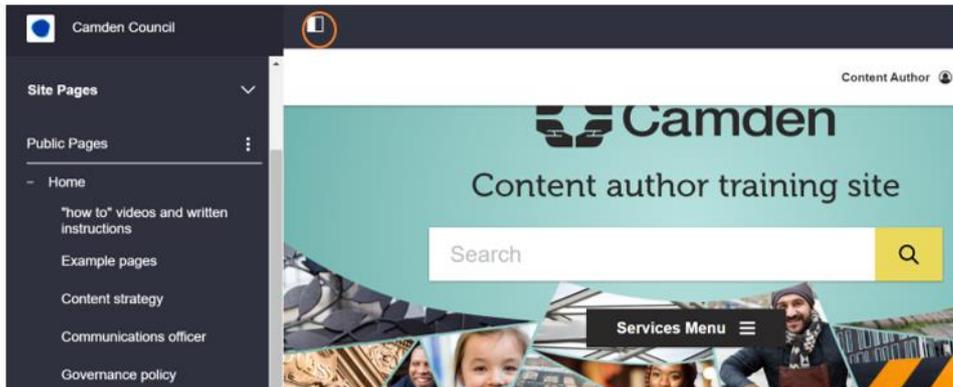


# Creating a new page on the training site

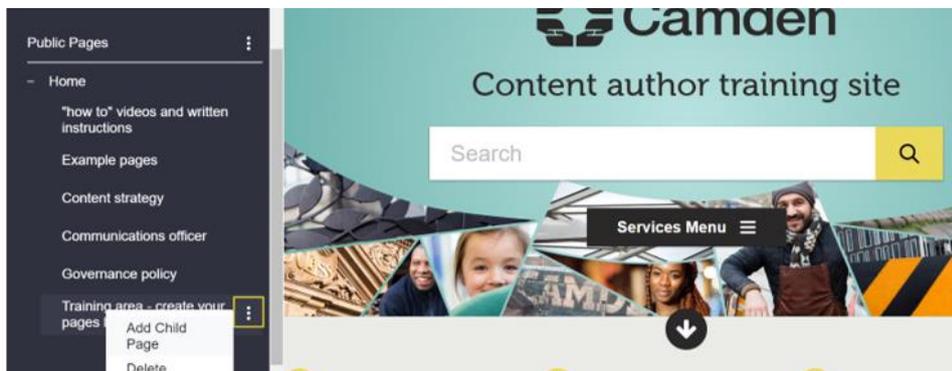
To create a page, you will need to be logged in.

So, please log in here (if not logged in already): <https://uat-website.lbcamden.net/en/signin>

- 1) To start creating a page, click on “menu” (circled below) to open the left-hand navigation.



- 2) On the left-hand menu, scroll until you find the category named “[Training area](#)” and select “add child page” via the [ellipsis](#) (three white dots).



- 3) Give the page a [title](#) (your whole name + “training page”).

**Add Page** ×

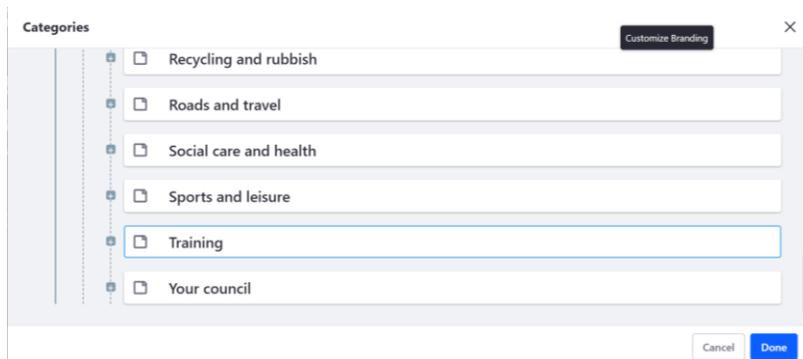
Name \*

CATEGORIZATION

Camden \*

4) Click “[select](#)” (see above) to go in and assign a category that is relevant to your page

**Note:** all created pages need to be assigned the category (in the image below, training has been assigned)



**Note:** clicking on a plus sign takes you deeper within the selected category - Include all categories that your page sits under, not just the top level.



**Note:** The assigning of categories contributes to the [structure of the sections](#) and popular pages and helps [relevant pages to be connected to one another](#).

5) Once you're done, save the page.