

# PLANET NATION



## SUBMITTING AN ARTICLE

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 (LBQ) 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 LBQ community.

### Creating an article on Planet Nation

Articles submitted to Planet Nation are created in draft format. All articles are reviewed by our editorial team before going live. If you don't already have an account, see instructions at the end as to how to create your account.

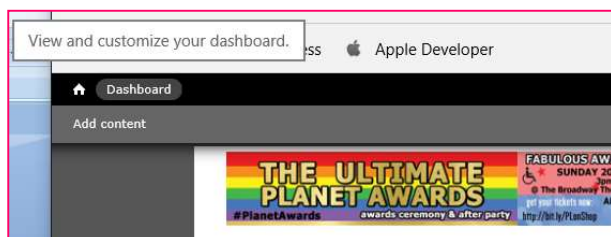
**UPDATE:** Planet Nation articles can now be pushed through to Apple News. Please note that in order to do this, the default image needs to be a minimum size. The minimum size is 300x170 pixels.

### How to submit an article

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

1. Self-service (free)  
upload your article yourself.
2. Paid promotion (£30)  
you send us the information and any relevant images and information and we will upload the article to the website.

You can view your content at any time by clicking on 'Dashboard' when you are logged in.



### Accessing your content

## Dashboard

#### MY CONTENT

Title	Post date	Edit content
Broken Rainbow Helpline facing closure	Monday, 8 February, 2016 - 15:27	<a href="#">edit</a>
Ultimate Planet Awards - VIP Ceremony & After Party Ticket	Sunday, 31 January, 2016 - 21:33	<a href="#">edit</a>
New Years Eve 2015	Tuesday, 12 January, 2016 - 15:22	

# PLANET NATION



## SUBMITTING AN ARTICLE

### Creating your article using self service

Log into the website. You can find the log in button at the top of the page

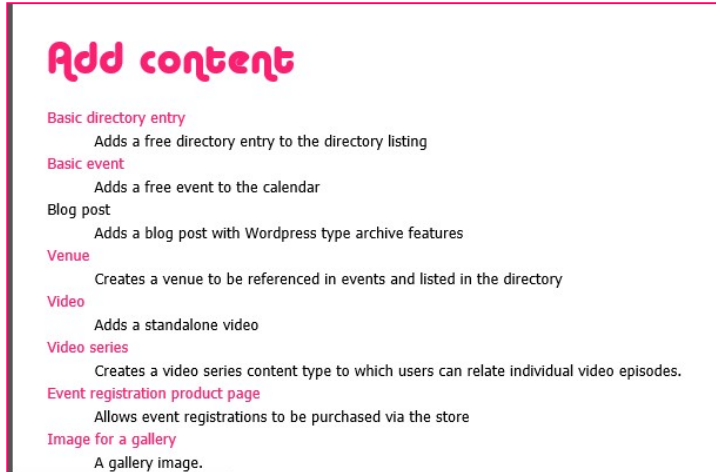


Once logged in you will see the user dashboard toolbar along the top of the page.

Click on 'Add Content'



Select 'Blog Post'



Complete the form with your content.

#### Notes:

- Please do not click 'share with other sites' – the administrator will sort this out upon publishing.
- Please only select **one blog post category**. If you are unsure of the category, use 'Big Bang Opinions'
- If you don't have an image don't worry as the administrator can provide one. Don't worry too much about formatting as this will be reviewed.
- Images must not be used from Google. If you need an image and don't have one, we can source one from [www.fotolia.co.uk](http://www.fotolia.co.uk). Either suggest an image, or one will be chosen for you.

# PLANET NATION



## SUBMITTING AN ARTICLE

The screenshot shows the "Create Blog post" form. On the left, there are sections for "Content sharing" (with a "Share with other sites" checkbox), "Blog categories" (with a "Blog post category" dropdown and a list of checkboxes for categories like "Community Support", "LBQ women", "Events", "Lifestyle", etc.), and a note to "Please indicate what type of blog post you want to create." On the right, there are sections for "Blog tags" (with a text input field and instructions), "Post thumbnail" (with a "Browse" button), "Blog post excerpt" (with a rich text editor), and "Body" (with another rich text editor).

The post thumbnail is a landscape image.



Images should be these sizes:

300x170

600x340

750x425

These are 10 to 6 in size. Apple will only publish a default image that is over 700 pixels.

If you want to link to any external content, you can input it here. For example the website linked to the content of the article.

# PLANET NATION



## SUBMITTING AN ARTICLE

External related content

External related links

Title	URL
<input type="text"/> <small>The link title is limited to 128 characters maximum.</small>	<input type="text"/>
<input type="text"/> <small>The link title is limited to 128 characters maximum.</small>	<input type="text"/>
<input type="text"/> <small>The link title is limited to 128 characters maximum.</small>	<input type="text"/>

Please enter up to three external links to related items

Once complete, click on 'Save'.

Do not use preview as it doesn't work.

### Publication of the article

Your article will be submitted to the website administrator for review, formatting and publishing.

The website administrator gets an email notification of new content when you hit save. Articles are normally reviewed within 48 hours. If your article is more urgent, please contact Naomi on 07903 304 304.

Once published the article will also be published via social media.

### 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.

### 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?