

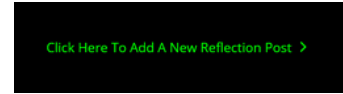
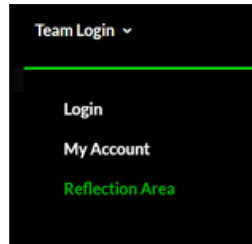


HOW TO ADD A REFLECTION

Sign Up by visiting: actingonclimate.co.uk/signup
Note your username and log in. You only have to do this once for the duration of the project.

1. LOG IN

Log into your account and head to the Team Reflection Area scroll down to add new post



2. SELECT EDITOR

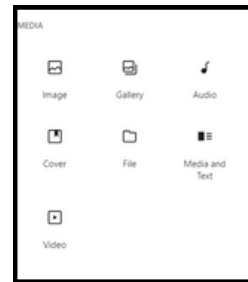
Ensure you select "Use Default Editor"



3. COMPOSE

In the title section title your reflection.

Use the space below to write the body of your post. Use the + button then browse all, and scroll down to media to add any media, videos or voice note/sound files.



4. ENSURE CORRECT SETTINGS

In the top right of the screen select the "settings tab"

In "Post" settings

Select a featured image. You can either upload your own or select an image from the Media Library, we have uploaded your logos for use.

In Categories - ensure ONLY "reflections" is selected

In Discussion - allow "comments" (this will allow the rest of the team to interact with your post) Do not allow *pingbacks and trackbacks* (as this will allow google to find your post)

Finally - Click the blue "publish" button on the top right of the screen. A reminder to check settings will appear - do not worry about the visibility being "public" it will only be visible to the team.

