

## Guide to Posting News and Events

*Please note: Some of these screenshots were taken during the development of the refreshed 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 Admin Contact) also has the facility to create and edit corporate information. The Main Contact can also “manage users” for their organisation and grant them access rights to post various types of material.

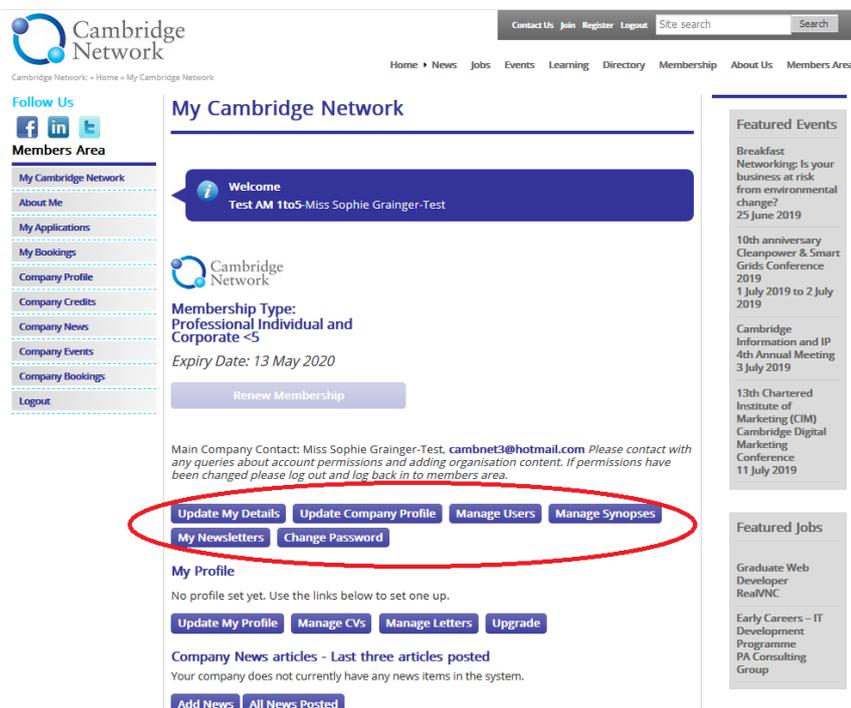
### Using the Cambridge Network site

1. Log in to the site using your email address and password.

If you've forgotten your password, click **'Request new password?'** and check your junk folder if you do not receive the email within 5 minutes.



2. **“My Cambridge Network”** is the screen you will see first, known as the Members Area. 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 (not in this example). See separate document for more details on posting jobs.



- 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.

- Once you click on **Company News, Company Jobs or Company Events** you will be given the option at the top of the page to **Add news, Add event, or Add job** respectively. Then simply fill in the relevant form. Please make sure you include a **Title** or headline, a brief (max. 350-character) 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.)

- 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.

- If you would like to add an image, remember to click the **Upload** button to reveal the Alternate text box.

It is imperative that you have the **correct permission to use an image on the Cambridge Network website**. Fines can be imposed retrospectively, even if you believe the image is available 'Royalty Free', and merely removing the image later is not an option to evade such fines.

- Make sure you have filled in all the relevant parts of the form then set the moderation state:
  - choose **not ready yet** if you want to complete the post at a later time, or need internal approval first - the article will be saved in Draft. Nothing will happen to it until you choose a different state.
  - choose **Pending approval** if you are ready for Cambridge Network to approve and publish your article.

- You can click on Preview to see how your article will look. If you would like to make further amends, scroll down and continue editing. If you are happy for your material to go live on the website (on the date specified), then click **Pending Approval** to send your item to Cambridge Network for approval.
- Finally click **Save** and you will then see the status of your article in the members area.

**Welcome**  
Test AM 1to5-Miss Sophie Grainger-Test

Cambridge Network

**Membership Type:** Professional Individual and Corporate <5  
*Expiry Date: 13 May 2020*

Renew Membership

Main Company Contact: Miss Sophie Grainger-Test, [cambnet3@hotmail.com](mailto:cambnet3@hotmail.com) Please contact with any queries about account permissions and adding organisation content. If permissions have been changed please log out and log back in to members area.

Update My Details | Update Company Profile | Manage Users | Manage Synopses  
My Newsletters | Change Password

**My Profile**  
No profile set yet. Use the links below to set one up.  
Update My Profile | Manage CVs | Manage Letters | Upgrade

**Company News articles - Last three articles posted**

Article Summary	Status
Date Added: 12-06-2019 Headline: Test news Summary: Test summary here	Pending (Deactivate) (Edit)

Add News | All News Posted

**Company Recruitment - Last three jobs posted**  
There are no jobs.  
Pay One-off Access Fee

**Company Events - Last three events posted**  
Your company does not currently have any events in the system.  
Add Featured Event Credit | Add New Event | All Events Posted

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- Once you have added your article, you can see a full preview of it by clicking on the title (headline).
- The same process applies for adding an event or a job if you have signed up for Recruitment Gateway.
- 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 featured event credit (or Add featured 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.

**Company Recruitment - Last three jobs posted**  
There are no jobs.  
Pay One-off Access Fee

**Company Events - Last three events posted**  
Your company does not currently have any events in the system.  
Add Featured Event Credit | Add New Event | All Events Posted

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13. Once your event or job is live, and you have purchased credit, then the Upgrade link will appear.

Company Events - Last three events posted

Event Summary	Status	Featured
Start Date: 30/11/2019 Title: <b>Test Event</b> Duration: 1 day(s)	Live (Deactivate) (Edit)	<b>Upgrade</b>

[Add Featured Event Credit](#) [Add New Event](#) [All Events Posted](#)

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Click on **Upgrade** to make your event or job featured for one week from today.

Company Events - Last three events posted

Event Summary	Status	Featured
Start Date: 30/11/2019 Title: <b>Test Event</b> Duration: 1 day(s)	Live (Deactivate) (Edit)	<b>Yes</b>

[Add Featured Event Credit](#) [Add New Event](#) [All Events Posted](#)

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If you wish to take your article out of the approval system or unpublish it, click on **Deactivate** and it will show a status of Inactive.

Company Events - Last three events posted

Event Summary	Status	Featured
Start Date: 30/11/2019 Title: <b>Test Event</b> Duration: 1 day(s)	<b>Inactive (Edit)</b>	Yes

[Add Featured Event Credit](#) [Add New Event](#) [All Events Posted](#)

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*\*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, unless you click on the Deactivate link first and then click Edit.

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.

*Updated: 3<sup>rd</sup> Dec 2020 (Sharepoint: CN Site>Documents)*