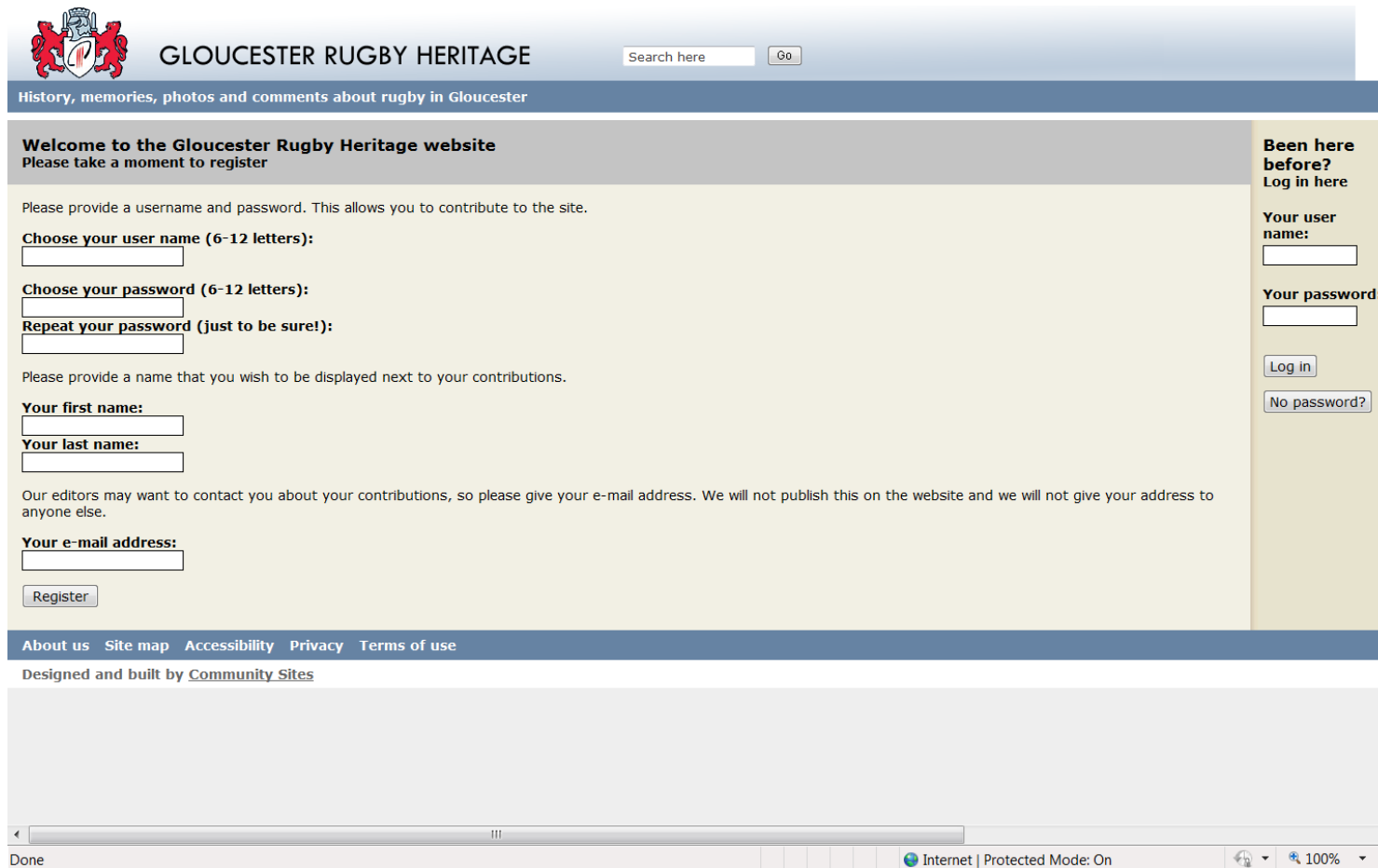


CONTRIBUTING A PAGE TO THE WEBSITE.

1. First, if you haven't already done it, you need to register a User Name and Password.



The screenshot shows the Gloucester Rugby Heritage website's registration page. At the top left is the Gloucester Rugby Heritage logo, a red shield with a white cross and a blue lion. To its right is the text "GLOUCESTER RUGBY HERITAGE" and a search bar with "Search here" and a "Go" button. Below the logo is a blue navigation bar with the text "History, memories, photos and comments about rugby in Gloucester". The main content area is divided into two columns. The left column contains the registration form, and the right column contains a "Log in" section. The registration form includes fields for "Choose your user name (6-12 letters)", "Choose your password (6-12 letters)", "Repeat your password (just to be sure!)", "Your first name", "Your last name", and "Your e-mail address". A "Register" button is at the bottom of the form. The "Log in" section includes a "Log in here" link, a "Your user name:" field, a "Your password:" field, a "Log in" button, and a "No password?" link. At the bottom of the page is a blue navigation bar with links for "About us", "Site map", "Accessibility", "Privacy", and "Terms of use". Below this is a footer with the text "Designed and built by [Community Sites](#)". The browser's address bar and status bar are visible at the bottom of the screenshot.

