



Thornton le Dale Traders' Forum


How to update your Trader's or Club Page


1. When your page was set up you should have received an email with your details like this one:

Dear XXXXXX

We are pleased to inform that your listing and user account on **Visit Thornton-le-Dale** have been created. To access and edit your listing use the following details:

Login page: <http://visitthorntonledale.co.uk/login>

Username: xxxxx 

Password: xxxxxx 

Please keep this email safe

Should you have any questions please contact us on **0 1751 475 028**

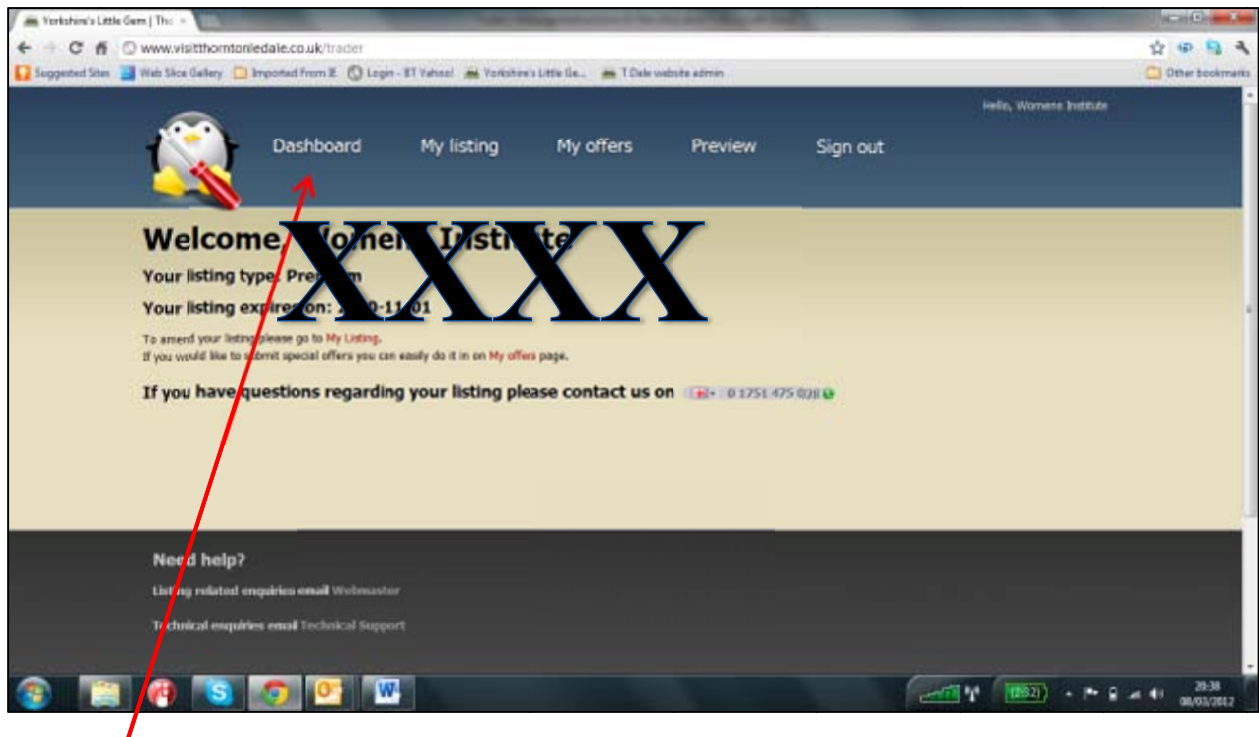
Regards,
Visit Thornton-le-Dale Team

2. Either type the Login Page address (<http://visitthorntonledale.co.uk/login>) into your browser (e.g. Internet Explorer, Google Chrome etc.) or click on the link for the Login Page (blue type above)

3. You will see a page like the one below. Enter your Username and Password in their respective boxes then click the Log in box. :



