

## HOW TO ADD NEWS STORIES TO GLOSSOP.COM

### 1 Login to glossop.com

Type [www.glossop.com/add-news](http://www.glossop.com/add-news) in to your web browser, here you will be prompted to login



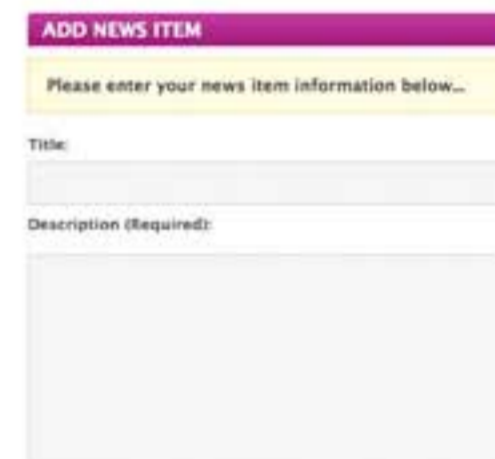
Enter the provided username and password and click **'Log In'** - you will be redirected to a news submission form.

### 2 Fill in the news submission form

Be sure to give your article a title, some body text and relevant tags (these help us to categorise your article)

You can also attach a file, this could be a related image or a pdf document.

Click **'Send'**

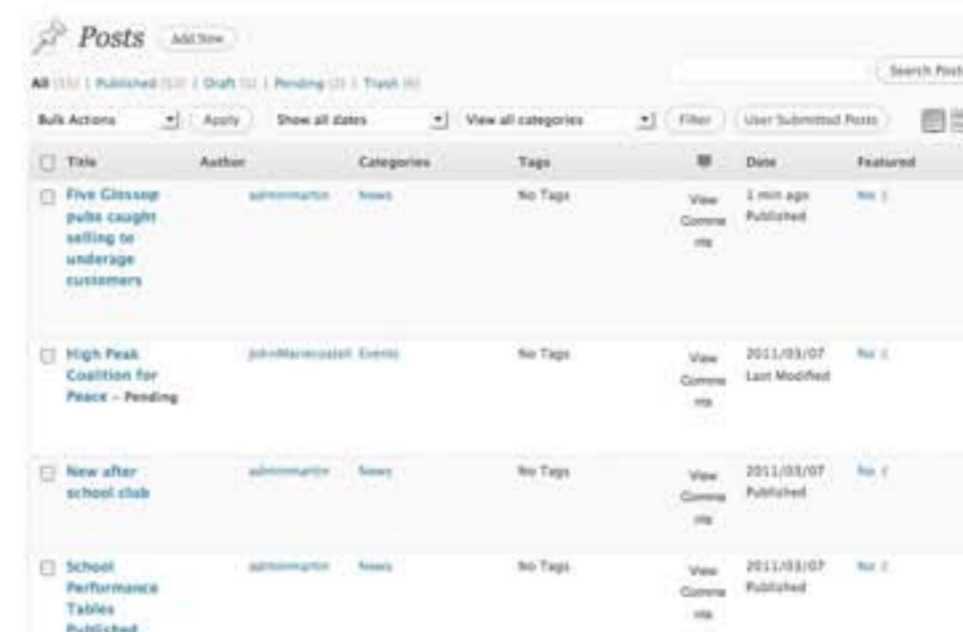


### 3 Pending approval

After submitting your article it will be put in to a queue. A site moderator will have a quick check of your submission to ensure that it is suitable for the website.

Once approved your article will show up on the news section of the website immediately.

If you notice any mistakes or issues with your published article please email [webmaster@glossop.com](mailto:webmaster@glossop.com)



Title	Author	Categories	Tags	Date	Featured
Five Glossop punts caught selling to underage customers	admin@...@glossop.com	News	No Tags	1 min ago Published	No
High Peak Coalition for Peace - Pending	john@...@glossop.com	Events	No Tags	2011/03/07 Last Modified	No
New after school club	admin@...@glossop.com	News	No Tags	2011/03/07 Published	No
School Performance Tables Published	admin@...@glossop.com	News	No Tags	2011/03/07 Published	No