GLOUCESTER RUGBY HERITAGE

Search here

History, memories, photos and comments about rugby in Gloucester

Welcome to the Gloucester Rugby Heritage website
Please take a moment to register

Please provide a username and password. This allows you to contribute to the site.

Choose your user name (6-12 letters):

Choose your password (6-12 letters):

Repeat your password (just to be sure!):

Please provide a name that you wish to be displayed next to your contributions.

Your first name:

Your last name:

Our editors may want to contact you about your contributions, so please give your e-mail address. We will not publish this on the website and we will not give your address to anyone else.

Your e-mail address:

Been here before?
Log in here

Your user name:

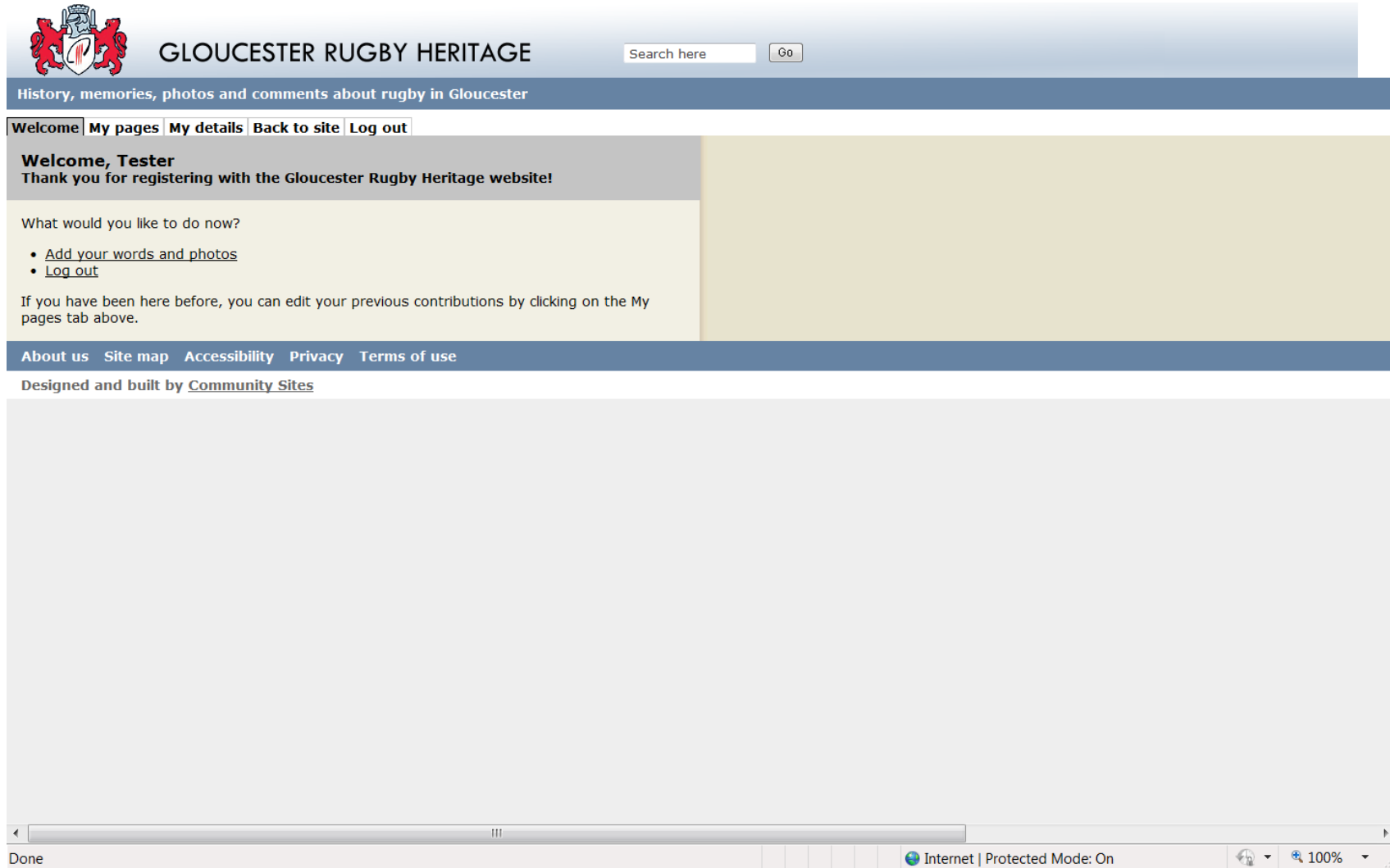
Your password:

