



## Tang Hall Big Local Website

If you're doing something great in Tang Hall and you want residents to know about it, THBL.org.uk is the place to say so. Anyone can apply to register for a page and once your request is accepted by THBL you will have your own dedicated space to tell everyone what you are up to. You can post events to the central calendar, and create news items so that everyone can see how amazing you are and how and when to come along and take part.

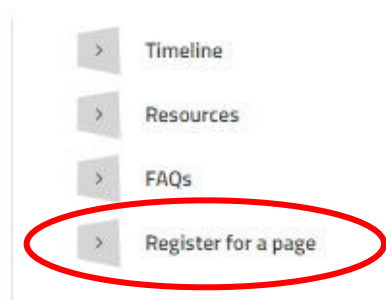
It will be up to you to create and update your page and to add your events to the calendar but don't worry it's super easy and we've created this simple user guide to help make it even easier. If you have any problems setting up the page you can always email us at [office.tanghallbiglocal@gmail.com](mailto:office.tanghallbiglocal@gmail.com) and we'll be happy to help, we'll even send you a reminder from time to time to help you keep your pages and events up-to-date.

## Register for a page

1. At the top of the main page of the website is the site menu, click on About as shown below.



2. On the right hand side of the About page there is a list of links, choose Register for a page.



3. Complete your details on the registration form and click submit. Once you have submitted the form the Tang Hall Big Local Website team may contact you for more information before approving your page. Once your page has been approved you will be sent a temporary password.

Register

Fields marked with an asterisk (\*) are required.

**Account details**

This information will be used to create your account, to allow you to log in, and for communication between you and THBL. It will not be made publicly available.

**Username \***  
You will use this to log in to the site. It can only contain letters, numbers, hyphens, and underscores.

office.test

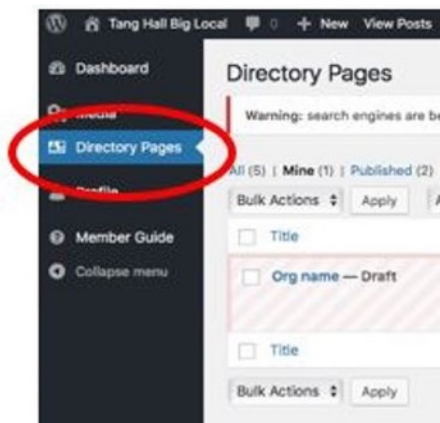
**Email address \***

office.tanghallbiglocal@gmail.com

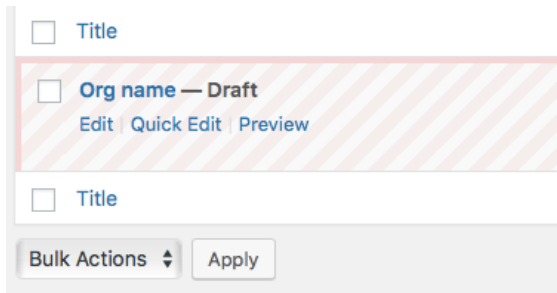
**Password \***  
Your password should be at least 12 characters long.

- > Timeline
- > Resources
- > FAQs
- > Register for a page

4. Once you have logged in you will see your account dashboard.
5. On the left hand side of the page there is a list of links, click on 'directory pages'.

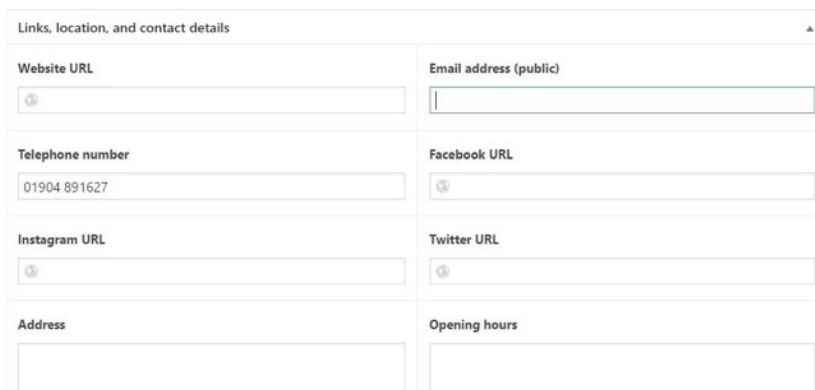


6. Hover over the 'Org name – Draft' and choose edit. Now you can add all the details about who you are and what you do in Tang Hall. The first box has a space for you to write your organisation name. The paragraph box is where you should describe your organisation – this is the information the public will see so make you let them know how great you are. Don't forget to mention how people can get involved with what you do.



