

# EGfL user guide for gatekeeping news editors



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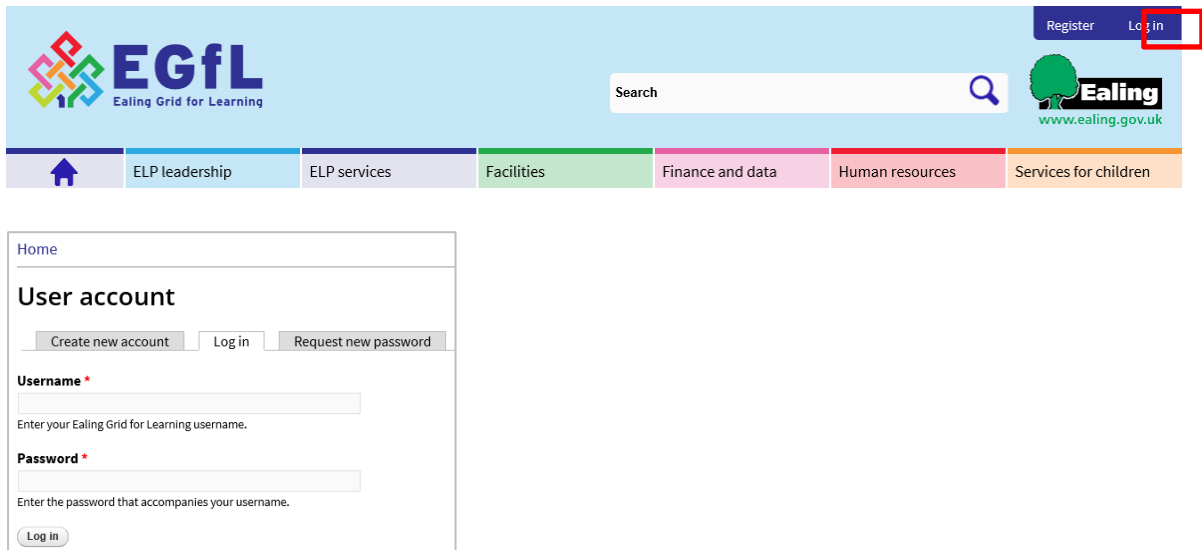
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# Log into EGfL

Go to the Ealing Grid for Learning website at [www.egfl.org.uk](http://www.egfl.org.uk)

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



The screenshot shows the top navigation bar of the EGfL website. The logo 'EGfL Ealing Grid for Learning' is on the left. A search bar is in the center. On the right, there are 'Register' and 'Log in' buttons, with 'Log in' highlighted by a red box. Below the navigation bar is a menu with tabs: Home, ELP leadership, ELP services, Facilities, Finance and data, Human resources, and Services for children. The main content area shows a 'User account' section with three buttons: 'Create new account', 'Log in', and 'Request new password'. Below these are input fields for 'Username' and 'Password', each with a red asterisk and a placeholder text. A 'Log in' button is at the bottom of the form.

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**.



The screenshot shows the user profile page after logging in. The top navigation bar is the same as in the previous screenshot. The main content area shows a 'Home' section with three buttons: 'View', 'Edit', and 'My Articles', with 'My Articles' highlighted in yellow. Below this is a dark blue banner with the text 'My username' and 'E-mail address: myemailaddress@ealing.gov.uk'.

## 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.

### Create News

**Page details \***

**Newsletter / Deadlines**

**Title \***

*90 characters max. Short, succinct and meaningful to the audience – one sentence to quickly convey what the item is about so that it grabs the headteacher's / reader's attention.*

**Description**

*140 characters max. Briefly summarises the main point(s) of your item, ideally one sentence*

**Body (Edit summary)**

B I U [List icons] [Link icon] [Image icon] [Cut icon] [Paste icon] [Undo icon] [Redo icon] Format [Table icon] [Video icon]

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

**Title \***

*90 characters max. Short, succinct and meaningful to the audience – one sentence to quickly convey what the item is about so that it grabs the headteacher's / reader's attention.*

**Description**

*140 characters max. Briefly summarises the main point(s) of your item, ideally one sentence*

**Body (Edit summary)**

B I U [List icons] [Link icon] [Image icon] [Cut icon] [Paste icon] [Undo icon] [Redo icon] Normal [Dropdown arrow]

**Body** - the 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**

Primary headteachers ^

Secondary headteachers

Special school headteachers

Early years headteachers v

**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** - Preferred 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  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 \***

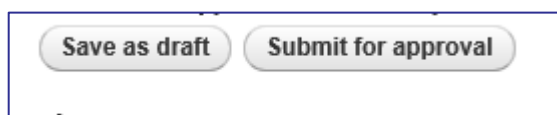
**Terms and conditions** - tick the box to show that you have read, understand and adhere to the terms and conditions.