[About us](#) [Site map](#) [Accessibility](#) [Privacy](#) [Terms of use](#)

Designed and built by [Community Sites](#)

Done Internet | Protected Mode: On 100%

2. This will take you to the Welcome Screen, with two choices. Select "Add your words and photos".

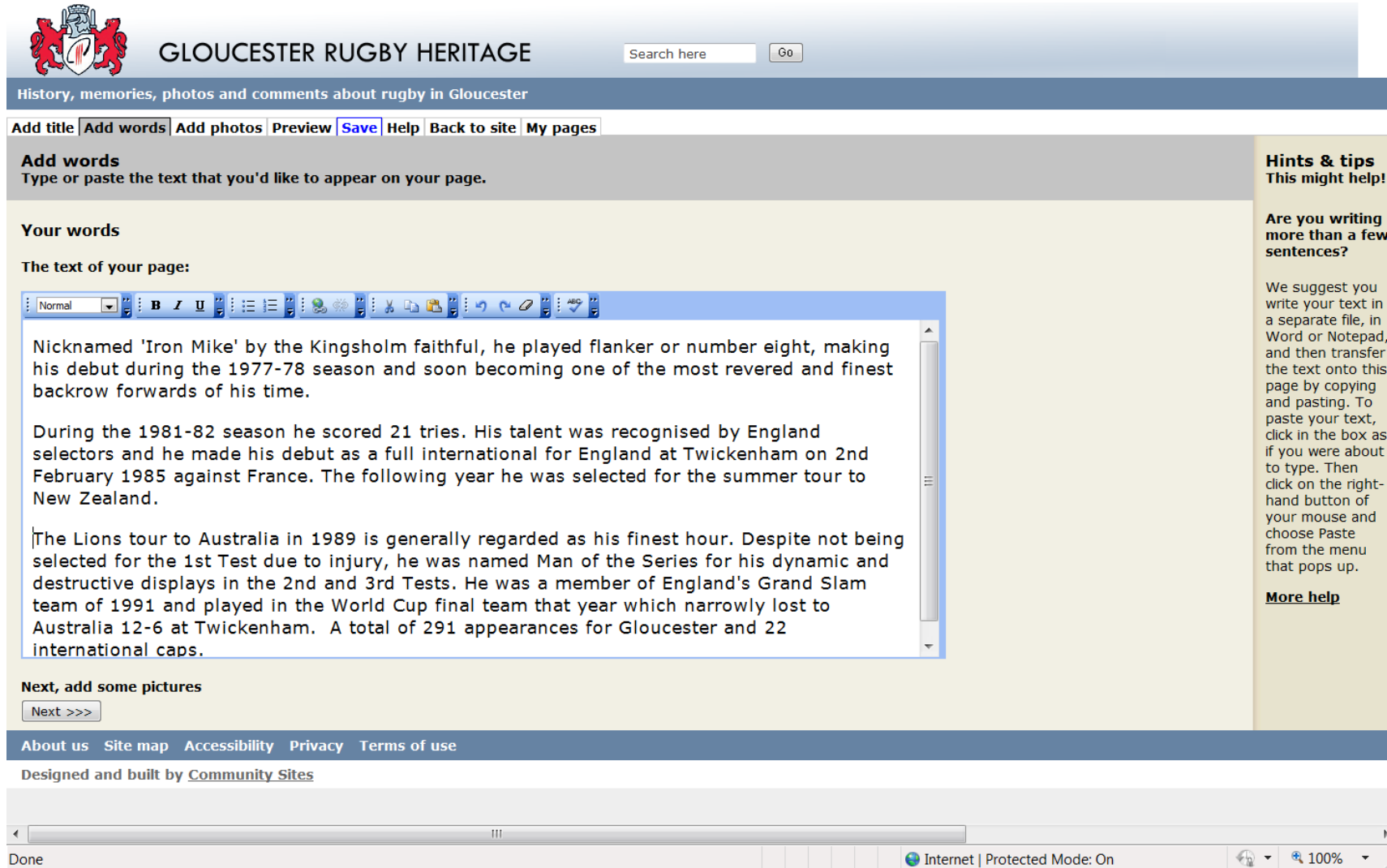


The screenshot shows the Gloucester Rugby Heritage website. At the top left is the Gloucester Rugby crest, followed by the text "GLOUCESTER RUGBY HERITAGE". To the right is a search bar with the text "Search here" and a "Go" button. Below this is a dark blue navigation bar with the text "History, memories, photos and comments about rugby in Gloucester". Underneath is a lighter blue navigation bar with links: "Welcome", "My pages", "My details", "Back to site", and "Log out". The main content area has a grey header with "Welcome, Tester" and "Thank you for registering with the Gloucester Rugby Heritage website!". Below this is a yellow box with the text "What would you like to do now?" and two bullet points: "• [Add your words and photos](#)" and "• [Log out](#)". Below the yellow box is a paragraph: "If you have been here before, you can edit your previous contributions by clicking on the My pages tab above." At the bottom of the main content area is a dark blue navigation bar with links: "About us", "Site map", "Accessibility", "Privacy", and "Terms of use". Below this is a line of text: "Designed and built by [Community Sites](#)". The bottom of the screenshot shows a browser window with a scrollbar and a status bar that says "Done" and "Internet | Protected Mode: On".

3. Add a Title and Subtitle. You are guided through a sequence of screens by a "Next" button.

The screenshot shows the Gloucester Rugby Heritage website's 'Add title' form. At the top left is the Gloucester Rugby crest, followed by the text 'GLOUCESTER RUGBY HERITAGE'. To the right is a search bar with the text 'Search here' and a 'Go' button. Below this is a blue navigation bar with the text 'History, memories, photos and comments about rugby in Gloucester'. Underneath is a grey bar with navigation links: 'Add title', 'Add words', 'Add photos', 'Preview', 'Save', 'Help', 'Back to site', and 'My pages'. The main content area is a light yellow