Upload a New Edition of Hillesley Happenings

1. Navigate to the *Happenings* tab.

2. At the top of the page is the *Upload Edition* section. For the edition title, the format I've gone for is the month followed by the year. For example, April 2022. If the edition is across 2 months (eg the Christmas ones), I've put an ampersand between them. For example December 2021 & January 2022. Of course, feel free to format the titles however you like and find what works for you!

3. Even though the editions are usually for a month, you need to pick a specific date for the edition. It doesn't matter much but it allows the software to automatically sort the editions. Perhaps just choose the first of the month if there's not a specific publish date?

4. Then upload the file in the field just below that! PDF files are accepted only. You can click on the blue text below the file upload box for a reminder on how to convert from a Word Document to a PDF. Your browser may accidentally let you upload the wrong type of file so do watch out! Due to the way the software processes files, it may say it has uploaded but it went wrong at the last step; you may want to check it displays correctly on hillesleyhappenings.co.uk and then delete it and try again if it appears to have failed.

5. Click save! (You should receive a green confirmation message when the page reloads)

At the moment, you can't change details once they are published. If you need to make changes, just delete the edition and created a new one (it will sort automatically be date so it will display correctly in the list!)

Get in Touch!

If you have any issues or problems with these instructions, please do not hesitate to get in touch!

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