EGfL user guide for gatekeeping news editors

Contents
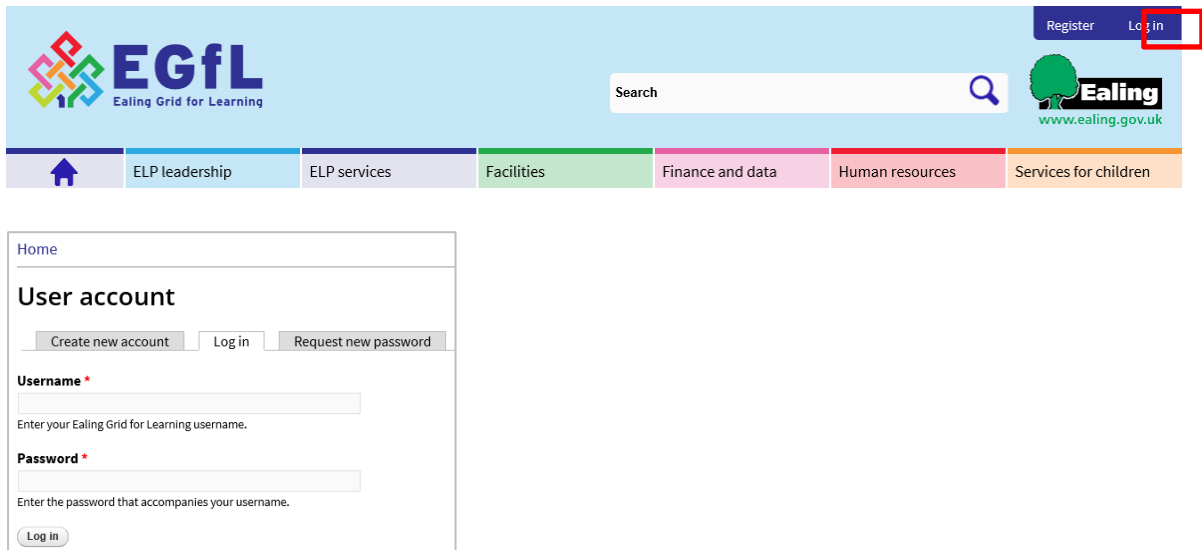
Log into EGfL

Go to the Ealing Grid for Learning website at www.egfl.org.uk

Select **Log in** from the top right- hand side of the web page.

Enter your **Username** and **Password** and select **Log in**

If you have forgotten the password use the **request new password** tab to get another one.

Once logged in you will see the following tabs: **View, Edit and My Articles**.

Create a news item

Once logged in, hover over **Add content** on the top left of screen.

Select **News**, which will appear in the drop-down bar to bring up a blank 'create news' template.

Complete all fields, following the guidelines in italics under each text box as below:

Body - t*he full details of your item should adhere to protocols and house style (see terms and conditions link at the bottom of the template) and is 2,400 characters maximum (consider sending information as a separate attachment to include as a download). Be to the point. Less is more. Start with the conclusion (why do people need to read this item).*

Audience - *Select the school phase your item should be sent to. This can be multiple phases: right click select.*

Attachment

Attachments preferred format is PDF.

Attach media

Browse

Attachment - P*referred attachment format is PDF. Make sure the title of the documents makes sense to the reader*. If you have an attachment to upload, click on **browse** and follow the instructions.

Related page and news

Please select any related content you would like referenced.

Add another item

Related page and news - Select any related content you would like referenced – this could be your page on EGfL or a recent relevant news item. Start typing the title of the page/news item and a list will appear for you to select an option. You can also select Add another item to reference another page/ news item.

Related Services

Add another item

Related Services – Type the name of your service if appropriate (e.g. 'Ealing Grid for Learning' and this field will automatically populate.

Contacts

If the contact person is anyone other than yourself, please remove yourself and/or add additional other(s)

Add another item

Contacts – This field will be populated with your name. You can change this if needed.