box with the heading 'Add title' and the instruction 'Type the title of your page into the box below.' Under 'Your title', there are three input fields: 'Title:' with 'Mike Teague', 'Sub-title:' with 'Iron Mike', and 'Author (can be edited or left blank):' with 'By Tester Cymro'. Below these is a 'Next, add some words' section with a 'Next >>>' button. On the right side of the form is a 'Hints & tips' box with the text 'This might help!', 'Do you need some help?', and a paragraph of helpful information, followed by a 'More help' link. At the bottom of the page is a blue footer bar with links for 'About us', 'Site map', 'Accessibility', 'Privacy', and 'Terms of use', and the text 'Designed and built by Community Sites'. The browser's address bar and status bar are visible at the very bottom, showing 'Internet | Protected Mode: On' and '100%' zoom.

4. Type or paste your text. You can format it, and add sub-headings and links if you like.



The screenshot shows the Gloucester Rugby Heritage website editor. At the top left is the Gloucester Rugby crest, followed by the text "GLOUCESTER RUGBY HERITAGE" and a search bar with "Search here" and "Go" buttons. Below this is a navigation bar with "History, memories, photos and comments about rugby in Gloucester". A secondary navigation bar contains "Add title", "Add words", "Add photos", "Preview", "Save", "Help", "Back to site", and "My pages".

The main editing area is titled "Add words" and includes the instruction "Type or paste the text that you'd like to appear on your page." Below this is a section for "Your words" with the prompt "The text of your page:". A rich text editor is open, containing three paragraphs of text about a player nicknamed 'Iron Mike'. The text in the editor reads:

Nicknamed 'Iron Mike' by the Kingsholm faithful, he played flanker or number eight, making his debut during the 1977-78 season and soon becoming one of the most revered and finest backrow forwards of his time.

During the 1981-82 season he scored 21 tries. His talent was recognised by England selectors and he made his debut as a full international for England at Twickenham on 2nd February 1985 against France. The following year he was selected for the summer tour to New Zealand.