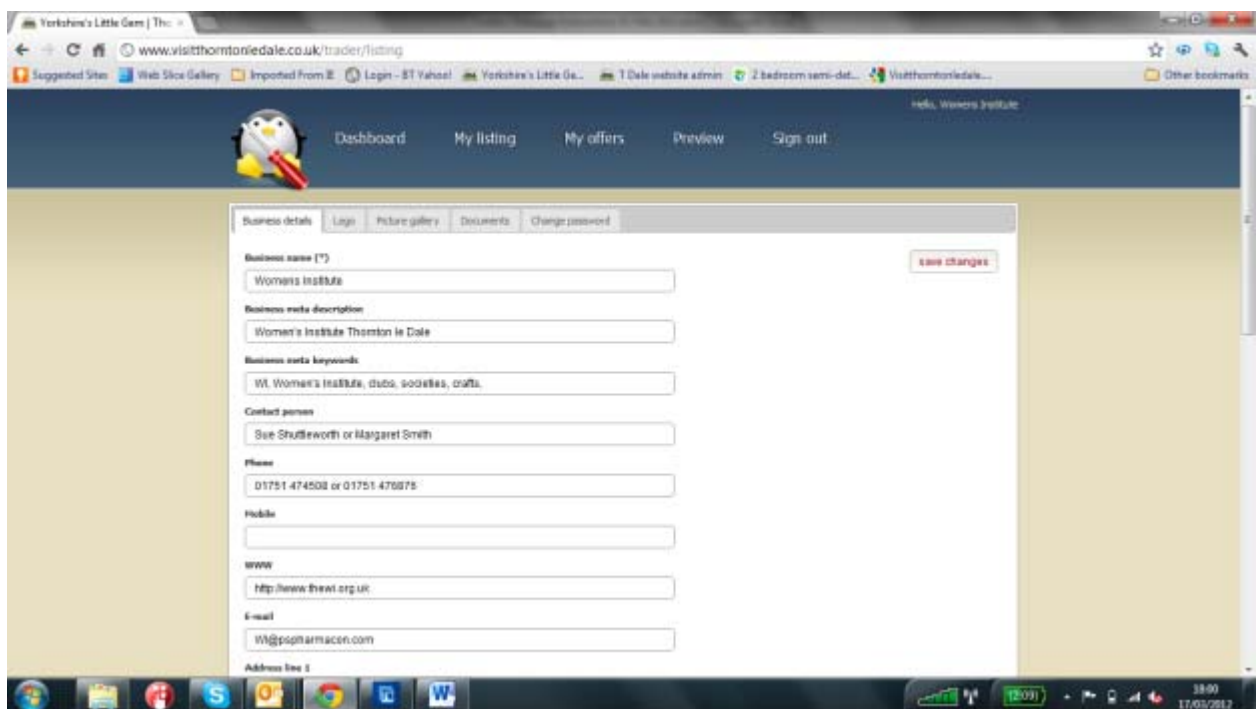
4. When you Log in you will see the Dashboard Page which looks like this:



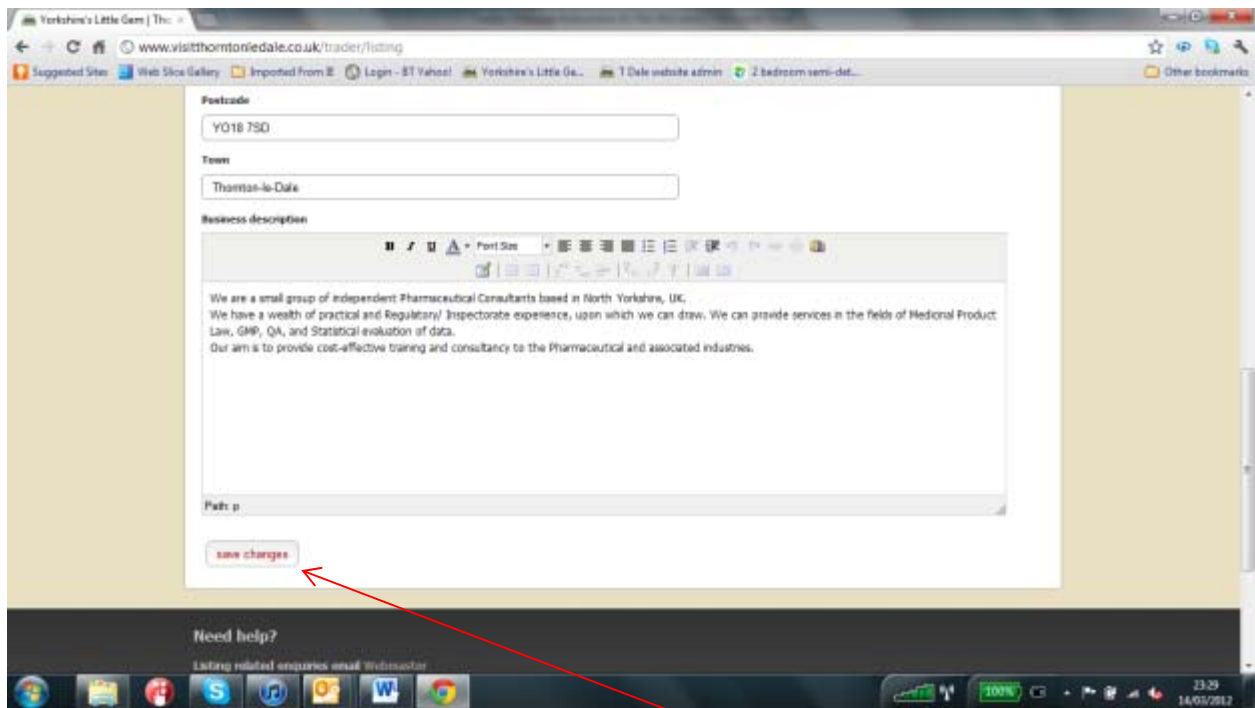
5. This is your Dashboard page. The various headings on this page will be discussed later, but here is a brief description of what they do:
 - a. My Listing - This takes you to a page where you can change the text and photos on that page
 - b. My Offers - This is for Traders only and allows you to post offers on the site

