



Help Pages



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Submitting to the Creative Mental Health Guide

By Sarah | Help Pages

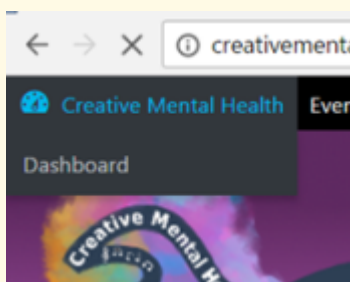
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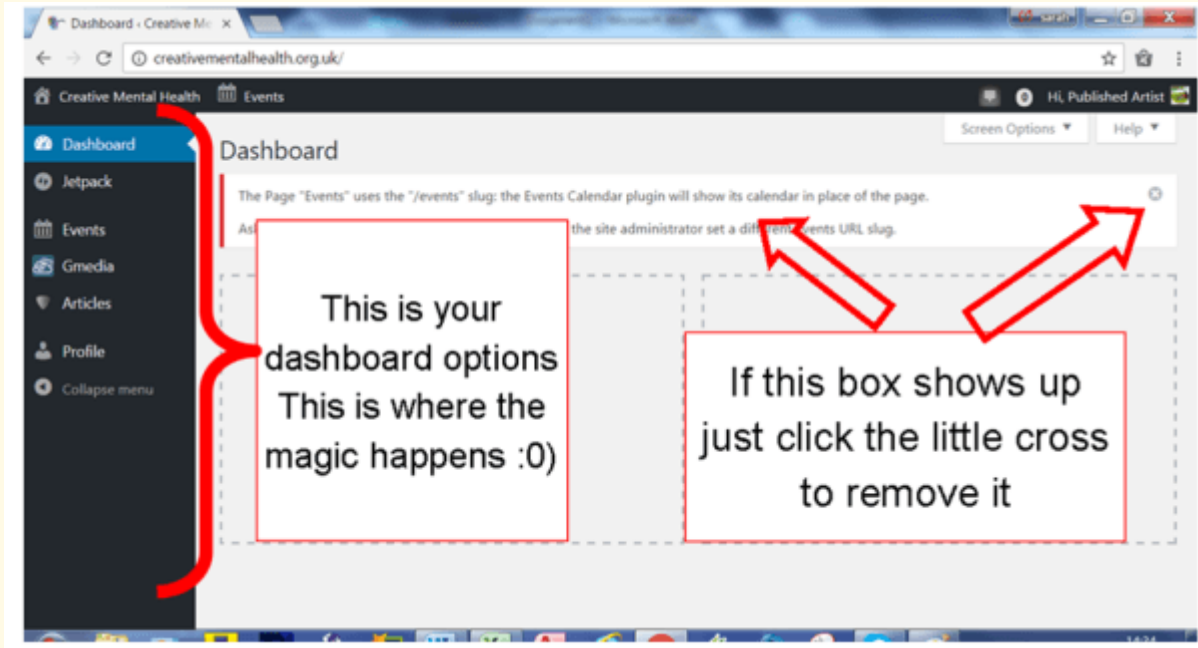
The Creative Mental Health Guide is a quarterly publication that is view-able online and as a pdf downloadable document.

To submit to the publication you need to request contributor rights, please read our [Getting Published](#) page

Once you have these rights applied to your profile you can follow these simple steps to submit your work