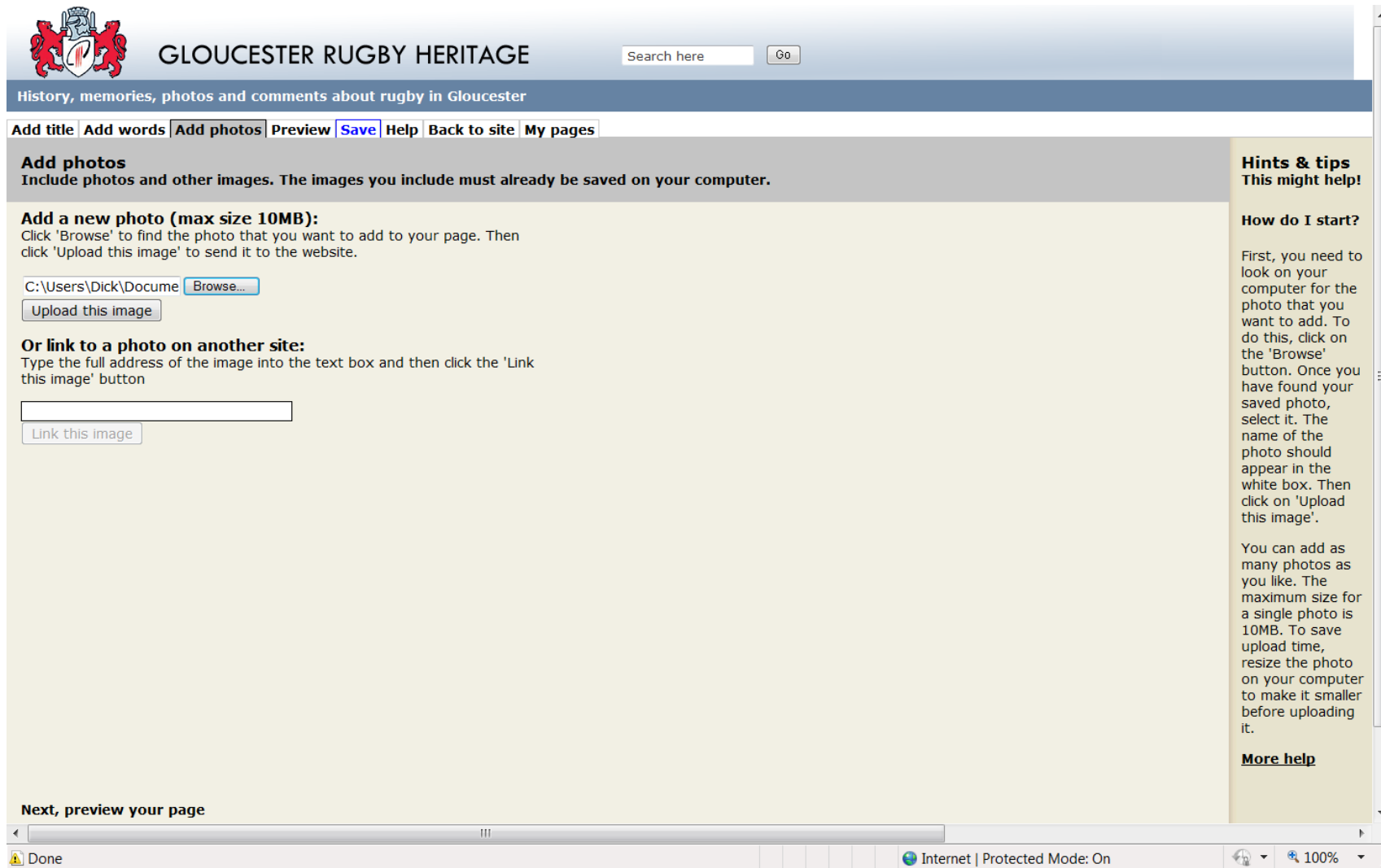
The Lions tour to Australia in 1989 is generally regarded as his finest hour. Despite not being selected for the 1st Test due to injury, he was named Man of the Series for his dynamic and destructive displays in the 2nd and 3rd Tests. He was a member of England's Grand Slam team of 1991 and played in the World Cup final team that year which narrowly lost to Australia 12-6 at Twickenham. A total of 291 appearances for Gloucester and 22 international caps.

Below the editor is a section titled "Next, add some pictures" with a "Next >>>" button. At the bottom of the page are links for "About us", "Site map", "Accessibility", "Privacy", and "Terms of use", along with the text "Designed and built by [Community Sites](#)".

On the right side of the editor, there is a "Hints & tips" section titled "This might help!". It includes a sub-section "Are you writing more than a few sentences?" with the following text: "We suggest you write your text in a separate file, in Word or Notepad, and then transfer the text onto this page by copying and pasting. To paste your text, click in the box as if you were about to type. Then click on the right-hand button of your mouse and choose Paste from the menu that pops up." Below this is a "More help" link.

The browser's status bar at the bottom shows "Done", "Internet | Protected Mode: On", and a zoom level of "100%".

5. Next, you can upload photos from your computer.



The screenshot shows the Gloucester Rugby Heritage website's photo upload interface. At the top left is the Gloucester Rugby crest, followed by the text "GLOUCESTER RUGBY HERITAGE". To the right is a search bar with the text "Search here" and a "Go" button. Below this is a blue navigation bar with the text "History, memories, photos and comments about rugby in Gloucester".

Below the navigation bar is a menu with the following items: "Add title", "Add words", "Add photos", "Preview", "Save", "Help", "Back to site", and "My pages".

The main content area is titled "Add photos" and includes the instruction: "Include photos and other images. The images you include must already be saved on your computer." Below this is a section titled "Add a new photo (max size 10MB):" with the instruction: "Click 'Browse' to find the photo that you want to add to your page. Then click 'Upload this image' to send it to the website." There is a text input field containing "C:\Users\Dick\Docume" and a "Browse..." button. Below the input field is an "Upload this image" button.

Below the "Add a new photo" section is a section titled "Or link to a photo on another site:" with the instruction: "Type the full address of the image into the text box and then click the 'Link this image' button". There is a text input field and a "Link this image" button.

