

AGLIDING PARASCENDING FORT...
H BALL QUADBIKING GRAFT BUILDING ROWING SAILING...
ILLINGS SHOOTING SINGLE PITCH CLIMBING SKIINGS NORKELLINGS SNOWBO...
EETS SPORTS SUBAQUA SURFING SWIMMING WATERSKIING WHITEWATER RAFTIN...
RFING ZORBING ABSEILING AERIAL RUNWAY ARCHERY BALLOONING BANDS BOUL...

UPDATING PAGES FACTSHEET

This factsheet is for Secretaries and Administrators

Here is a step by step guide to help you edit your pages on solihullscouts.org.uk If you have any issues please email cmt@solihullscouts.org.uk.

Please be really careful editing pages - If you need any help what so ever then please let us know, We can spend as much time with you as needed to make sure you are happy with the editing process! Please only edit minor content like meeting dates and events.

1. Open www.solihullscouts.org.uk
2. Log In (See Log In Fact Sheet for help with this)
3. During Registration your website admin rights should have been changed. If the following instructions are not available for you then please email us!
4. Navigate to the page you wish to edit
5. At the top of the page will be a "Edit Page" button - Click this
6. In the page that opens you will see the page title followed by a box underneath. At the top right of this box is two tabs - Make sure "Visual" is selected, Not "HTML"
7. Find the bit you want to edit within that box and make the edit
8. Once you have finished editing press "Update" on the right hand side
9. Your edits will appear on the website
10. Click on "Solihull Scout County" at the top to take you back to the home page

