sites.google.com/site/galaecclesfield

Webmasters can edit their site, or read and send emails using the password they were given.

A copy of this document can be seen by clicking on [instructions for webmasters.pdf] at the bottom of the home page.

To sign in for editing

Display the site, for example by opening a web browser, and typing …

sites.google.com/site/galaecclesfield

… into the browser’s top-leftmost box.

If you use “Internet Explorer 8.0”, in Windows XP, after typing the link you should see…

… at which point, just press the Enter key.

When the [Ecclesfield Gala] homepage is displayed, click on the link near the bottom of the page saying [Edit this site].

(If a “secure network” Alert appears, press Enter to OK it).

(If the Email: box does not read “gala.ecclesfield” then click Sign in as a different user, close the window and repeat).

The Google Accounts “Sign in” screen will then appear. Just type the password provided into the Password box, then press Enter.

(If - E.g. 3 - “secure network” Alerts appear, press Enter to say [Yes] or [OK].)

Google’s “Sites” page should then appear. Just click on galaecclesfield (i.e. the second site listed).

The [Ecclesfield Gala in the Park] homepage will then re-appear, but with a white bar at the top of the window.
To edit the website

After signing in as above, click on the pencil icon on the toolbar. The editing bar will appear.

![Toolbar with pencil icon]

The web page can then be edited in much the same way as using a word processor. For example, by positioning the cursor using the mouse, and then deleting or typing new text as required.

When finished editing

When finished editing, click on the Save button near the top-right of the window.

Click on gala.ecclesfield@gmail.com at the top of the page, then Sign out.

(If 4 “secure” or “non-secure” Alerts appear, press Enter to say Yes or OK to each of them).

Close the browser, e.g. by clicking on at the top-right of Internet Explorer.
To read and reply to emails

Display the site, for example by opening a web browser, and typing …

sites.google.com/site/galaecclesfield

… into the browser’s top-leftmost box.

If you use “Internet Explorer 8.0”, in Windows XP, after typing the link you should see…

… at which point, just press the Enter key.

When the Ecclesfield Gala in the Park homepage is displayed, click on the link near the bottom of the page saying see gala emails.

(If a “secure network” Alert appears, press Enter to OK it).

(If the “Email” box does not read “gala.ecclesfield” then click Sign in as a different user, close the window and repeat).

The Google Accounts “Sign in” screen will then appear. Just type the password provided into the Password box, then press Enter.

(If - E.g. 3 - “secure network” Alerts appear, press Enter to say Yes or OK.)

The Google Mail screen will then appear with each line showing the sender, title, and date of an email. New emails, which have not been viewed before are shown in bold.

To display an email, Just click anywhere on the email line.

To reply to a displayed email, click at the top-right of the body of the email, and type your reply into the top of the large box near the bottom of the screen, before pressing Send.

To see the list of emails again, click Inbox.

When finished, click gala.ecclesfield@googlemail.com at the top of the page, then Sign out.

(If (4) “secure” or “non-secure” Alerts appear, press Enter to say Yes or OK to each of them).

Close the browser, E.g. by clicking on [X] at the top-right of Internet Explorer.