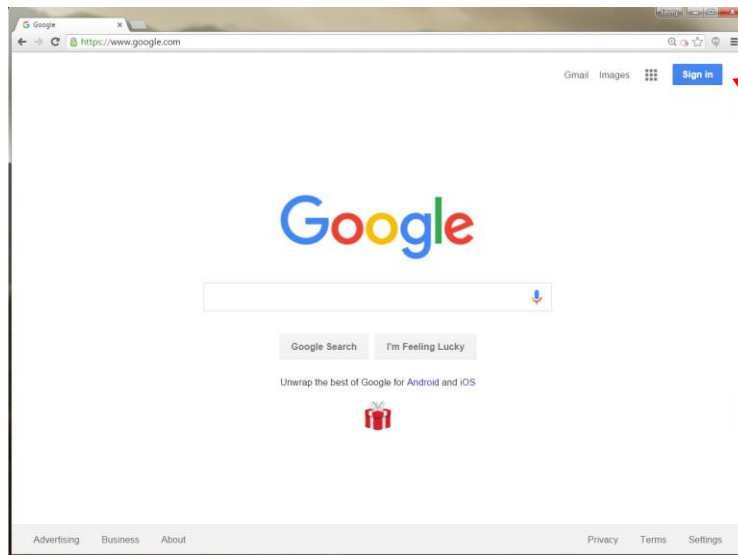


---

# UPDATING AND ADDING CONTENT TO THE MAWAT WEBSITE

1. ENSURE THAT YOU HAVE EDITING PRIVILEGES TO THE MAWAT DISTRICT WEBSITE. ASK THE DISTRICT KEY 3 IF YOU ARE UNSURE.
2. BROWSE TO [HTTPS://WWW.GOOGLE.COM/](https://www.google.com/) AND LOG IN WITH YOUR GOOGLE ID.



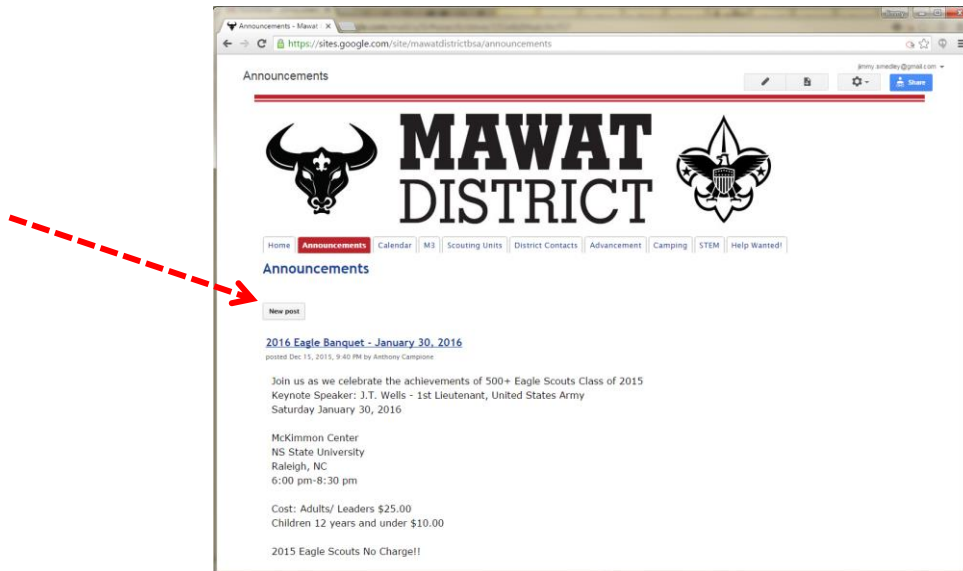
3. ONCE LOGGED IN, BROWSE TO [HTTPS://SITES.GOOGLE.COM/SITE/MAWATDISTRICTBSA/](https://sites.google.com/site/mawatdistrictbsa/). YOU WILL SEE EDITING TOOLS IN THE TOP LEFT CORNER. **NOTE: YOU CANNOT MAKE CHANGES TO THE WEBSITE THROUGH [WWW.DURHAMSCOUTS.ORG](http://WWW.DURHAMSCOUTS.ORG) – YOU MUST NAVIGATE TO THE GOOGLE SITES ADDRESS TO EDIT THE SITE.**



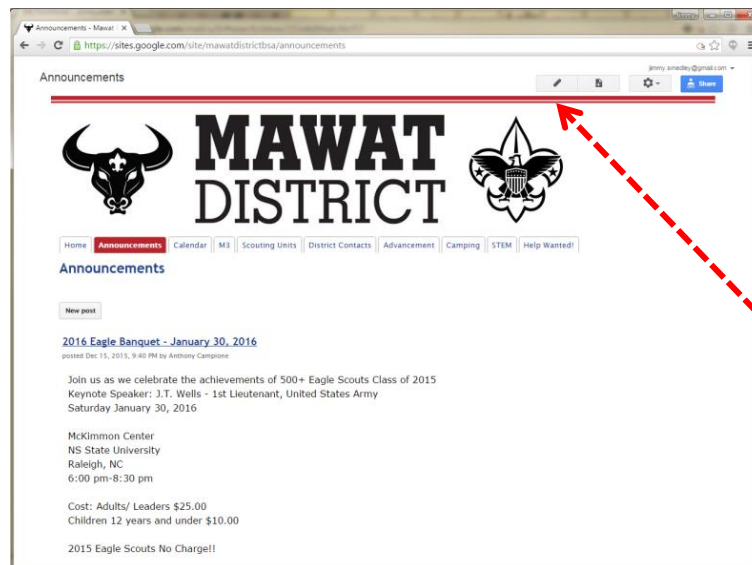
4. CLICK ON THE TAB YOU WOULD LIKE TO EDIT OR ADD CONTENT TO (I.E. ANNOUNCEMENTS).



5. CLICK ON THE “NEW POST” BUTTON TO ADD A NEW POST. TO ADD A PICTURE TO YOUR POST, GO TO THE TOP MENU AND CLICK INSERT\IMAGE, THEN UPLOAD YOUR IMAGE AND SELECT IT. ONCE SAVED, THE POST WILL AUTOMATICALLY BE ADDED TO THE ANNOUNCEMENTS FEED ON THE HOMEPAGE.



6. TO EDIT EXISTING CONTENT, OR TO ADD A NEW PAGE, USE THE “EDIT PAGE (E)” OR “CREATE PAGE (C)” BUTTONS ON THE TOP LEFT. MAKE SURE TO CLICK “SAVE” AFTER MAKING CHANGES OR ADDING NEW PAGES TO THE SITE.



7. FOLLOW THE SAME PROCEDURE TO EDIT OTHER PARTS OF THE WEBSITE.