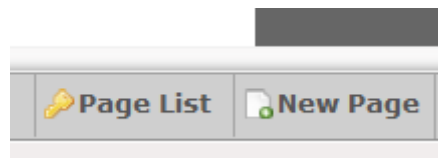
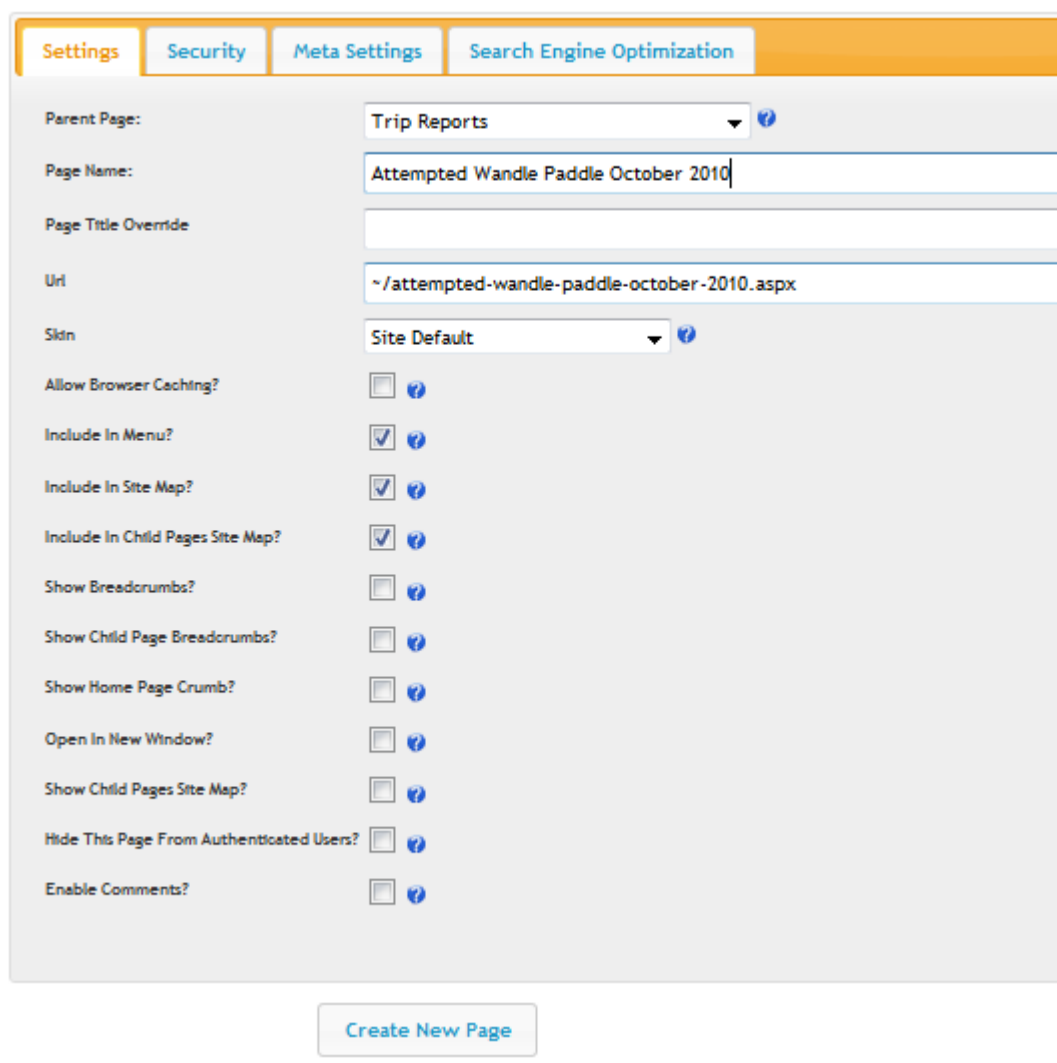


Adding a Trip Report

1. Log in to the Website
2. Click on the Trip Report Link on the Home Page, scroll to the bottom of the Trip Report page, you will notice two buttons, Page List and New Page.