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



**Newsletter / Deadlines**

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


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

 **Draft saved** 

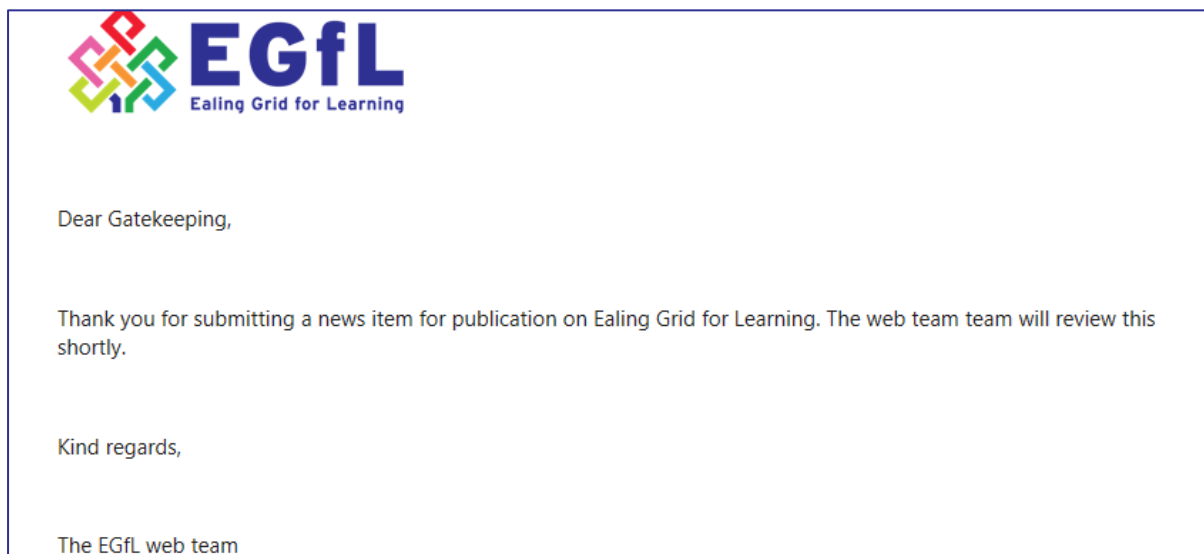
**Submit for approval** -Sends your item for approval to the web team. This does not publish your item. Once approved by the web team your item will be published.



- News *News test* has been created.
- Thank you for submitting this news article for approval

## 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.



## 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:



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):

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

**Status:** Requires updates

**Feedback from Ealing colleagues**

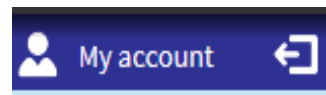
Please upload your attachment  
Complete the action required section

• **Save as draft** - This allows you to save what you are working. It does NOT allow you to submit or publish your item.  
• **Submit for approval** - This allows you to send the correct and complete content for approval to the administrator. This does NOT allow you to publish your item.

Save as draft   **Submit for approval**   Delete

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 **My account** 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

My Articles			
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.

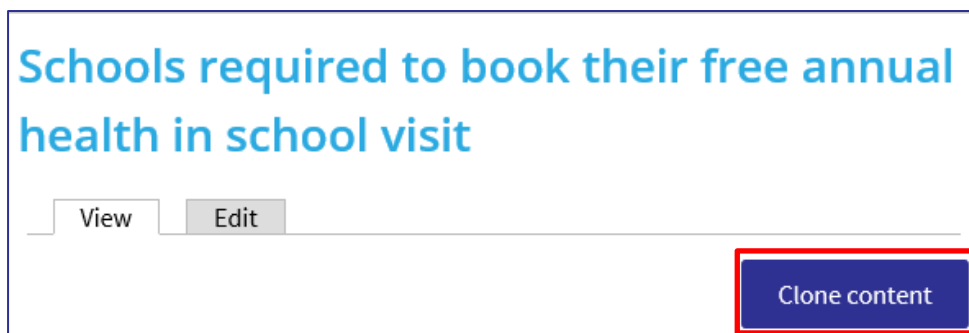
My Articles			
<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">My Articles</a>	
Title	Published	Updated	Operations
Deadline for submitting Healthy Schools London (HSL) awards	Yes	Monday, 15 April 2019, 16:25	<a href="#">edit</a>
PSHE project for high schools	Yes	Thursday, 11 April 2019, 12:04	<a href="#">edit</a>
Requests to withdraw pupils from RSE	Yes	Thursday, 11 April 2019, 12:05	<a href="#">edit</a>
Submit your Healthy Schools London awards	Yes	Monday, 1 April 2019, 12:55	<a href="#">edit</a>

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).



**Clone of Schools required to book their free annual health in school visit**

View Edit

**Page details \***

**Newsletter / Deadlines**

**Title \***  
 Clone of Schools required to book their free annual health in school visit  
*90 characters max. Short, succinct and meaningful to the audience – one sentence to quickly convey what the item is about so that it grabs the headteacher's / reader attention.*

**Description**  
 Schools can now book their free annual visit with the health improvement team.  
*140 characters max. Briefly summarises the main point(s) of your item, ideally one sentence*

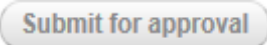
**Body (Edit summary)**

B I U S [List icons] [Link icon] [Image icon] [Table icon] [Quote icon] [Undo icon] [Redo icon] [Format icon]

Schools can now book their 2019/20 health in school visits. This year the visits take place between 4 November 2019 and 14 February 2020.

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  - 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](mailto:egflwebteam@ealing.gov.uk)