- c. Preview - This button takes you to the webpages - you can preview your page when you have edited it.
- d. Sign Out - This button must be used when you have made your changes (and saved them) and you have finished your session.

- 6. My Listing page - this is like a word Processor. The page also has tabs to allow you to load your logo, pictures etc. Your logo and photos should have been posted up for you. You can change the pictures whenever you wish.
 - a. The top of the page has your business details and the lower part has the text that appears on your page:

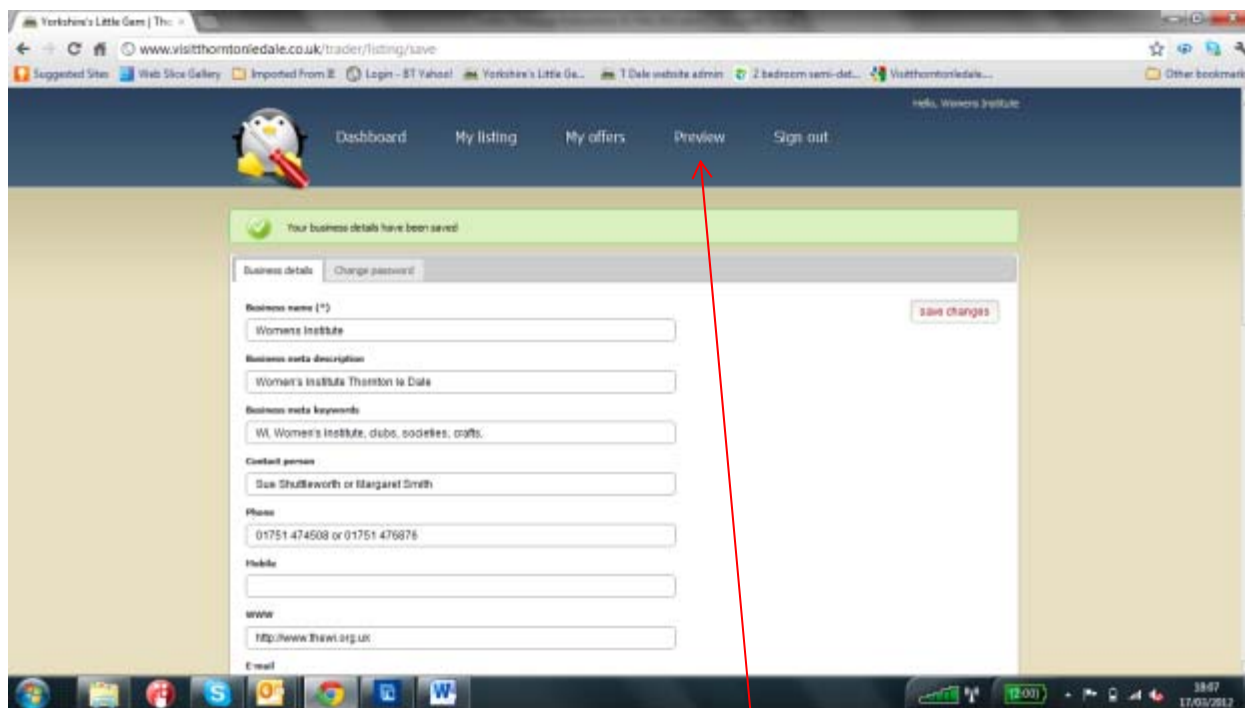


Here is the word processing part:

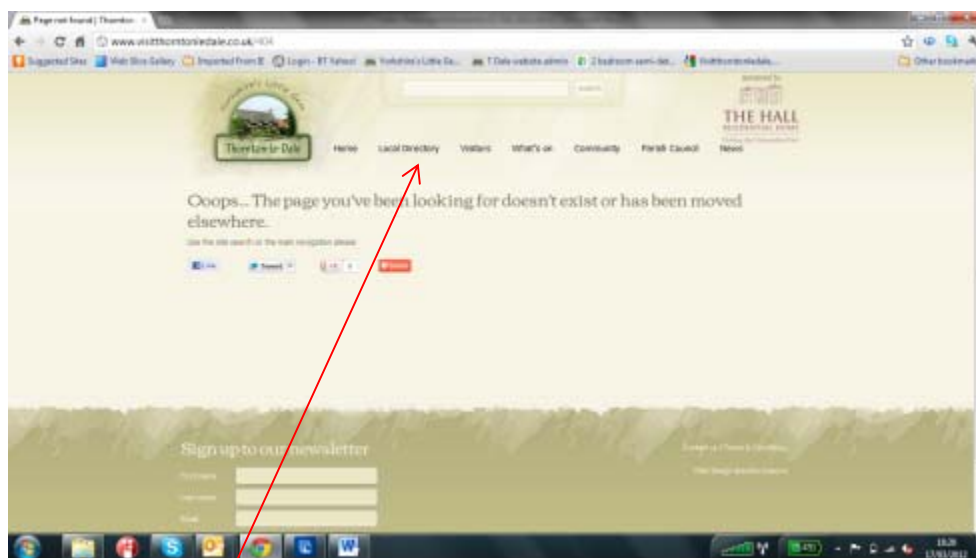


7. When you have made your changes you must then click on the save changes button, to make them live on the site. There is another Save Changes button at the top of the page, for convenience. Both work in the same way. We have given more detailed instructions about editing below but why not try pressing the save changes button, before making any changes, to familiarise yourself with how it works. Until you press the save changes button, nothing will change on the website, so if at any time you think that you have got into a muddle do not press the save changes button, sign out and start again

When you click save changes, you will get a confirmation like this:



8. When you have made your changes, you can then preview the page, by clicking on the Preview Button. This takes you to this page:

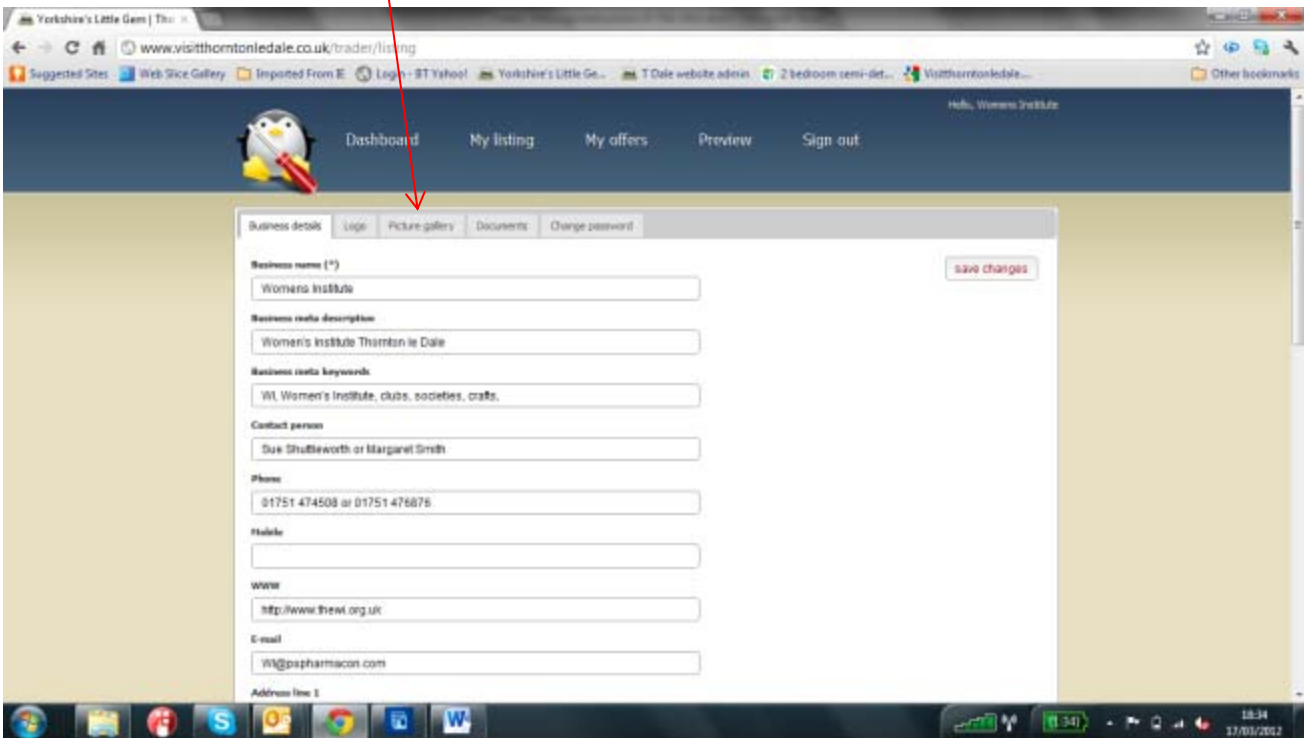


Click on the Local Directory tab and find your page to view it.

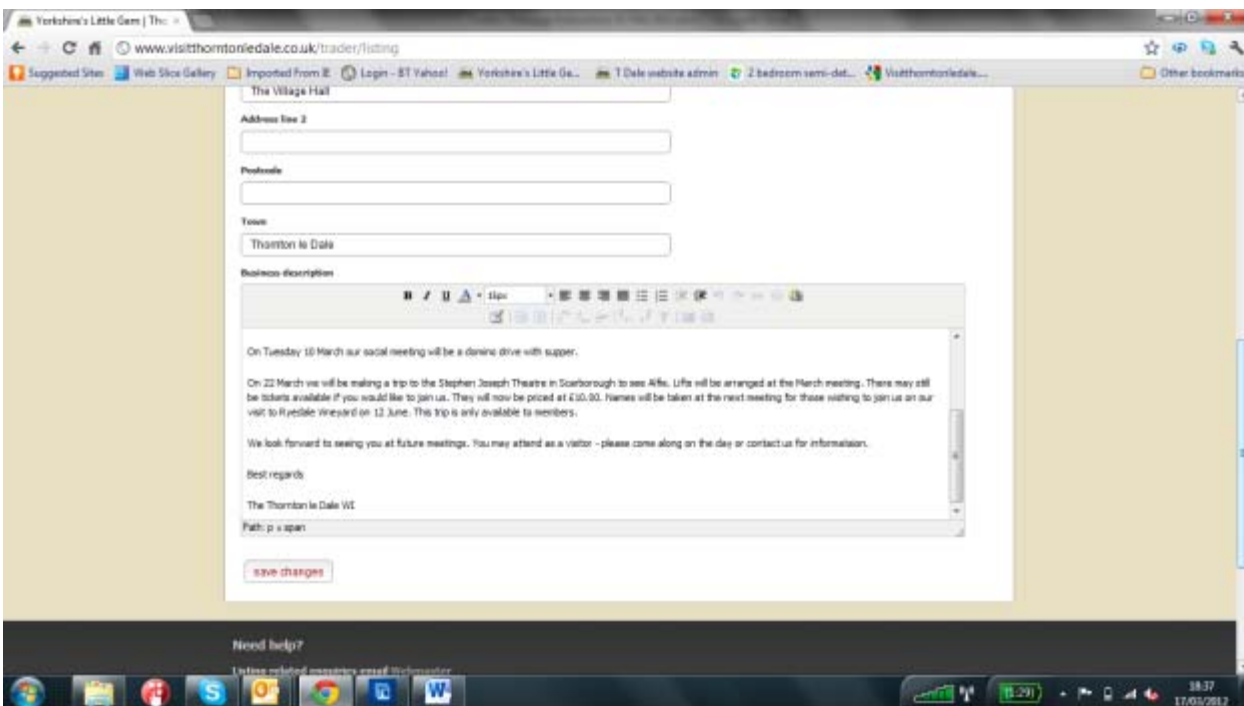
When you have seen the webpage you can use the back button on your browser to come back to your listings page.