At the bottom of the main content area is the text "Next, preview your page".

On the right side of the page is a "Hints & tips" sidebar with the text "This might help!". It contains a section titled "How do I start?" with the following text: "First, you need to look on your computer for the photo that you want to add. To do this, click on the 'Browse' button. Once you have found your saved photo, select it. The name of the photo should appear in the white box. Then click on 'Upload this image'." Below this is another section of text: "You can add as many photos as you like. The maximum size for a single photo is 10MB. To save upload time, resize the photo on your computer to make it smaller before uploading it." At the bottom of the sidebar is a "More help" link.

The browser's status bar at the bottom shows "Done", "Internet | Protected Mode: On", and "100%" zoom level.

7. And then you Preview your page. There's a choice of layouts, and you can go back and re-edit the page if you like.

The screenshot shows the Gloucester Rugby Heritage website editor. At the top left is the Gloucester Rugby crest. The main header reads "GLOUCESTER RUGBY HERITAGE" with a search bar and a "Go" button. Below the header is a navigation bar with links: "Add title", "Add words", "Add photos", "Preview", "Save", "Help", "Back to site", and "My pages". The "Preview" tab is active, showing a preview of the page content for "Mike Teague". The preview includes a title, author, a photograph of Mike Teague, and several paragraphs of text. To the right of the preview are three layout options labeled 1, 2, and 3. Option 1 is highlighted with a red border. A "Hints & tips" sidebar on the right explains how to use the "Add words" and "Add photos" tabs. At the bottom of the editor, there is a "Finally, save your work" section with a "Next >>>" button. The footer contains links for "About us", "Site map", "Accessibility", "Privacy", and "Terms of use". A Windows taskbar at the bottom shows the "Scan" utility with a notification that a "Scheduled scan was started." and the system tray with "Internet | Protected Mode: On" and "100%" zoom.

GLOUCESTER RUGBY HERITAGE

Search here

History, memories, photos and comments about rugby in Gloucester

[Add title](#) [Add words](#) [Add photos](#) [Preview](#) [Save](#) [Help](#) [Back to site](#) [My pages](#)

Preview your page
You can change the layout of the page by clicking on the boxes to the right.
The options are: 1) Text next to images 2) Text above images 3) Photo gallery format.

Mike Teague
Iron Mike
By Tester Cymro

Nicknamed 'Iron Mike' by the Kingsholm faithful, he played flanker or number eight, making his debut during the 1977-78 season and soon becoming one of the most revered and finest backrow forwards of his time.

During the 1981-82 season he scored 21 tries. His talent was recognised by England selectors and he made his debut as a full international for England at Twickenham on 2nd February 1985 against France. The following year he was selected for the summer tour to New Zealand.

The Lions tour to Australia in 1989 is generally regarded as his finest hour. Despite not being selected for the 1st Test due to injury, he was named Man of the Series for his dynamic and destructive displays in the 2nd and 3rd Tests. He was a member of England's Grand Slam team of 1991 and played in the World Cup final team that year which narrowly lost to Australia 12-6 at Twickenham. A total of 291 appearances for Gloucester and 22 international caps.

This page was added by on 27/08/2009.

