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“HOW TO GUIDES”

Blog's

This guide will enable you to:

- Access your Blog
- Write a new entry
- Publish your entry onto the website

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Before doing anything!

Print out these instructions so that you have them to hand.

To write a new entry in a Blog:

1) Type the following address in your browser bar:

<http://www.broadoakjfc.org/blog/under8/pivot/index.php>

NOTE: The above wording in red should be changed to the age group you are responsible for or in the case of accessing the management Blog, type "managers" (without the quotes).

The following screen will appear:

Login » Pivot - 1.30 RC2: 'Rippersnapper'

Username:

Password:

Remember:

If you are certain you're using the correct username and password, but you are having problems logging in, you might try deleting the cookies for this domain:
[Delete cookies](#)

2) Type in your Username and Password (they are "Case sensitive so be careful!").

3) Click the "Login" button on the right of the page.

4) Provided you have entered you details correctly you will be presented with the following screen:

Shortcuts: [New Entry](#) - [Rebuild the Frontpage\(s\)](#) - [Send Pings](#) - [Rebuild the Index](#)

Global Overview of Pivot

Welcome to Pivot - 1.30 RC2: 'Rippersnapper'.

- New Entry**
Write and Publish a new Entry
- Entries**
Overview of Entries
- My Settings**
Edit my personal Settings
- Manage Media**
Manage and Upload Media

The Latest Pivot News (15/07/2006) [\(more\)](#)

We've just released the latest version of Pivot: 1.30 RC 2.. Besides a number of fixes and tweaks, it also contains some powerful new features to help you keep your weblogs spamfree. For more information, read the info on [pivotlog.net](#).

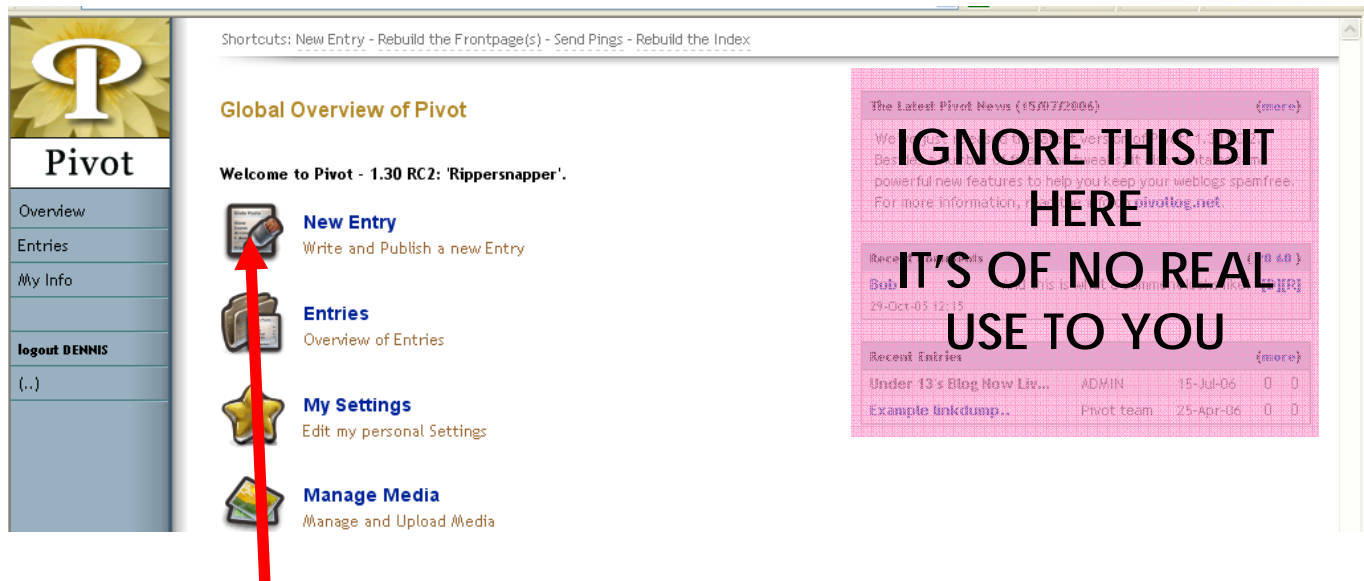
Recent Comments (20 60)

Bob And this is what a comment looks like! [\[D\]\[R\]](#)
29-Oct-05 12:15

Recent Entries (more)