9. A closer look at My Listings page - Typed information.

- a. The boxes in the upper part of the page contain general information and can be typed in to update details etc.
- b. There are tabs that allow you change pictures (see later)

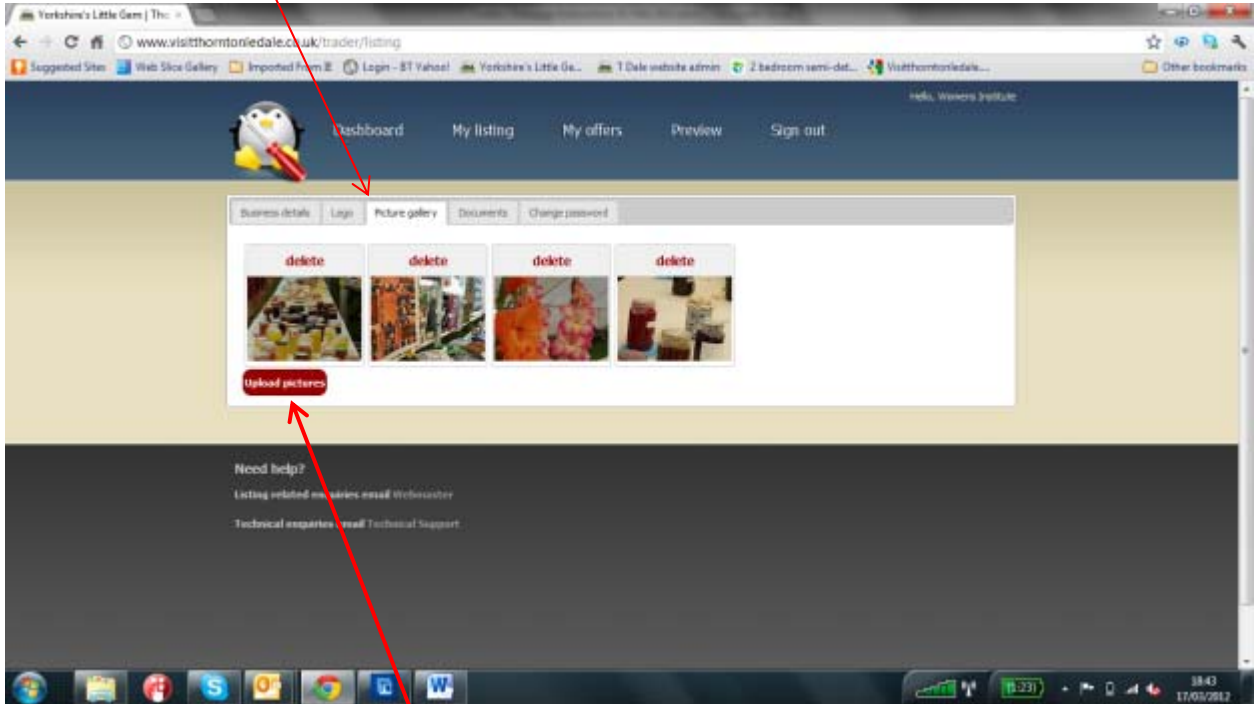


The lower part of the page is a word processor:



Run your mouse over the items and it will tell you what they do. Bullets appear as round but will be ticks when you see them on the site.

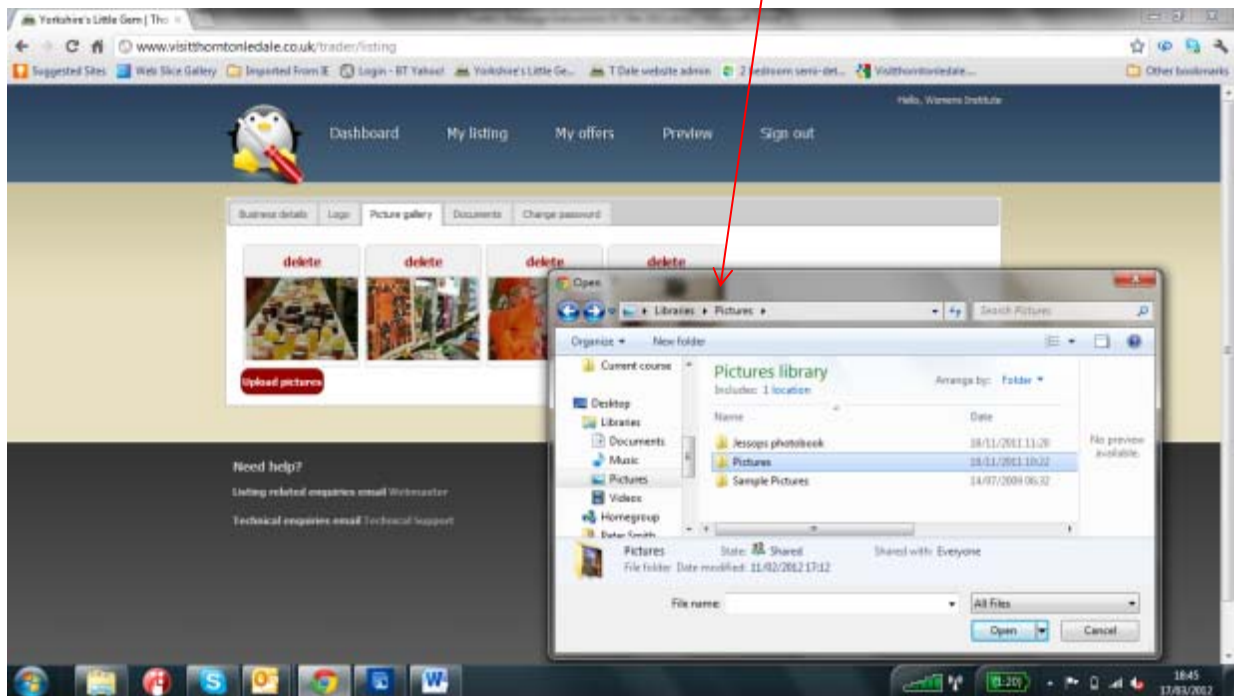
10. The pictures and Logo tabs allow you to upload pictures on to the web page, from your computer. The pictures and logo should be JPEGs. Don't worry if the pictures are very large files, they get compressed as they are uploaded. When you click on the pictures gallery tab it will look like this:



To delete a picture, simply click on the delete button. If you want them to appear in a different order simply drag them on this page.

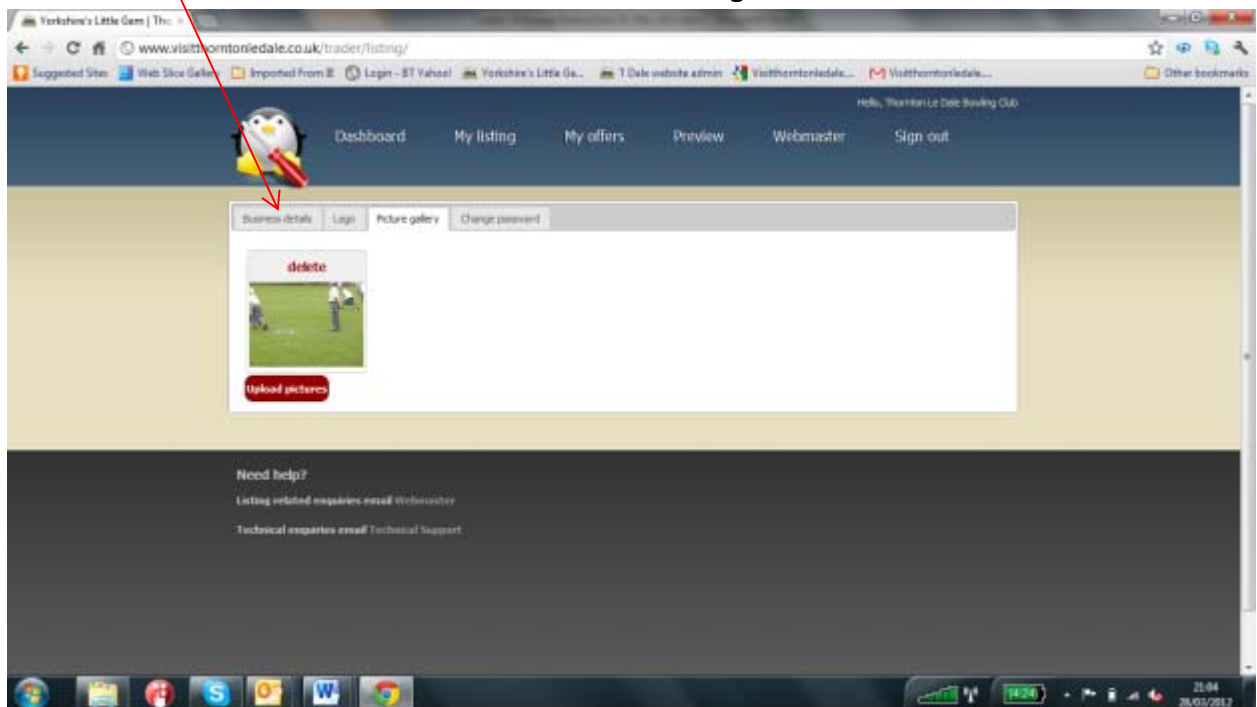
To upload a picture, click the upload button.