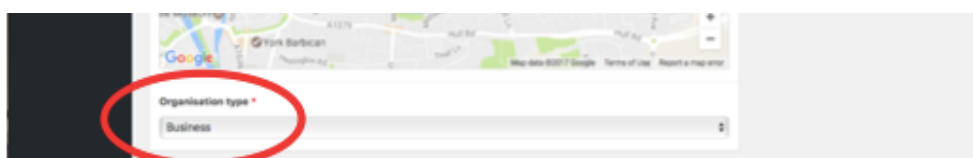
A screenshot of a list item in a web interface. The item is titled 'Org name – Draft' and is highlighted with a red and white striped background. Below the title are three links: 'Edit', 'Quick Edit', and 'Preview'. Above and below this item are other list items, each with a 'Title' label and a checkbox. At the bottom of the list is a 'Bulk Actions' dropdown menu and an 'Apply' button.

7. There are specific spaces for you to enter all your contact details. You can also add links to your website (if you have one) and any social media sites you use.



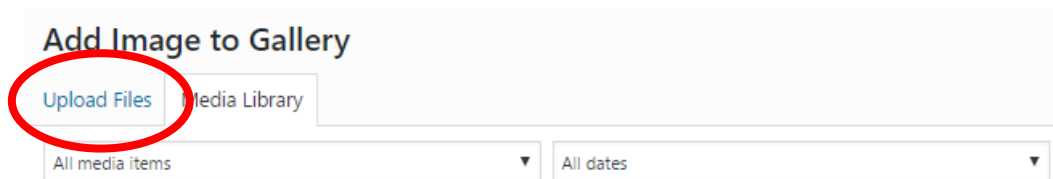
A screenshot of a form titled 'Links, location, and contact details'. The form is divided into two columns. The left column contains fields for 'Website URL', 'Telephone number' (with the value '01904 891627'), 'Instagram URL', and 'Address'. The right column contains fields for 'Email address (public)', 'Facebook URL', 'Twitter URL', and 'Opening hours'. Each field has a small circular icon to its left, likely for clearing the field.

8. Most of the information you provide is optional and you can publish your page without completing many of the fields. However, you must choose an option from the drop down box 'organisation type' which can be found below the map. Here you can choose either 'business' or 'community'.



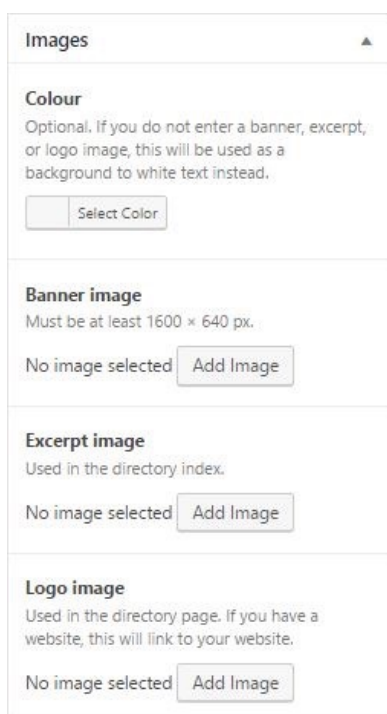
A screenshot of a map interface. A red circle highlights a dropdown menu labeled 'Organisation type'. The dropdown menu is currently set to 'Business'. The map above shows a street view of a location.

9. In the gallery section you can add photos and other images that help people to understand who you are and what you do. Click on the 'add to gallery' button. This will take you to the image gallery where you should select the 'upload image' tab. Press 'select files' and you will be able to navigate to the place on your computer where the image you wish to add is saved. Select the image you want to add and click on 'open'. Once the image has uploaded it will appear in the gallery with a blue tick on it. Now press 'select' and the image will be added to your page. Do make sure you have permission to include any images of people that you upload, especially any including children.