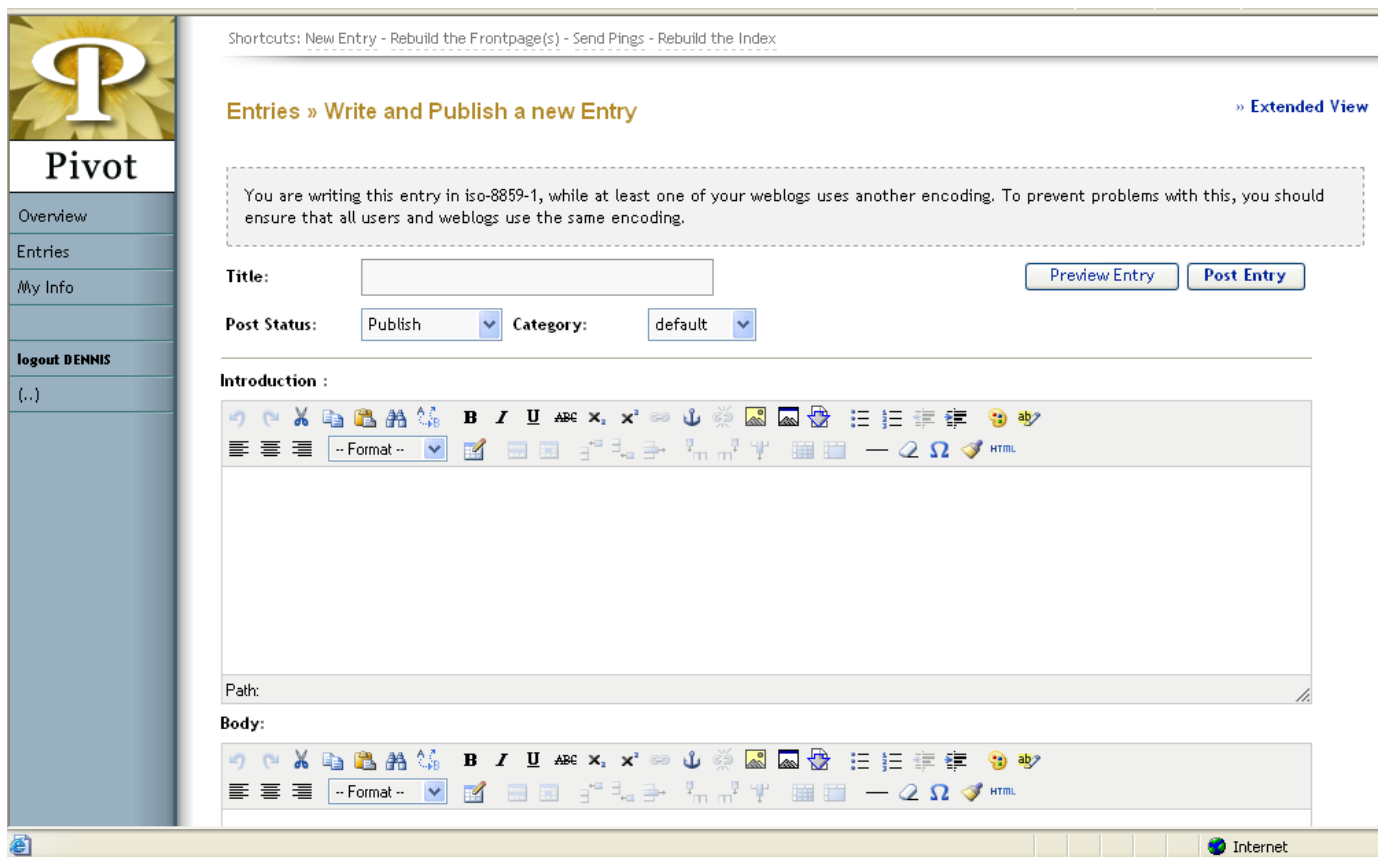
Under 13's Blog Now Liv...	ADMIN	15-Jul-06	0	0
Example linkdump..	Pivot team	25-Apr-06	0	0

5) O.K – so far ??, let's take a look at what you need to do next.....



6) Click the “New Entry” button.

7) The following screen will appear:



8) Although it looks quite daunting – it's actually really easy. The Only boxes we need to fill in here are “Title” and “Introduction” **IGNORE THE “BODY” BOX** I will explain why later, So lets look at creating your entry

Title:

Post Status: **Category:**

Introduction :

10) Despite the fact the title of this box is "Introduction" Use this box to enter your diary entry that you want to share. Once you have done this check that you are happy with what you have typed and click "Post Entry".

Path: _____

Body:

11) Once you have posted your entry you will be taken to a screen similar to the one below:

Pivot

- Overview
- » **Entries**
- New Entry
- My Info
- Logout DENNIS**
- (...)

Your entry 'TEST' was successfully saved.

filter on (...)	search						
Status	Title	Category	Author	Date	# Comm	# Track	
<input type="checkbox"/>	published TEST	default	DENNIS	15-Jul-06 20:41	0	0	
<input type="checkbox"/>	published Under 13's Blog Now Live !!!!	default	ADMIN	15-Jul-06 20:08	0	0	
<input type="checkbox"/>	published Example linkdump..	linkdump	Pivot team	25-Apr-06 14:10	0	0	

- With the checked entries, do:

12) Providing you get this message at the top – you have done it – you are now a qualified “Blogger”. All that’s left to do is “Log Out” of the system by clicking the Logout text on the left hand side.

NOTE:

There are other features available here but to start with it's best to stick to the basics, as you get curious later you can follow the "Advanced" instructions that follow.

Maintenance packages are available – providing telephone support.
 However if you run into difficulty – I'm only an e-mail away:
mick@wesolve.co.uk

*Please be patient as this service is offered to Broad Oak JFC for free
 Consequently customers who subscribe to our "Maintainence Package" must come first.*

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