When you click the upload button, you will see a pop up screen like this. Find your picture, left click (once) on it then and click in the open box.



The picture will upload - you will see a progress box whilst it is uploading. Once uploading has finished, a thumbnail of your picture will appear.

To make the pictures live you must go back to your listings page by clicking on the Business Details tab and then click on Save Changes.



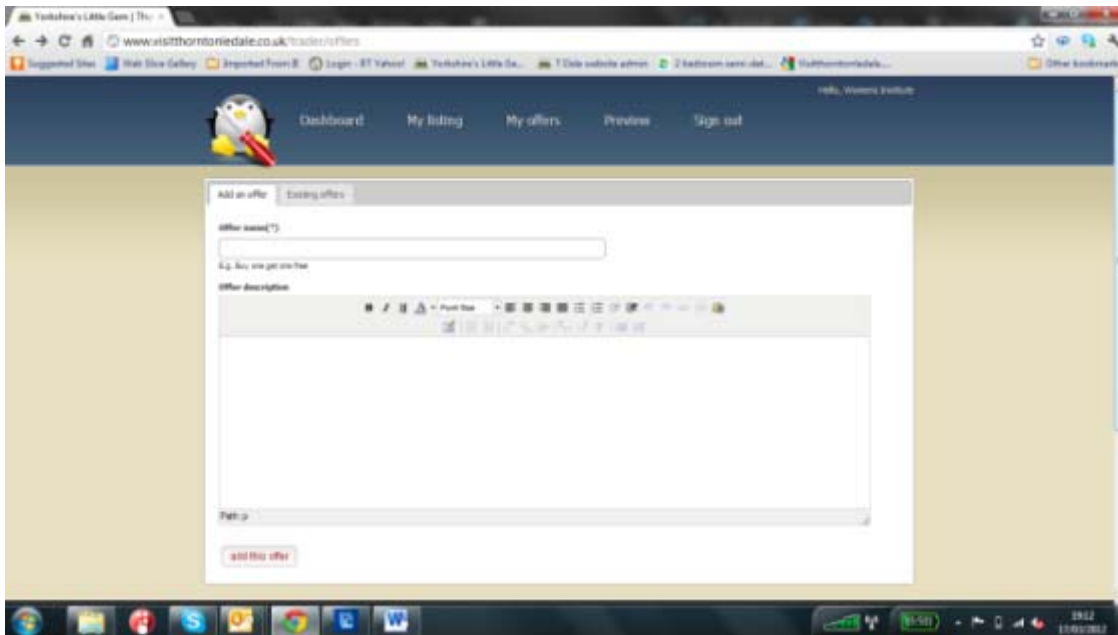
The basic layout of your page is set up by the Webmaster. Usually the pictures are set up to appear on the right of your text. If you have a lot of photos the Webmaster can set the page up with the photographs with the photos at the bottom of the page. Six to eight photos are OK for being on the right of the page but any more than this makes the business details too long for the page. (remember, you can drag the pictures to change the sequence that they appear in the slide show from the upload page but you must save changes or they will not take effect)

If you would like to change the page layout please contact the Webmaster (e.g. click on the tabs on your Dashboard page (see 4 above)).

11. The Documents Tab - this allows you to paste documents into your page. Ideally the documents should be pdf documents (these cannot be changed and are readable on virtually every computer even if the reader has not got the relevant programme).
 - a. If you cannot make pdfs then you can download free programmes (e.g. cutepdf) from the internet, which will allow you to convert the documents. Again if you are stuck contact us and we will try to assist.
 - b. The process of deleting and uploading is like that described above for pictures. (don't forget to save changes)
 - c. A box will appear on your web page with the download link for visitors to your page.

12. The Change Password tab allows you to change your password to one that is easier for you to remember. Simply follow the instructions. Note: Your user name (6 digits) cannot be changed. If you lose your password contact us and we will be happy to resend it.

13. My Offers Tab. This allows Traders (not clubs/societies etc.) to display offers on their own page. When you click on the tab you get have this page:



The offer name box forms the title of your offer. The text with details of the offer goes into the word processor part of the screen.

The offer will appear immediately on your web page as a box (when you save changes). Your offer will be sent automatically to the webmaster who will post it to the Home Page of the village site where (it will appear in the box below the photos). The offers box on the village home page rotates if there are more offers that can fit in, thus giving all traders equal advertising

14. Signing out - when you have finished your editing please click on the Sign out button.