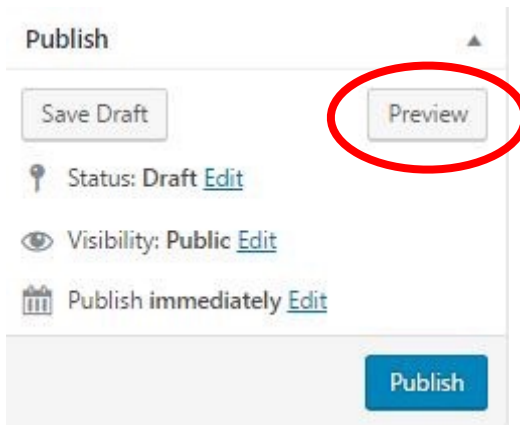


10. On the right hand, towards the bottom of the page there are sections for you to add the images that will appear either on the main pages of the Tang Hall Big Local website or as part of your directory page. You can add a banner image or colour – this will appear at the top of your directory page. The Community Centre page uses a banner image (<http://www.thbl.org.uk/directory/tang-hall-community-centre>) and the Experience Counts page uses a banner colour (<http://www.thbl.org.uk/directory/experience-counts/>).

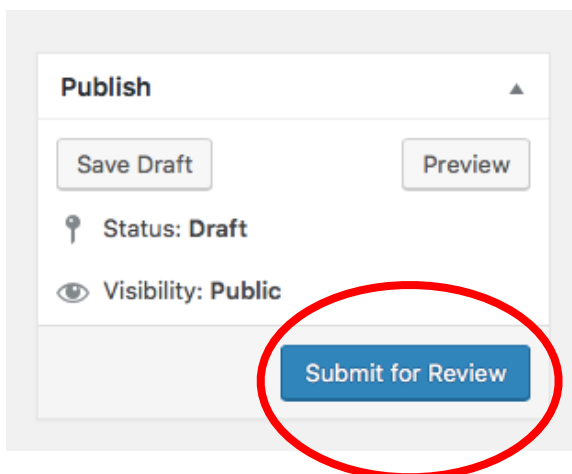
If you want to include a banner image it will need to be at least 1600 x 640 px and will work best if it is wide like a panoramic photo.

A screenshot of a settings panel titled "Images". It contains four sections, each with a title, a description, and an "Add Image" button. The sections are: "Colour" (Optional. If you do not enter a banner, excerpt, or logo image, this will be used as a background to white text instead. Button: Select Color), "Banner image" (Must be at least 1600 x 640 px. Button: Add Image), "Excerpt image" (Used in the directory index. Button: Add Image), and "Logo image" (Used in the directory page. If you have a website, this will link to your website. Button: Add Image).

11. There is also a section to add a logo. This will appear on the right hand side of your directory page and will provide a link through to your website if you have one.
12. Once you have completed all the sections of your page you can click the 'preview' button in the top right hand corner so see how your page will look.



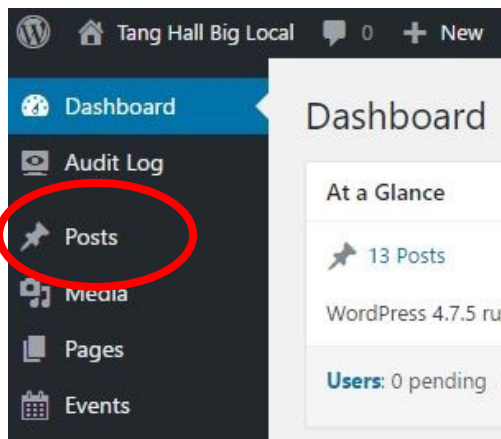
13. When you are happy with your page press 'Submit for Review' (also in the top right corner). Once the post has been approved by THBL it will go live on the website.



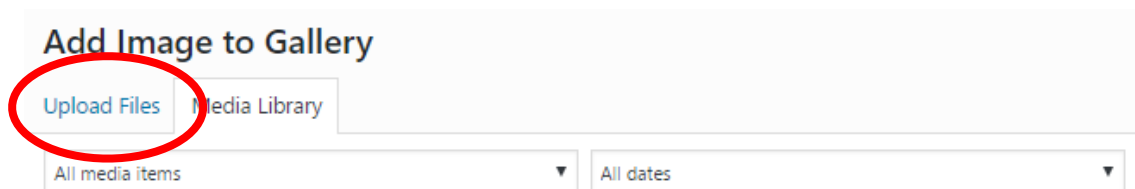
## Adding News Items

Adding a news item allows you tell everyone about a specific event or offer that is happening. Maybe you have an AGM, or special activity for kids in the school holidays. Maybe you won an award for what you do or were mentioned in the Press. Whatever it is you think people should know about what you or your organisation are doing in Tang Hall, this is the place to share it. If you need some inspiration just take a look at the News section of our website.