1 Click on the top left to navigate to the 'dashboard'

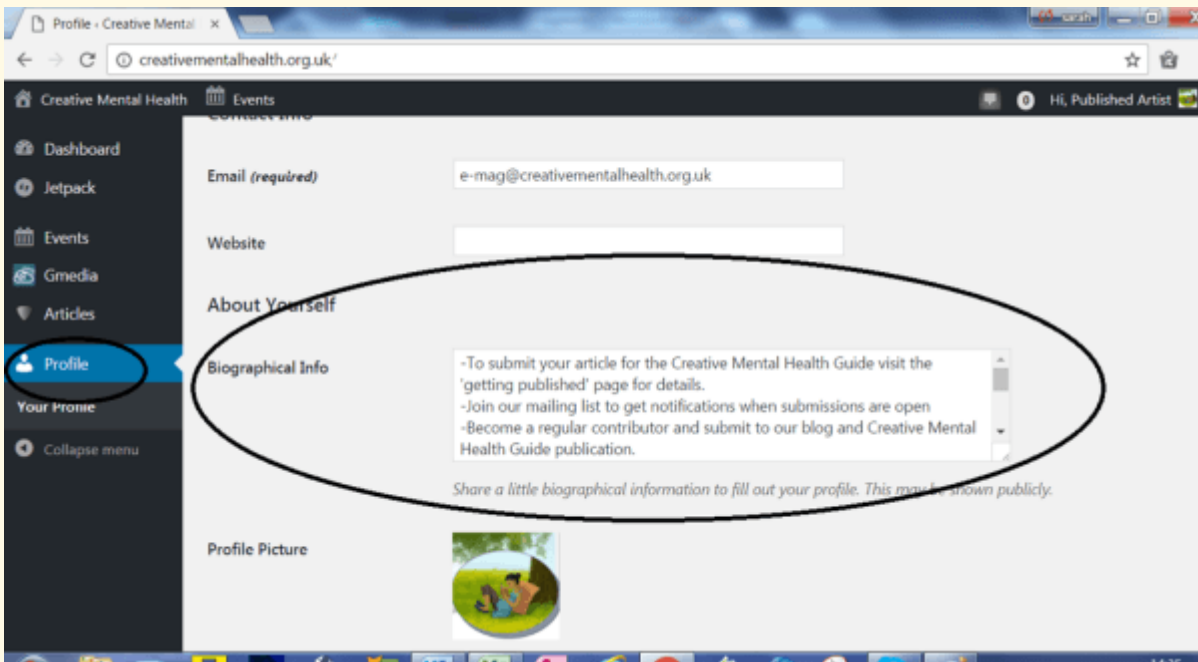




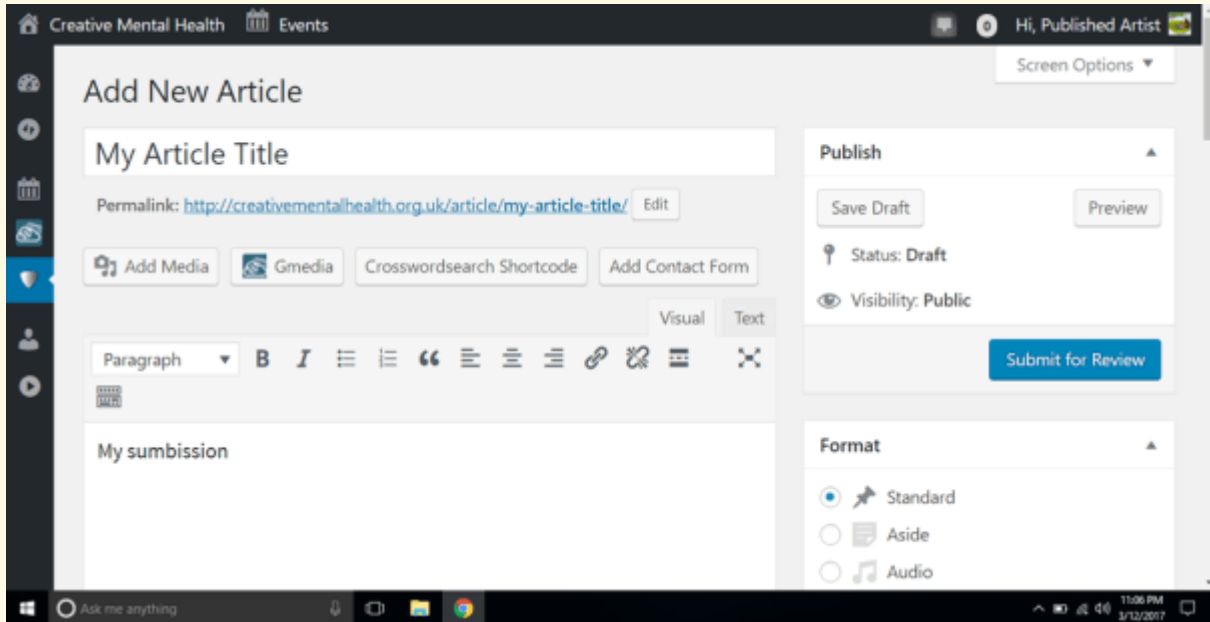
This is your dashboard options
This is where the magic happens :0)