☐ I have read, understand and adhere to the terms and conditions *

**Terms and conditions** - tick the box to show that you have read, understand and adhere to the terms and conditions.

To complete your gatekeeping item, scroll back to the top of the page and select

Newseltter / Deadlines on the left of the screen to update **Action required, Author** and **Deadline date (**if required) following the guidelines on screen.

ELP
Ealing Learning Partnership

Once all fields are completed, select one of the options from the bottom of the screen:
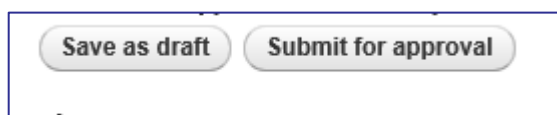
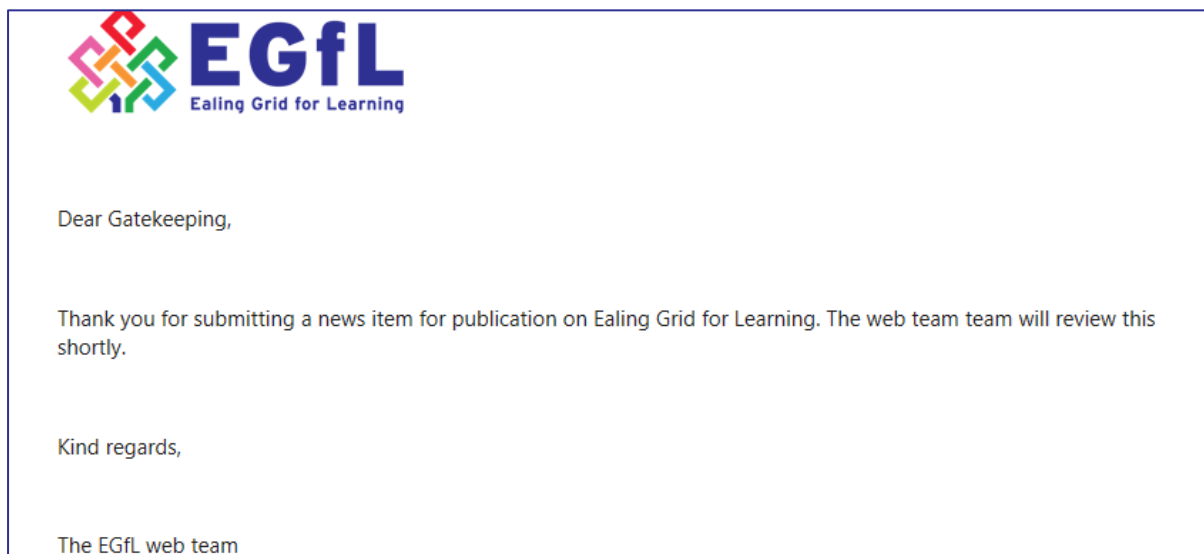| **Save as draft** – Saves what you are working on. It does not submit or publish your item, but your item will be saved for you to edit at a later stage	**Submit for approval** -Sends your item for approval to the web team. This does not publish your item. Once approved by the web team your item will be published.

Submit your item for approval

Once submitted, you will receive a submitted for approval confirmation email from the EGfL web team. You are not able to make any further changes at this stage.

Dear Gatekeeping,

Thank you for submitting a news item for publication on Ealing Grid for Learning. The web team team will review this shortly.

Kind regards,

The EGfL web team

Your item is published on EGfL

Once the EGfL web team have reviewed your item, you will receive **either** a **Your article is live email** confirming your item is published – see below**.** No further action is needed by you.