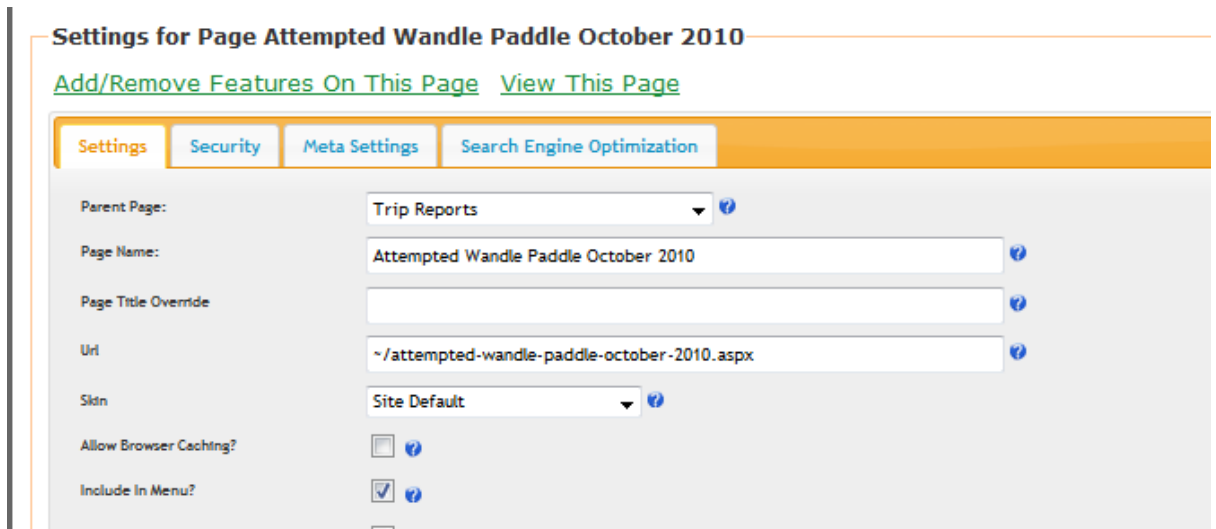
3. Click on New page button
4. Type in a Page Name
5. Click in the URL field, you will see the URL update to the same as the Page name
6. Click Create New Page

A screenshot of a web application's settings page. The 'Settings' tab is selected, and the 'Search Engine Optimization' sub-tab is active. The form contains the following fields and options:

- Parent Page: Trip Reports (dropdown menu)
- Page Name: Attempted Wandle Paddle October 2010 (text input)
- Page Title Override: (empty text input)
- Url: ~/attempted-wandle-paddle-october-2010.aspx (text input)
- Skin: Site Default (dropdown menu)
- Allow Browser Caching?
- Include In Menu?
- Include In Site Map?
- Include In Child Pages Site Map?
- Show Breadcrumbs?
- Show Child Page Breadcrumbs?
- Show Home Page Crumb?
- Open In New Window?
- Show Child Pages Site Map?
- Hide This Page From Authenticated Users?
- Enable Comments?

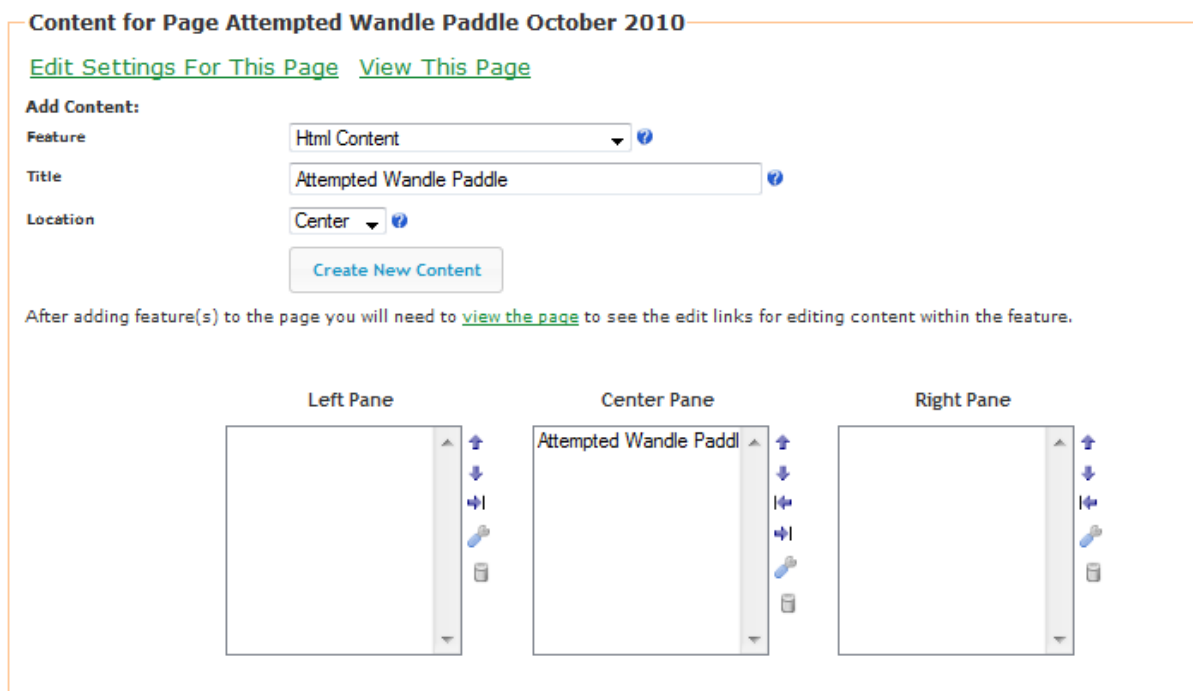
A 'Create New Page' button is located at the bottom of the form.

7. Click on 'Add/Remove Features on This Page' Link.



You will see the screen below; Note the Feature Name should say 'HTML content',

8. Type a title for your content in the title field, make this the same as the Trip Report Name'
9. Make sure the Location = Center
10. Click 'Create new Content' - You will now see that your piece of content is in the area titled 'Center Pane'.
11. Click 'view this page' to start adding your content.



12. Click on Edit



13. Enter content

14. Click Update

