





# "Club News" guide

### The new "Club News" at QHotels

#### Step one

All information must be entered into the "What's on" club news template and approved by Amy Brown before it is uploaded to the website.

You can access the "What's on" template on the QHub under the resources section.

If you visit www.leisureandspaatqhotels.co.uk

Username:Qleisure Password: QHL1999

Click on the resources section and the templates have been uploaded here under the miscellaneous section.

There is a PDF version which is a mock up of how the

document should look and a word document which you can download and type into.

Once you have filled in the word document please ensure that you send it to

Amy Brown on ABrown@qhotels.co.uk for sign off.

Once Amy has given you the OK you can proceed with the following steps.....



## The new "Club News" Facility is now available on the QHotels Leisure and Spa website

#### **Step Two**

Open Internet explorer and enter the web address below into your tool bar: www.leisureandspaatghotels.co.uk/admin editing/

#### **Step Three**

A box will then appear for you to enter your username and password. You will receive this separately on an email as each site has their own bespoke Username and Password.

Enter your username and password and you will be taken through to a landing page within www.leisureandspaatghotels.co.uk

#### **Step Four**

The first time you enter into the function there will be a link available which says "Edit News"

Click on this link and you will be taken to a page which has a link "Add a new item" and the text "No news items currently available".

### Step Five

Click on the "Add new item" link and you will be taken through to a page which allows you to enter your club news. On this page you have the option to enter a "Title" a "Sub Title" and your "content".

For example if you are holding an open weekend your Title could be "Open Weekend!"

your subtitle could be "to be held Saturday 07th and Sunday 08th August" your content would then be information about the day, what time it starts what special events are taking place on the day, if you need to book etc.

#### Step Six

Once you have entered all of the information relevant to this event click the Submit button and this will update your club page.