Finally, save your work

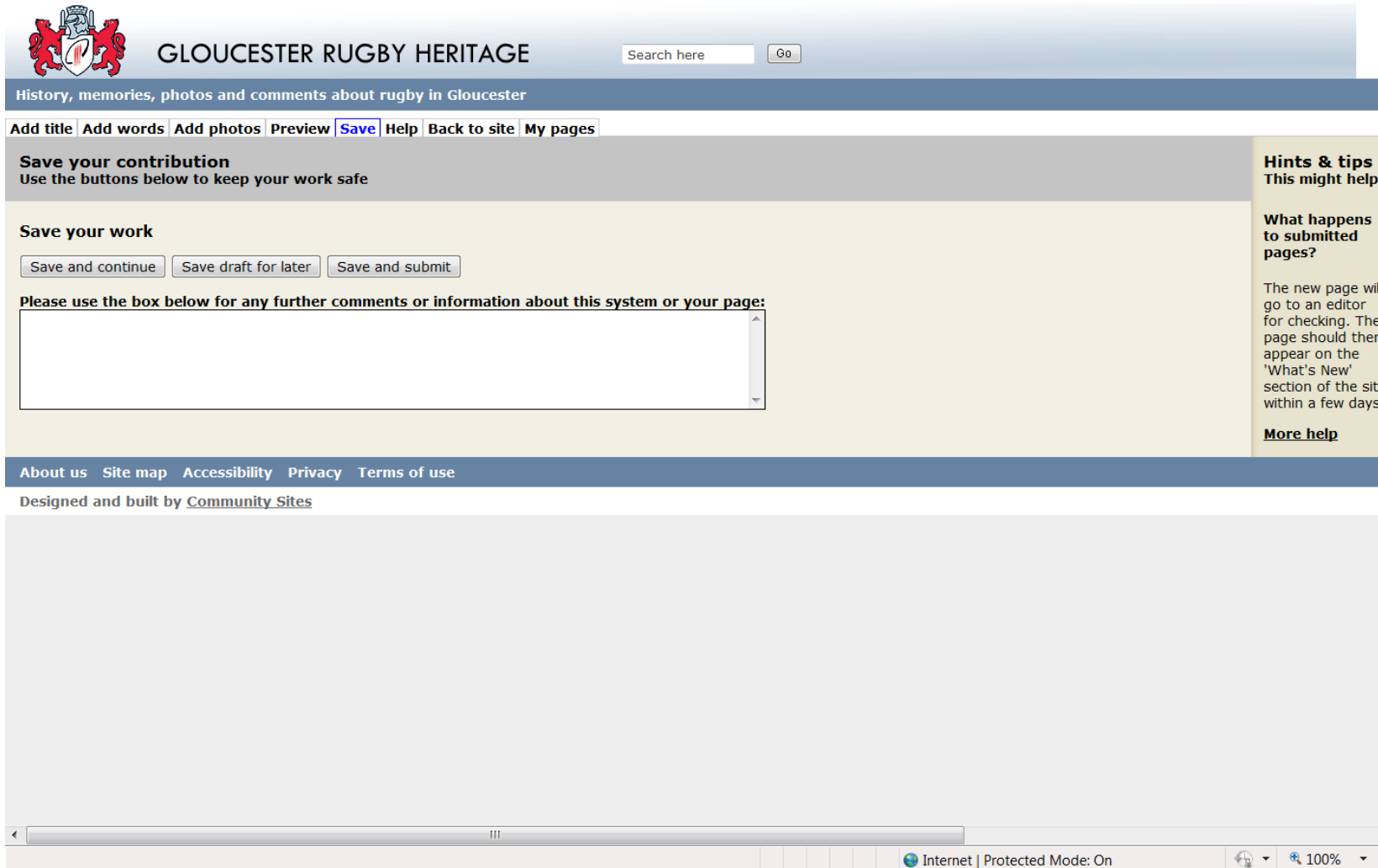
[About us](#) [Site map](#) [Accessibility](#) [Privacy](#) [Terms of use](#)

Designed and built by [Community Sites](#)

Scan
Scheduled scan was started.

