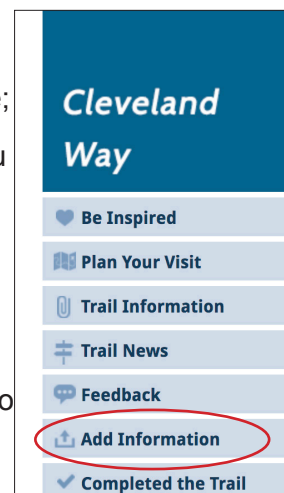


How to add information to the website

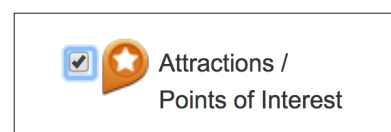
1. First sign up or sign in by clicking the Login or Join button at the top right of the page;
2. Once you are signed in, from the National Trails tab select the Trail that the entry you want to add is closest to. From the Trail page click on 'Add information' on the left hand side of the page.
3. From the Add information page click on the relevant button to add your information.
4. Fill out the form ensuring that you complete all fields marked with a star.
5. It is important to enter a location otherwise your entry won't appear on the map. To do this please follow the instructions below:
 - enter the postcode or street name and town/city into the Search address box and then select the correct option that appears;
 - a blue dot will appear on the map. If the dot isn't in the right place select the drawing tool (pen with a + sign) at the top right of the map and drag the dot to the correct location. Once you have placed the dot in the correct position it's advisable to click on the hand icon (next to the drawing tool) so that you don't accidentally move the dot;
 - check the address listed in the Full address box is correct as this is the address that will appear on the website (editing the details in this box will not affect the position of the dot on the map);
6. When you are finished click the 'Save' button at the bottom of the page. Your entry will now appear on the map.



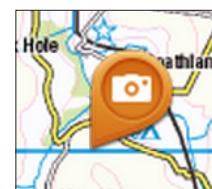
How to view your entry on the map

To see your entry on the map click on Plan Your Visit.

- If you added an attraction or point of interest click on the 'Attractions / Point of Interest' check box situated below the map;
- If you added a photograph click on the 'Photos' check box;
- If you added an event click on the 'Events' check box;



Once you select the relevant check box a marker will appear on the map with your entry. Click the marker to see more.



Updating or editing your entry

You can go back and edit your entry at any time by signing in and clicking the My account button at the top right of each page.

Got any questions or need help?

If you need help adding adding information to the website please email nationaltrails@walk.co.uk