

the ultimate lifestyle website for cis & trans LBO women across the nation!

PLANET NATION



SUBMITTING A CAMPAIGN

Planet Nation was formed in 2016 following 5 successful years of running Planet London, which was founded in 2011. Planet Nation stands for: support, promotion and focus on the lesbian, bisexual and queer (LBO) community through forming collaborative partnerships with LGBT community organisations and ally organisations to support a thriving and diverse LGBT community.

We are a trusted, reliable source within the community, yet there is a lot more we can do – and we want to! By increasing our collaborations and building a more cohesive network we can further support all areas of the LBO community.

View the campaigns landing page here: www.planet-nation.com/community-support/lgbt-campaigns

How to submit a campaign

We offer two options for submitting your campaign. This ensures that the space is accessible to all.

1. Self-service (free)

upload and manage your campaign yourself.

2. Paid promotion (£25)

you send us the URL to the campaign and any relevant images and information and we will upload the details to the website.


Need an account?

Sign up on the website using the secretword **PlanetLife** (case sensitive). Your account will be reviewed before being published.

Sign up here: <http://www.planet-nation.com/user/register>

You will need to be logged in to be able to access the advanced access bar.

Accessing the website administration tool

Clicking on the home icon  will take you to the homepage from wherever you are on the site.

Clicking on the Dashboard icon  will take you to a page of all your content.

the ultimate lifestyle website for cis & trans LGBQ women across the nation!

PLANET NATION



SUBMITTING A CAMPAIGN

How to add a campaign using self-service

Ensure that you are logged in, then click here to go to the form:
www.planet-nation.com/node/add/campaign

Create Campaign

Campaign name *

Content sharing

Share this content with other Planet sites

Share with other sites

Select your Campaign Name – make it snappy and enticing

Do not tick 'share with other sites'

Listing title *

Content limited to 30 characters, remaining: **30**
Short title 30 characters maximum

Listing description *

Content limited to 40 characters, remaining: **40**
Short description 40 characters maximum

Select a listing title – this will be visible to website visitors and can be up to 30 characters in length

Select a listing description – you have 40 characters that will be used on the landing page so making it interesting and informative.

Campaign duration

Date

Apr 19 2016

E.g., Apr 19 2016

to:

Date

Apr 19 2016

E.g., Apr 19 2016

Input the campaign duration (i.e. start date and end date). This will determine when the campaign is live on the campaign summary page. Live campaigns are in colour and inactive campaigns are in greyscale.

Campaign tags

Please enter keywords to tag this post, you can create multiple tags by separating words or phrases with a comma. Autocomplete will also find existing tags as you type.

PLANET NATION

SUBMITTING A CAMPAIGN



Input campaign tags – these are used for search engine optimisation and will help your campaign come up in website searches by users so use words you think people will be looking for.

Good standard tags are: LGBT, lesbian, fundraising, crowdfunding, campaign, community, support plus anything specific to your campaign like key people, etc.

Campaign thumbnail

[Browse](#)

Upload an image to be displayed alongside this campaign

Upload your campaign thumbnail that will be used on the landing page and on the main campaign page. The standard size is 300 pixels by 180 pixels. If your image is not this size it will take a snippet in the correct proportion.

Campaign images

Please choose up to 3 images to accompany this campaign

Attach media

[Browse](#)

You can upload a further 3 images if you wish for the campaign, these can be useful for giving more information on the campaign. If you are a company you could upload your logo for example.

Campaign summary *

A rich text editor interface for writing a campaign summary. It features a toolbar at the top with various icons for text formatting (bold, italic, underline), alignment, bulleted and numbered lists, link, unlink, undo, redo, and other editing functions. Below the toolbar is a large, empty text area for input. The editor is styled with a light gray border and a subtle drop shadow.

Content limited to 200 characters, remaining: 200

Input the campaign summary – you have 200 characters to briefly discuss your campaign. This is what comes up on social media sharing so again make it enticing and slightly informative.

Full details

A rich text editor interface for writing full details. It features a toolbar at the top with various icons for text formatting (bold, italic, underline), alignment, bulleted and numbered lists, link, unlink, undo, redo, and other editing functions. Below the toolbar is a large, empty text area for input. The editor is styled with a light gray border and a subtle drop shadow.

the ultimate lifestyle website for cis & trans LGBQ women across the nation!

PLANET NATION



SUBMITTING A CAMPAIGN

Input the full details. There is no limit to the amount of content you can place here so let yourself lose. Short sharp paragraphs work best online. Highlight key words bold for additional impact.

This is the main body of your campaign article.

Use format to select H4 if you want headings within your page.

A screenshot of a rich text editor interface. The title bar reads "Campaign progress". Below the title bar is a toolbar with various icons for text formatting, including bold, italic, underline, bulleted list, numbered list, link, unlink, undo, redo, cut, copy, paste, and a font color selector. The main editing area is a large, empty white box with a scroll bar on the right side.

If your campaign is already in progress you can use the campaign progress box to post an update. You can come back and add this later.

A form titled "Campaign widget code" with a large, empty text input area. Below the input area, there is a small line of text: "If this campaign uses information / data from an external website please paste in the relevant iframe widget code here."

If your campaign has a widget (for example kickstarter has a widget that tracks progress) you can paste the embed code here and it will appear on your page and auto-update. If you don't have one just leave this blank.

A form with two input fields. The first field is labeled "External website link" and the second is labeled "Campaign website link". Both fields are currently empty. Below the input fields are two buttons: "SAVE" and "PREVIEW".

Insert a link your website or social media page in the first link

Insert a link to your campaign page (i.e. kickstarter, recruitment page, etc) in the second link

Click on save.

Do not use preview as it will crash the page.

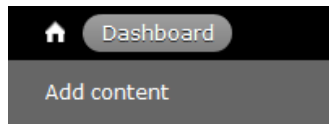
PLANET NATION

SUBMITTING A CAMPAIGN



Updating an existing campaign

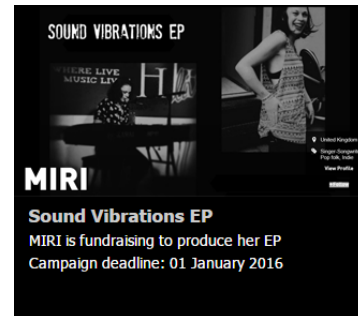
If you want to update your campaign page at any time, click on 'Dashboard' in the admin bar



Click on edit alongside the campaign you want to amend and you can update the content or add a campaign update.

Live campaigns vs. expired campaigns

Live campaigns are in colour and appear at the top of the page. Expired campaigns are in greyscale.



Social Media

New content is automatically sent to the website administrator to approve and content will go live within 48 hours. Content will then be automatically sent to our social team for sharing.

If you make a campaign update, please drop a line to admin@planet-nation.com with the link to the page and a quick note of what the update is so that we can schedule social media to go out to promote your campaign.

Like what we do?

Planet Nation is a community resource. It is run entirely voluntarily for the community.

Please consider some of the following ways to thank us for this resource:

- Spread the word about what we do online and encourage people to join us – the bigger our reach the more this will benefit you! We love shout outs on social media so much!
- Donate anything, even £5 will help. There is a donate button on the homepage of the website.
- Volunteer some time to us. Do you have a skill that could be useful?