If this box shows up just click the little cross to remove it

2. Go to your profile in the dashboard and enter your biography / a little bit about you.



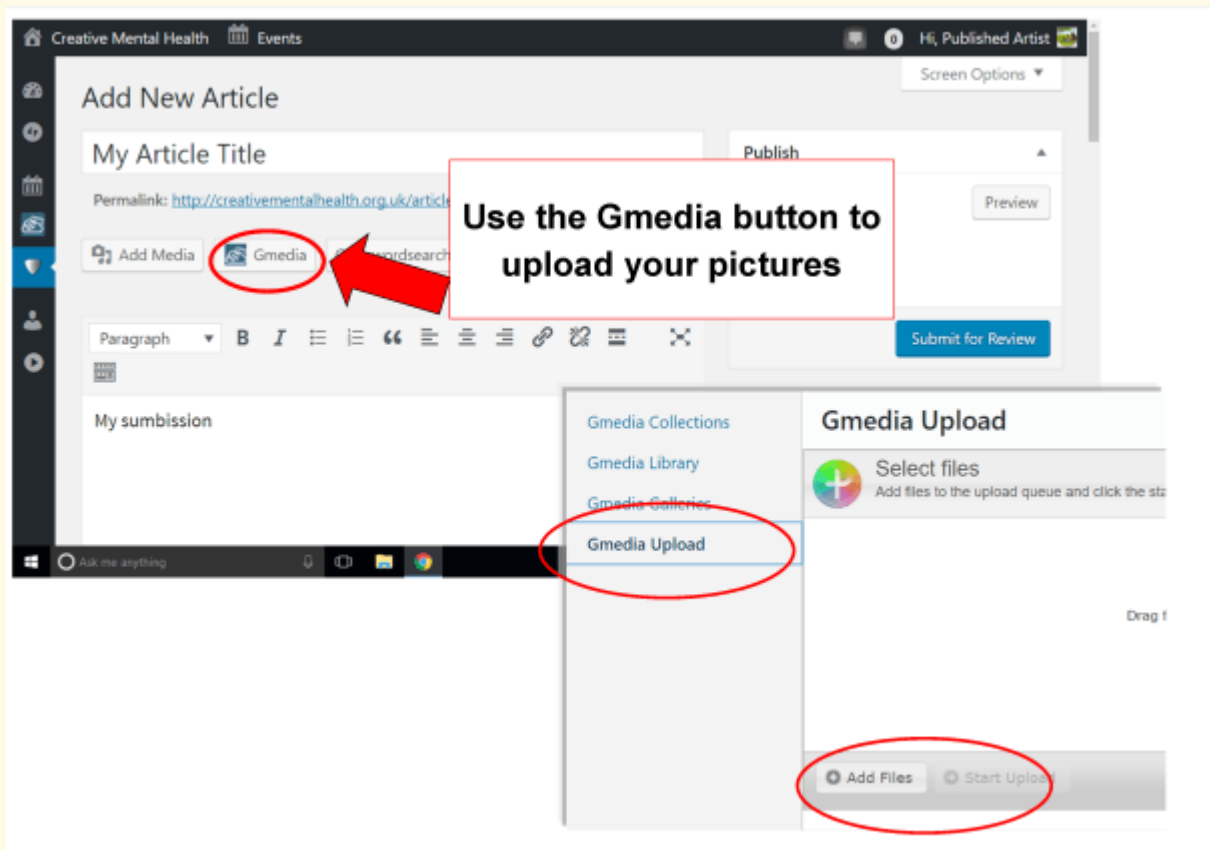
3. Now go to 'Article' to set up your article, of course :0)



This is all you need if you are submitting a piece of writing, just click the 'Submit for Review' button or the 'Save Draft' button if your coming back to it later.

