



How to... Get your group online

West Yorkshire Archive Service has relaunched its community heritage website nowthen.org. Alongside other improvements we have introduced a section of the website called the **Network**. This will allow your community heritage or archive group to create your own profile to showcase your activities and achievements. Additionally, we have included your very own notice board so you can communicate with groups across the region.

This leaflet will give you a step-by-step guide on how to set up a profile and get your group online!



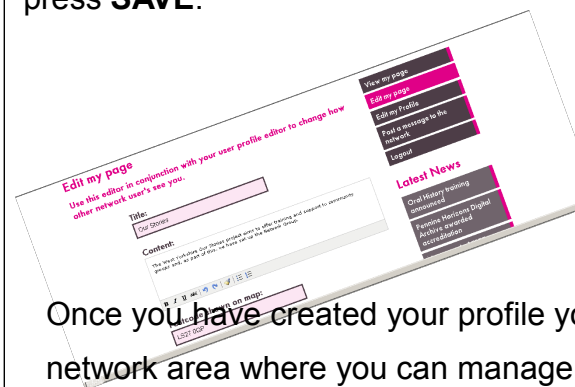
Step 1: create a profile

The first thing you will need to do is create your profile. Click on the **'network'** tab at the top of the website and on the right hand side you will find the tab **'create a profile'**.

Step 2: Fill in your details



You will now be in the **create a profile** area. Fill in the boxes with the appropriate information. The boxes with an asterisk (*) are compulsory. The name you put in the full name box will be displayed on your profile page, so you should use the name of your group. Create a password which will be easy to remember and keep it written down in a safe place. All of the contact information that you enter here will be displayed on your profile page so don't put any personal details in. When you are finished press **SAVE**.



Step 3: Edit your page

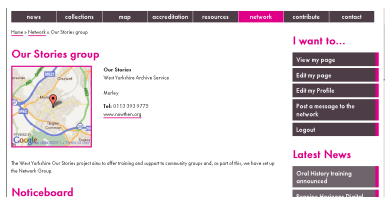
Once you have created your profile you will be taken into the network area where you can manage your page. The first step is to click the tab on the right hand side **'Edit my Page'**. This will allow you to alter the information that people can see about your group. Under the heading **'Content'** you will be able to tell visitors something about your group. This will be displayed on your page. **Title** is the name of your group and inputting your **postcode** means you will appear on the map on your profile page.



Step 4: Add some images

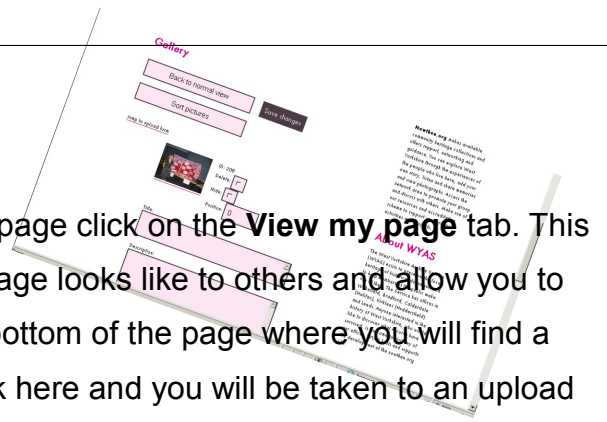
After you have edited your page click on the **View my page** tab. This will let you see what your page looks like to others and allow you to add pictures. Scroll to the bottom of the page where you will find a **Manage pictures** tab. Click here and you will be taken to an upload page. Here you can **upload up to ten images**. Click the browse button and find the image on your computer, press upload and then move onto the next. Once you have chosen your images press the **upload** tab at the bottom. Once these have been saved you will have the chance to edit your pictures.

* Remember if you have a collection you would like to be seen then visit our **Contribute** tab to upload.



Step 5: Edit your images

Once all of your images are uploaded you will be able to add a title and description of each image. You should think about including information about the copyright of the images that you have used. Here you can also use the box called **position** to put your images in order. If you decide at any point you want to replace the image use the delete box. Once you are happy with your images press the **Save Changes** and then **Back to Normal View**



Step 6: Get Involved!

By now you will have created your profile that people will be able to find on our network map. You should have information about your group, how people can get in contact and some useful images. But the network isn't just a showcase. It is a place where you can share and connect with others.

The Network contains a noticeboard which appears both on your profile and on the **Network** homepage. Whilst you are logged into your account you will find a tab on the right hand side **post a message to the network**.

Click on this and you will be taken to the page as shown above. Here you will need to fill in the title of your post and then type the content into the box that says **message**. Now click **post message**. Once your message has been posted other users will be able to leave comments which you can reply to when you are logged in. When you are finished making changes click **Logout!**