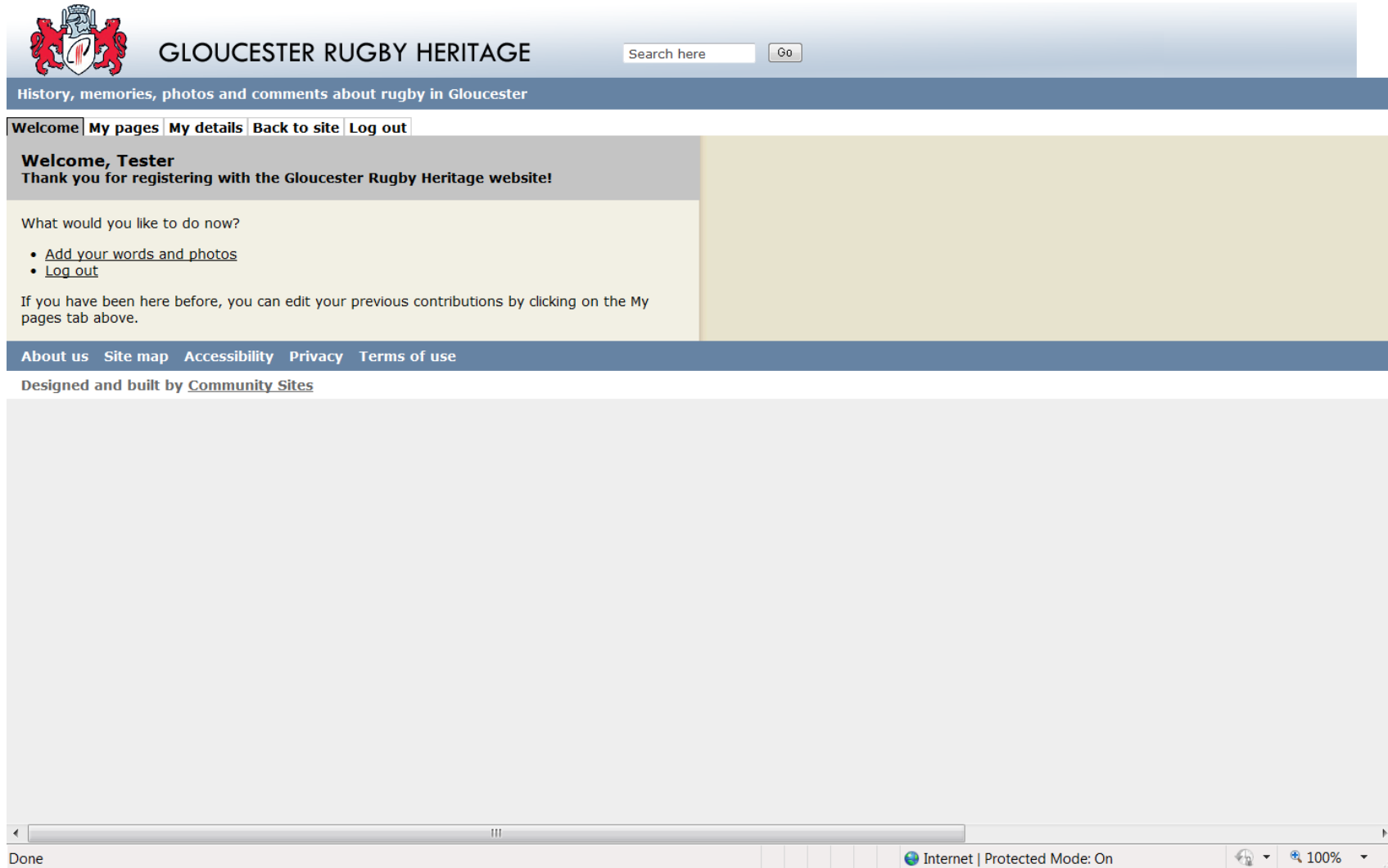
Internet | Protected Mode: On 100%

7. Finally - *and this is really important* - you Save your page. You can save it either as a draft, which means you can log in at a later date and complete it, or you can submit it immediately for publication.



The screenshot shows the Gloucester Rugby Heritage website editor. At the top left is the Gloucester Rugby Heritage logo, a crest with a shield and two lions. To its right is the text "GLOUCESTER RUGBY HERITAGE" and a search bar with "Search here" and a "Go" button. Below this is a blue navigation bar with the text "History, memories, photos and comments about rugby in Gloucester". A grey bar contains navigation links: "Add title", "Add words", "Add photos", "Preview", "Save" (highlighted in blue), "Help", "Back to site", and "My pages". The main content area is light yellow and contains a "Save your contribution" section with the text "Use the buttons below to keep your work safe". Below this is a "Save your work" section with three buttons: "Save and continue", "Save draft for later", and "Save and submit". A text box is provided for "Please use the box below for any further comments or information about this system or your page:". On the right side, there is a "Hints & tips" section with the text "This might help!" and "What happens to submitted pages?". The text explains that the new page will go to an editor for checking and should appear on the "What's New" section within a few days. Below this is a "More help" link. At the bottom, a blue bar contains links for "About us", "Site map", "Accessibility", "Privacy", and "Terms of use". Below this is the text "Designed and built by [Community Sites](#)". The browser's address bar at the bottom shows "Internet | Protected Mode: On" and a zoom level of "100%".

8. This will take you back to the Welcome Page, and you can log out.



The screenshot shows the Gloucester Rugby Heritage website. At the top left is the Gloucester Rugby crest, followed by the text "GLOUCESTER RUGBY HERITAGE". To the right is a search bar with the text "Search here" and a "Go" button. Below this is a blue navigation bar with the text "History, memories, photos and comments about rugby in Gloucester". Underneath is a grey navigation bar with links: "Welcome", "My pages", "My details", "Back to site", and "Log out". The main content area has a grey header with "Welcome, Tester" and "Thank you for registering with the Gloucester Rugby Heritage website!". Below this is a yellow box with the text "What would you like to do now?" and two bullet points: "• [Add your words and photos](#)" and "• [Log out](#)". Below the yellow box is a paragraph: "If you have been here before, you can edit your previous contributions by clicking on the My pages tab above." At the bottom of the main content area is a blue navigation bar with links: "About us", "Site map", "Accessibility", "Privacy", and "Terms of use". Below this is a blue bar with the text "Designed and built by [Community Sites](#)". The bottom of the screenshot shows a browser window with a scrollbar and a status bar that says "Done" and "Internet | Protected Mode: On".

When you submit your page, it is sent to the duty editor's work area, and as soon as possible he or she will read through what you've sent us. It might be edited slightly (we hope very little) and then we'll publish it in the most relevant area of the website. It will also appear under "What's New". Do please read our Privacy Policy, which you can access at the bottom of any screen on the website.

Once you've gone through the process you'll immediately realise just how easy it is!