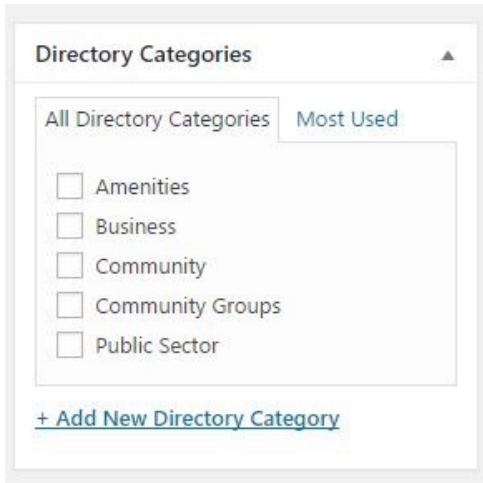
1. On the menu on the left hand side of the dashboard hover over 'Posts' and click 'Add new'.



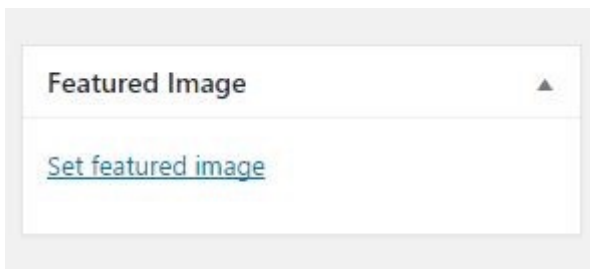
2. Write the title of your news item in the top box then add the content to the 'paragraph' box.
3. If you have some great pictures to go with your news item (and you have permission to share them) then you can easily add them by scrolling down to the Gallery section and clicking 'Add to gallery'. Click on the 'add to gallery' button. This will take you to the image gallery where you should select the 'upload image' tab. Press 'select files' and you will be able to navigate to the place on your computer where the image you wish to add is saved. Select the image you want to add and click on 'open'. Once the image has uploaded it will appear in the gallery with a blue tick on it. Now press 'select' and the image will be added to your news item.



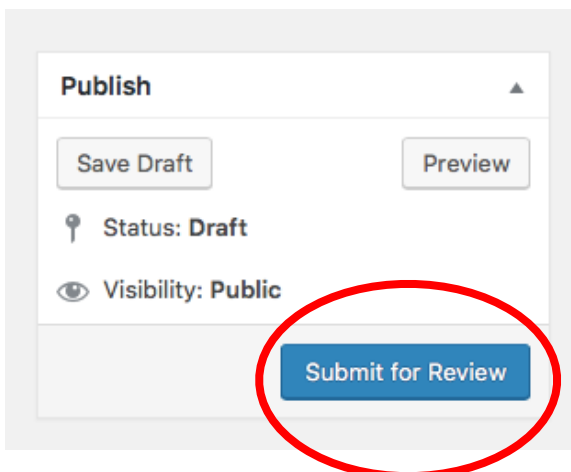
4. Along the right hand side of the page there is a section for choosing a 'directory category'. This allows you to tag your post with a pre-set label such as community group, business etc. You don't have to choose one of these tags but they do mean that someone searching the website for news items on their areas of interest are more likely to find your post.



5. At the very bottom on the right hand side is the 'Set featured image' button. This allows you to add a picture that will show up on the website's main news feed. To do this click the button and add your image to the gallery in the same way as above.



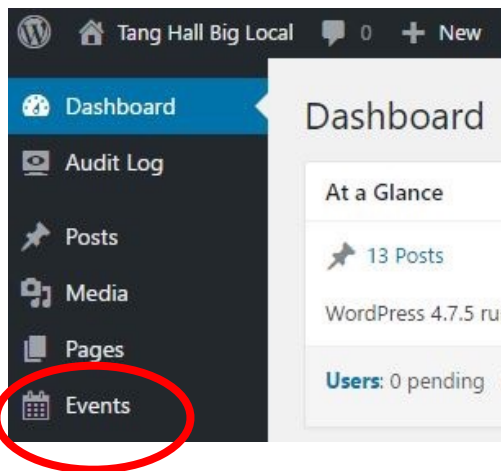
6. On the top right of the page you can preview your post. Once you are happy you must press 'Submit for Review' to save your post. Once your post has been approved by THBL it will go live on the website.



