

Area and Divisional Governor – change the message on D71

How to publish your own message on the District website and replace that of the previous Area and Division Governor.

It's very simple:

Make sure that you are logged in (your name shows top right).

Make sure that you are looking at your Area or Division (click on the names in the navigation block on the left to get there and your Area or Division will display top left of the screen).

Hover over the menu bar item 'Area data' (or 'Division data') and click on Area (or Division) forum.

If there is a message already there from your predecessor marked 'Welcome:', click on its title to view the content and then click on the edit button and delete the words that are there already.

If there is not a message already there click on the 'New Topic' button.

Enter your words, you may also add images and graphics if you wish.

Make sure that the option ' Post topic as:' just below the message body has 'Welcome' selected

Click on the 'Submit' button

Click on 'Information' in the menu bar to see what it looks like :-)

Your message will display on the front page for all Clubs in your Area (or all Clubs and Area in your Division)

You can also publish news about forthcoming contest or whatever in the news block at the left side of all screens. The instructions are exactly the same as publishing your welcome message, except that you should keep the message very short and use the option 'Post topic as:' of 'News'

There is a full explanation in the Knowledgebase here:
<http://d71.org/kb.php?mode=article&k=94>

If you need help please contact Kit Barritt (directory@d71.org) or Michael O'Sullivan (maxim@indigo.ie)