. Please note that this is the description that will be seen on the site and therefore all spelling and grammar must be accurate.

## Meeting Place

12. Enter the **Meeting Place Address** – Building, Street Name, Town, County, Post Code.
13. Enter the Meeting Place **Phone** Number.
14. Enter the **Meeting Place Day & Time**. Select the Meeting Place **Day** from the drop down menu. Enter the Meeting Place **Time** in the format indicated, using 24 hour clock. (e.g.: HH:MM = 19:30).
15. Enter the **Meeting Frequency** e.g. weekly, fortnightly, 1<sup>st</sup> Tuesday of the month etc.

## Contact Details

16. Enter a **Contact Name** for the Community Group.
17. Enter the **Email Address** for the Community Group. Please Note: Misspellings will result in this field not functioning properly.
18. Enter the contact details for the Community Group – **Address**, **Phone** and **Fax**.
19. Enter the **Website Address**, if the group has one. For example: [www.community.org.uk](http://www.community.org.uk). Please Note: Incorrect entry of this information will result in the link to the web site not working.

## Additional Information

1. **Community Group Forum Member** – tick this box if your Community Group is a member of the Community Group Forum. This enables the system to recognise your membership. Ticking the second box allows your group to receive updates and information from that organisation.
2. **Registered with the Youth and Community Service** – tick this box if your Community Group is a registered with the Youth and Community Service. This enables the system to recognise your membership. Ticking the second box allows your group to receive updates and information from that organisation.
3. **Community information by email** - tick this box if you wish to receive community information by e-mail.
4. **I have read and agree to the Code of Conduct, Data Protection and Terms and Conditions of Clearasmud.org.uk. I have read the Disclaimer** – tick this box to confirm that you have read and accepted these. Your form will not be accepted if these are not ticked.

Once the form is completed please click on



Once Clearasmud.org.uk have verified your details those organisations with e-mail addresses will be sent a Password and Username by email, those who do not have email will have their details posted to them.

## Section 2

# Updating Your Information

## Main Features

There are 4 main features associated with the maintenance of your Community Group information:

1. Amending or modifying your Community Group Record
2. Adding a new Community Group Article or Event
3. Amending a Community Group Article or Event
4. Deleting a Community Group Article or Event

## Community Group Log On and Updates

Once you have registered with Clearasmud.org.uk you will be allocated a Username and Password. As soon as you have received these login details, you can amend your pages, or add articles and events. From [www.clearasmud.org.uk](http://www.clearasmud.org.uk), click on '**UPDATE A GROUP**'.

1. On the LOGIN page, enter your **Username** and **Password** and click the '**Login**' button.

The screenshot shows the login page of the Clearasmud.org.uk website. The page features a navigation menu at the top with options like 'A to Z', 'ABOUT THE SITE', 'FIND A GROUP', 'ADD A GROUP', 'UPDATE A GROUP', 'CONTACT US', and 'LINKS'. The main content area is titled 'LOGIN' and includes a prompt to login for authorized users, followed by input fields for 'Username:' and 'Password:', and a 'Login' button. A link for 'update a group' is also visible. The footer contains a sunburst logo and links for 'Home | Help | Feedback', 'Terms of Use | Disclaimer | Copyright | Privacy Policy | Data Protection'.

2. A list of the Clearasmud.org.uk community groups that you are authorised to update will be displayed. Select the community that you want to work with by clicking on the name of the community group.
3. Your Community Group details will be displayed

www.clearasmud.org.uk  
The North Somerset Community Network

A to Z ABOUT THE SITE FIND A GROUP ADD A GROUP UPDATE A GROUP CONTACT US LINKS

### UPDATE A GROUP

Welcome to your Group Administration.  
Please [logout](#) before you leave.