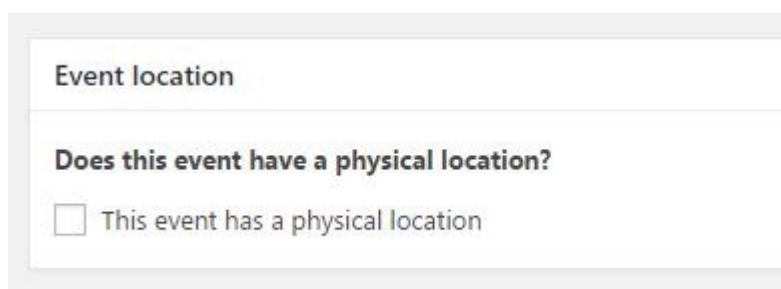
## Adding Events

Adding an event is a great way to let everybody know what you or your organisation are up to in Tang Hall. Maybe you're providing free workshops to help people back to work, or you run a weekly yoga class. Maybe you're throwing a fundraising gig or you've started a support group for new mums. Whatever amazing thing it is you are doing, creating an event page for it on our website means it will appear in our central calendar of events. It's our aim to be the go to resource for letting everyone know what's happening in Tang Hall so what better way to get the word out than on the front page of our website?

1. On the menu on the left hand side of the dashboard hover over 'Events' and click 'Add new'.

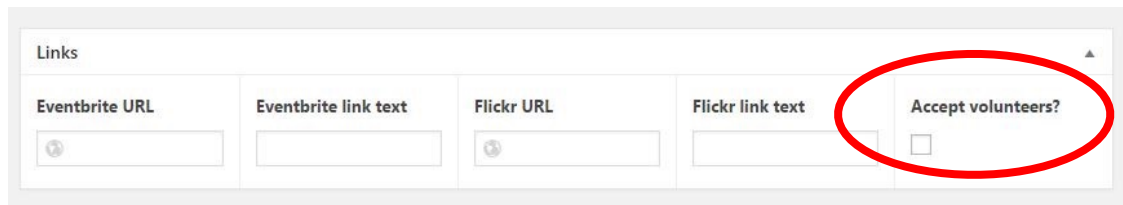


2. Write the title of your event in the top box then add the content to the 'paragraph' box.
3. Underneath the 'paragraph' box there is a tick box called 'Does this event have a physical location?' If you tick this box a new section will appear so that you can add the location name and address and even find put a marker on a map.

A screenshot of the event form. It shows a text input field labeled 'Event location'. Below it is a section titled 'Does this event have a physical location?' with an unchecked checkbox and the text 'This event has a physical location'.



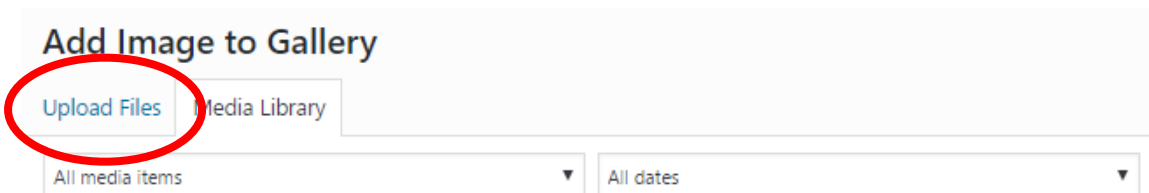
4. If you have a links for Eventbrite or Flickr you can add them into the appropriate boxes.
5. If you are looking for volunteers to help with your event, there is a tick box you can use. This creates a button on your event that allows members of the public to contact you with an offer to volunteer.



Links

Eventbrite URL	Eventbrite link text	Flickr URL	Flickr link text	Accept volunteers?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

6. You can add photos to your event by using the gallery. Click on the 'add to gallery' button. This will take you to the image gallery where you should select the 'upload image' tab. Press 'select files' and you will be able to navigate to the place on your computer where the image you wish to add is saved. Select the image you want to add and click on 'open'. Once the image has uploaded it will appear in the gallery with a blue tick on it. Now press 'select' and the image will be added to your event.