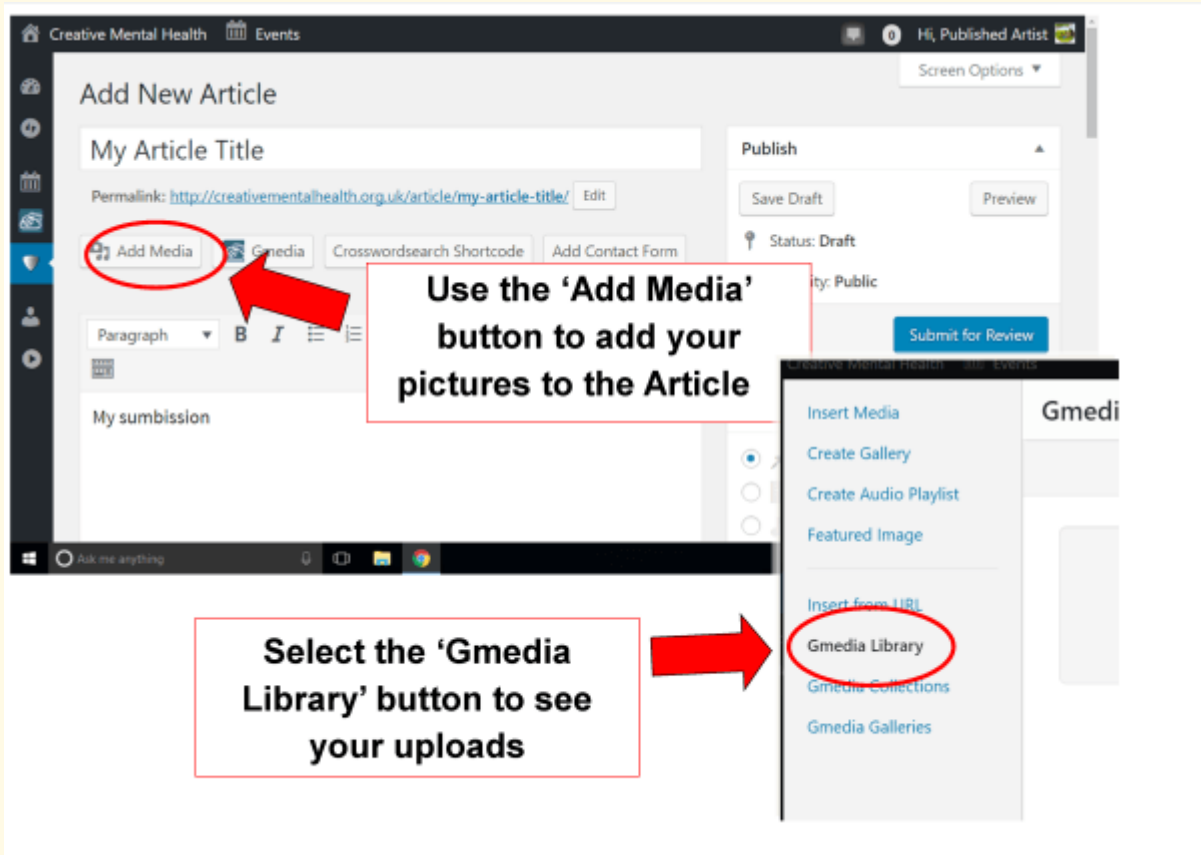
But if you are submitting photos too you will need to follow the next 2 steps first.

4. Go to the 'gmedia' button to upload your photos/ art work pictures. You can upload everything together.

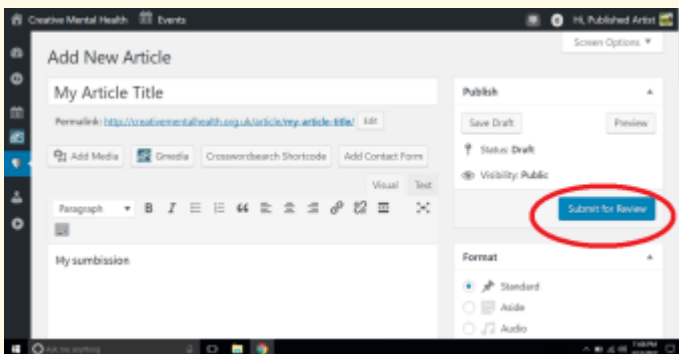




5. Now to put your pictures into your article in the place you want to show them on the page, click the 'Add Media' button. Select the first picture and click add to set it on the Article page. You can move it around the page and give it a name by clicking the pencil icon on the picture.



You done! Click the Submit button to send it to us for editing



Let us know you have finished :0)

[contact-form][contact-field label='Name' type='name' required='1'] [contact-field label='Email' type='email' required='1'] [contact-field label='Did you find this helpful?' type='checkbox-multiple' options='Yes very much,It was easy anyway,Nope still completely confused,'] [/contact-form]



Logging in

By Sarah | Help Pages

Are you having problems logging in or tried to change your password?

I can't remember my password or have tried to change my password.

Click the forgotten password link, you will receive an email. Click the link in the email and remove the prefilled new password, fill with the password you want to use and save.

I have created an account but now I cant access it?

The most likely problem here is you miss spelt your email on sign up. Unfortunately at the moment the system does not ask you to confirm your email when you enter it on the form and this leads to accounts being set up with the wrong email address. When you set up an account you should receive an email to confirm your email address. If this has not happened you have not created an account.

Can I use my email address to sign in?

Yes you most definitely can

Can i sign in using the wordpress account i already have?

Yes you most definitely can