Guide to Posting News and Events

Please note: these screenshots were taken during the development of the new website and may not accurately reflect what you see on the live site.

All members of the Cambridge Network have the right to post a company profile, contact details, news, events and – dependent upon membership level or access fee for Recruitment Gateway – job vacancy notices on the Cambridge Network site.

All members can login to the user interface to create and update their own personal details. A main company administrator (known as the Main Contact) also has the facility to create and edit corporate information and to add company contacts that are visible in the directory. The Main Contact can also “manage users” for their organisation and grant them access rights to post various types of material.

Using the Cambridge Network site

1. Log in to the site using your email address and password. (If you’ve forgotten your password, click ‘Forgotten password?’ and simply enter your email address and click Submit. You will be sent an email with the facility to reset your password.)

2. “My Cambridge Network” is the screen you will see first. The main menu in the middle gives you options to update your own personal details, update your company details, manage users, state newsletter preferences, change your password and view candidate CVs if you are signed up for Recruitment Gateway. See separate document for more details.
3. Providing you are eligible (that is, you belong to a company that is a corporate member of the network, and you have the right to post material*), click on one of the menu items on the left hand side. You can choose **Company Profile** or **Company News, Company Jobs or Company Events**, which will take you to the material which is held on the site for your company.

4. Once you click on **Company News, Company Jobs or Company Events** you will be given the option in the left hand menu to **Add news, Add events, or Add jobs** respectively. Then simply fill in the relevant form. Please make sure you include a **Title** or headline, a brief introductory paragraph in the **Summary** box and the full text of your story, job or event notice in the larger **Content** box. It is advisable to cut and paste your copy from an unformatted source, e.g. Notepad. There is also a facility to add photos or to upload documents that you would like to make available for download from the site. (Providing you have a logo attached to your company profile page, it will automatically appear at the top of any other pages posted - so there is no need to add it again.)
5. If your material is time-sensitive, or you would like it to appear on a specific date, adjust the Publication date to choose the day you want it to be published.

6. Make sure you have filled in all the relevant parts of the form. Choose to Ready for approval and submit to Cambridge Network if you are happy for your material to go live on the website (on the date specified), or Not ready yet and save as draft if you would prefer to come back and edit your item.

7. Then click the button to Add the article. You will get a message to say you have succeeded and the article will not be live until it has been approved by one of the Cambridge Network team.
8. Once you have added your article, you can return to it by clicking on Company news, Company Jobs, Company events where you can find a list of articles added and their status.

9. The same process applies for adding an event or a job if you have signed up for Recruitment Gateway.

10. If you want to promote your event or job (if you have signed up to Recruitment Gateway) and have it appear at the top of the website list and in the newsletter as a Featured Event or
Featured Job, a nominal fee of £100+VAT per item per week is payable. Click on Add premium event credit (or Add premium job credit) and follow the instructions to pay. Please note you must have purchased credit BEFORE you can opt to make your event or job Featured.

*Any member can post material into our site. Most options are free once annual membership subscription has been paid with the exception of adding jobs for which varying fees apply. Please see About Us. (We make a modest charge for ‘featured’ jobs and events.)

Please note that all material submitted is checked and released manually, so will NOT be live on the website immediately. Every effort is made to ensure that new material is released within one working day if possible.  Please also note that any material you choose to edit or amend will remain on the site, and reappear in the amended form once it has been reviewed.

Please also note that Cambridge Network has final editorial control; i.e. we reserve the right to edit submitted material to ensure it complies with technical and legal guidelines.