#### Your Group Information

**EDIT** your group information or [Add a New Article or Event](#)

Group Details	Publish?
<b>Group Name:</b> This is a test Group	
<b>Organisation Type:</b> Community Group Voluntary Group	
<b>Disabled Access?</b> No	
<b>Disabled Access More Info:</b> Not entered	
<b>Age Group:</b> 13-17 Years 30+ Years	X
<b>Do you work with children?</b> No	
<b>Your staff/volunteers been checked through the Criminal Records Bureau (Rehabilitation of Offenders Act 1974)?</b> No	
<b>Area Covered:</b> Axbridge Backwell	
<b>Associated Subject(s):</b> Aerobics Citizens Advice Bureaux	
<b>Group Description:</b> this is a test	
Meeting Place	Publish?
<b>Street Name:</b> Not entered Not entered Not entered	X
<b>Town:</b> Not entered	
<b>County:</b> Not entered	

4. You can modify the basic information for your community group by clicking on **EDIT**. This will enable you to change some of the information.
5. Simply amend the required fields and then click on **SAVE** to update the record. There are certain key fields that **you cannot amend**, and these are:
  - a. Community Name
  - b. Contact Name
  - c. Username
  - d. Password

If you do want to change any of these details then you must contact the Clearasmud.org.uk System Administrator on **01934 636638** or by email [info@clearasmud.org.uk](mailto:info@clearasmud.org.uk)

## To Add a New Article or Event

A Community Group Article is a piece of editorial associated with a Community Group. A Community Group Event is an event associated with a Community Group. These could be pages that contain the Aims and Objectives of an organisation, a report on an activity or event that has taken place, the minutes of a meeting or an event that is due to take place.




The screenshot shows a web form titled "Add A New Article or Event" on the website www.clearasmud.org.uk. The form is set against a light orange background. At the top right, the website logo and name are visible. Below the logo is a navigation menu with links: "A to Z", "ABOUT THE SITE", "FIND A GROUP", "ADD A GROUP", "UPDATE A GROUP", "CONTACT US", and "LINKS". The main heading of the form is "GROUP LOGIN" followed by "Add A New Article or Event". Below this, a sub-heading reads "Please complete for each article or event". The form contains several input fields: a "Title:" text box, a "Paragraph:" text area, an "Expiry Date and Time:" section with a date picker (showing 01 January 2004) and a checkbox for "Never expire", a "Contact Details:" text box, and a "Link:" text box with "http://" pre-filled. A "Publish straight away?" checkbox is also present. A yellow "SAVE" button is located at the bottom of the form. At the very bottom of the page, there is a footer with a logo and links for "Home | Help | Feedback", "Terms of Use | Disclaimer | Copyright | Privacy Policy | Data Protection".



1. You can add a new article or event to your community group by clicking on **Add New Item**.
1. Enter a **Title** for the article. For example: 'The Aims of XXX Community Group'. This title will be displayed as the main title for your document and will be the link through to the actual document.
2. Enter the **Paragraph** text. This is the main body of text for the article. Attention should be paid to spelling and grammar.

3. **Expiry Date and Time** – this should be entered if the item is an event. Select the correct date from the drop down menus. The time should be in 24 hour clock format hh/mm (19:30).

Or select **Never Expire**

4. Enter the '**Contact Details**' – if applicable.
5. Enter the '**Link**' – if applicable. For example [www.mycharity.com](http://www.mycharity.com)
6. Select **Publish Straight Away**, if you want the item to be displayed immediately. If you do not select this option, then the item will not be published. You can go back at a later date to select this option.
7. Press  and the record will be updated.

## To Modify an Article or Event

To modify an item simply click on the  option at the right hand side of the item and the record will be displayed; all of the fields can be modified. Once modified, click on . The item will automatically be updated and published again on the website.



## To Delete an Article or Event

To delete an item simply click on the **DELETE** option at the right hand side of the list of items. You will then be prompted to confirm this action



If you are sure, select **OK** and the record will be deleted, otherwise click on 'Cancel'.