

BASA Members adding content to the Working/project Groups area of the members website.

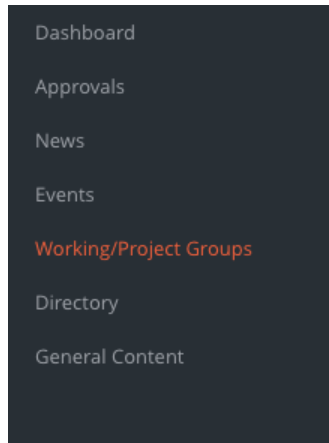
Only the BASA Secretariat can add general content, but this can be sent to rebecca@basa.uk.com for inclusion. All members can add new content/posts to any of the Working groups. These posts will need to be approved by the WG chair, Consultant Secretary or BASA Secretary before they go live on the website.

The system does not auto save so do not attempt to use the back button until the draft is saved, or you will lose the post.

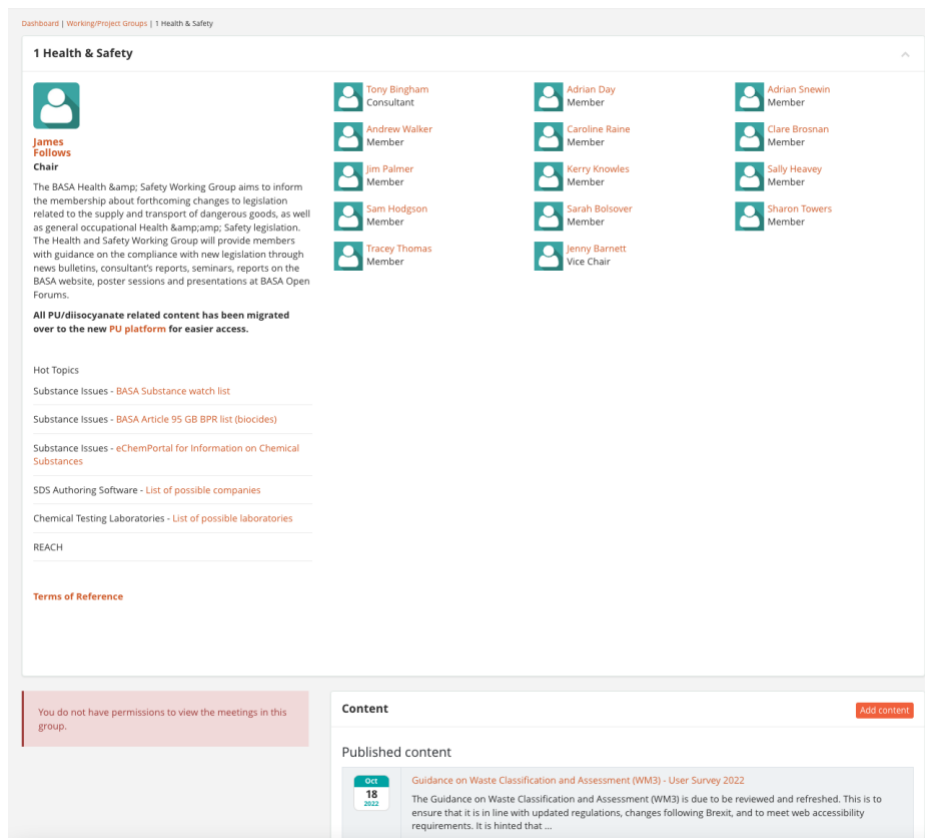
Step 1 – Navigate to the working group that you want to add the post to.

In this example it is a new post for the Health & Safety Working group.

Click on Working/Project Group on the dashboard



Step 2 - Choose the Working Group to post your content by clicking on the Green Content Button

A screenshot of the '1 Health & Safety' working group page. The page header shows 'Dashboard | Working/Project Groups | 1 Health & Safety'. The main content area includes a group profile for James Follows, Chair, with a description of the group's purpose. Below this is a list of members with their names and roles, such as Tony Bingham (Consultant) and Adrian Day (Member). A red banner at the bottom left states 'You do not have permissions to view the meetings in this group.' On the right, there is a 'Content' section with a red 'Add content' button. Below the button, a 'Published content' section shows a post dated Oct 18, 2022, titled 'Guidance on Waste Classification and Assessment (WM3) - User Survey 2022'.

Click on the Orange Add Content button, and the following screen will appear

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Dashboard | Working/Project Groups | Health & Safety | Add content

1 Health & Safety - Add content

Published date*
21/10/2022

Title* **Short title**

Summary*

Full text
Unlicensed Froala Editor

Image

Alt text

Caption

Author* **Copyright**

Downloads

Title **Download**

Weblinks

DisplayText **Weblink**

Categories*

- Authorisations
- Biocides
- Classification & Labelling
- Covid
- Diisocyanate
- Drugs Misuse
- Endocrine
- Explosive precursors/OWA
- General H&S
- Hazardous substance
- Internal Administration
- Mental Health
- Microplastics
- Migration
- Nanomaterials
- Poison Centres
- Restriction
- Safety Data Sheets
- Sensitizer
- Supply
- UKREACH
- Waste

Content Types*

- FEICA Hazpro
- General Documents

Anything with an Asterisk is content that must be filled in to be able to save the post.

Step 3 – fill in the mandatory fields, and any applicable optional fields.

Title – mandatory

Give your post a title, try to keep it succinct with enough detail to explain the post

Summary – mandatory

Add only the summary detail, please don't just copy the title. The summary should briefly describe the content of the post, however if it is a very short post, you may prefer to enter the text only in the summary box.

Please note:

- The summary box cannot be formatted, no carriage returns or links or bullets.
- It is designed to be a single paragraph text summary of the post.
- If you decide not to add the full text any weblinks must be added separately

Full Text – optional

This is an optional field, and text can be formatted and weblinks added if required. It is better to add the weblinks separately, but if cutting and pasting from other sources then there is no need to duplicate the embedded links.

Author – mandatory

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If you have written the post, then you should add yourself as the author. If the article is cut and past form a third party then they should be acknowledged as the author. If using third party sources, then you should also add this is the copyright box.

Copyright – optional

For articles that have been copied form third party sources

Downloads and Weblinks – optional

Upload any documents here or add weblinks you must add the document/weblink and also the title/display text for each one. multiple documents and weblinks can be added using the green Add buttons.

Before you attempt to save the post, you must assign at least one Category and type. You should try to assign only one main content type and category if possible. Your post relates to multiple topics it may be better to consider splitting the content over more than one post.

Step 4 – fill in the mandatory fields, and any applicable optional fields.

Once you are happy that you have filled in all the mandatory boxes Click the green Save box and the post will be sent to the WG administrators to approve.

It will not be visible to you once you have pressed send, but it will be reviewed and approved by the WG Chair and/or Secretary/WG Consultant before it appears live on the website.