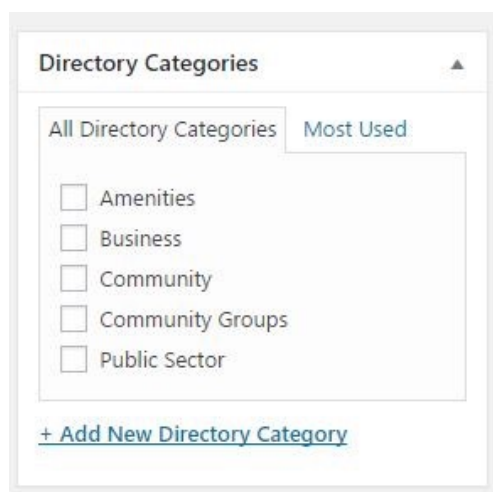


Add Image to Gallery

[Upload Files](#) [Media Library](#)

All media items All dates

7. Along the right hand side of the page there is a section for choosing a 'directory category'. This allows you to tag your event with a pre-set label such as community group, business etc. You don't have to choose one of these tags but they do mean that someone searching the website for activities in their areas of interest are more likely to find your event.



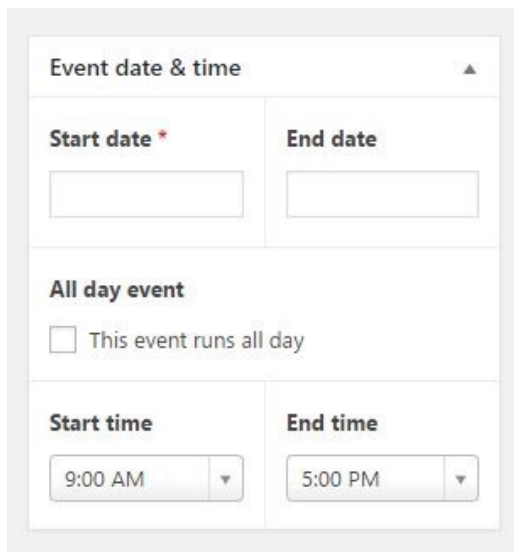
Directory Categories

All Directory Categories Most Used

- Amenities
- Business
- Community
- Community Groups
- Public Sector

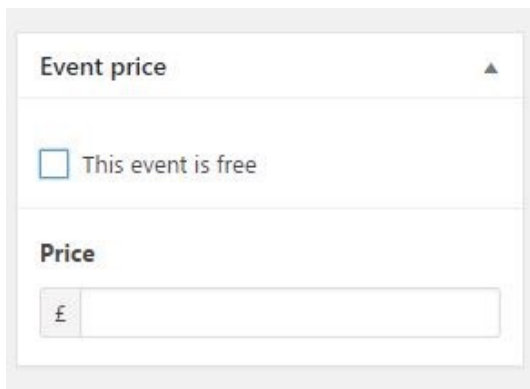
[+ Add New Directory Category](#)

8. To enter the date and time of your event you need to scroll down on the right hand side of the page. About half way down there is a section for you to add the start and end date, and the start time and end time of your event.



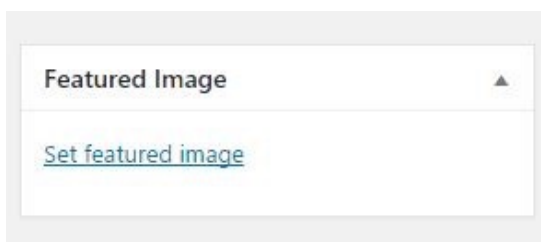
The screenshot shows a form section titled "Event date & time" with a collapse arrow. It contains two columns of date input fields: "Start date" (with a red asterisk) and "End date". Below these is a section titled "All day event" with a checkbox labeled "This event runs all day". At the bottom, there are two columns of time input fields: "Start time" (set to 9:00 AM) and "End time" (set to 5:00 PM).

9. Under the 'date and time' section there is a tick box to say if your event is free or not. It's important to make sure you have looked at this section before you publish your event as it is automatically set to free. If there is a charge for you event untick the box and you will be able to set the ticket price.



The screenshot shows a form section titled "Event price" with a collapse arrow. It contains a checkbox labeled "This event is free". Below this is a section titled "Price" with a currency symbol (£) and an empty input field for the price.

10. At the very bottom on the right hand side is the 'Set featured image' button. This allows you to add a picture that will show up on the website's main news feed. To do this click the button and add your image to the gallery in the same way as above.



The screenshot shows a form section titled "Featured Image" with a collapse arrow. It contains a single button labeled "Set featured image".

11. On the top right of the page you can preview your post. Once you are happy you must press 'Submit for Review' to save your post. Once your post has been approved by THBL it will go live on the website.