> Dear Gatekeeping,
>
> Thank you for submitting a news item for publication on Ealing Grid for Learning. This item has now been published and is available via Healthy Schools London and TfL STARS crossover.
>
> Your item will be included in the next gatekeeping newsletter to schools.
>
> Kind regards,
>
> The EGFL web team

Or

Review your item / feedback from EGfL web team. Your item needs amending before publishing

If your item needs amending before it is published, you will receive a **Review of your article email** with a link to feedback from the EGfL web team on your item:

> **EGfL**
> Ealing Grid for Learning
>
> Dear Gatekeeping,
>
> Thank you for submitting a news item for publication on Ealing Grid for Learning. The web team has some feedback on the item which will need to be addressed before it can be published.
>
> Please access the feedback via Healthy Schools London and TfL STARS crossover.
>
> Scroll to the bottom of the page to see the feedback.
>
> Many thanks,
>
> The EGFL web team

Click on the link in the email to see the feedback (the link takes you to your item – scroll to the bottom of the screen to see the feedback:

ELP
Ealing Learning Partnership

Once you have updated your article, remember to **tick the terms and conditions box** and submit your item for approval.

Return to your news items from any EGfL screen
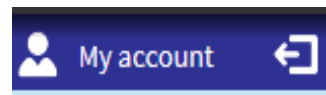
To return to your news articles **from any screen, at any time,** click at the top right of the screen (you need to be logged in) and select **My articles** tab:

This will bring up a list of all published and unpublished news items you have created or have been assigned to you by the EGFL web team

Title	Published status	Updated	Operations
News test	No	Tuesday, 21 January 2020, 16:11	edit
test	No	Tuesday, 21 January 2020, 14:19	edit
BBC's Tiny Happy People January newsletter	Yes	Monday, 20 January 2020, 12:23	edit

View or edit a previous news item

Select **My Articles** tab to view all previous gatekeeping news items assigned to you by the EGfL web team.


Select **a title** to view a news item or select **edit** to bring up the editing screen.

How to 'clone' an item

Clone an item when you wish to replicate a previously created item rather than create a new item from scratch (e.g. a regular item where the main information remains roughly the same, with only minor changes to dates etc).

From the **My Articles** screen, select the **title** of the item you wish to clone and then select **Clone content.**
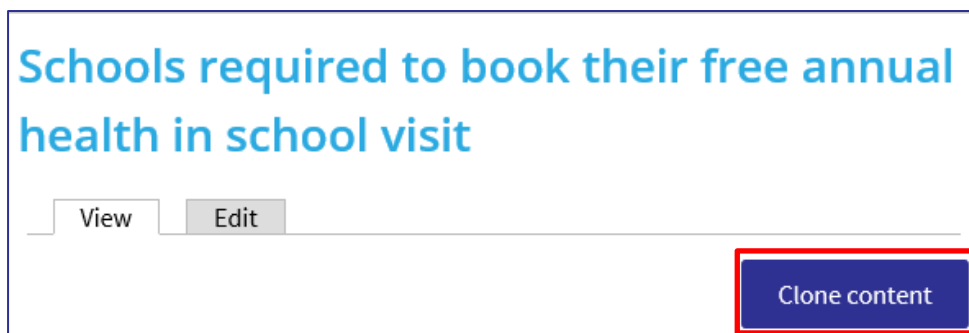
You will see the news template of the previously created news item that you can edit/update as required. (If the title of your new item is the same as the one you are cloning, remember to delete the text 'clone of' in the title field).

From this screen you can edit your item and submit it for approval, adhering to the guidelines in italics under each text box – see page 3 for further guidance.

Update a news item

To update/amend a *published* news item, return to your news items (see page 6 **Return to your news items from any EGfL screen**), select **edit** next to the item you need to update and amend as required. Select [Submit for approval] - remembering to **tick the terms and conditions box**.

Once submitted, you will receive a **submitted for approval confirmation email** from the EGfL web team. You are not able to make any further changes at this stage.

Changes to an *unpublished* news item cannot be made until the item has been published or you receive a **review of your article email** from the EGfL web team.

Contact us

If you have any questions about the gatekeeping news editor role or creating news items, please contact us egflwebteam@ealing.gov.uk