Getting Started with Sportingo

Table of content:

Why should I join Sportingo?

If you are a fan of sport and have an opinion to express, then Sportingo is the place for you. Sportingo provides a new platform that allows you to turn your opinion into professionally edited articles that people will read around the world. As a reader, you will have the ability to rate and comment on all articles and become a part of the dynamic Sportingo community.

How can I register?

To register

1. Click the **Sign up** link at the top of the homepage or the **Join now** link on the welcome banner on the right side of the homepage.
2. On the registration page that opens, specify your personal details. The input fields with an asterisk are mandatory.

1. All items marked with a red star are mandatory items. If they are not filled out, your registration will not be complete and you will have an opportunity to fill in the missing fields.

2. Read the terms of use carefully before submitting your registration information. If you accept the conditions offered by Sportingo, select **I agree to the terms of use** check box.
3. Select **Sign up for newsletter** check box if you want to receive notifications from Sportingo.
4. Click **Submit** to post your registration form.
5. You will receive an email for you to authorize your registration. Please do so quickly and you may only get started after you confirm your registration.

What does the registration allow me to do?

After registering on the Sportingo website, you can submit your own articles.

Note: You can leave comments on any articles published on Sportingo without registration. All you need is to specify your name and email address. It's up to you either to show your email on the Sportingo website or keep it hidden.

How can I log in to the site?

To access the login page, click **Sign in** on the top menu or on the right-hand side of the homepage, and then type your user name and password (please note that they are case-sensitive), and click **Login**. After you complete the login operation, you will be redirected to your personal page.

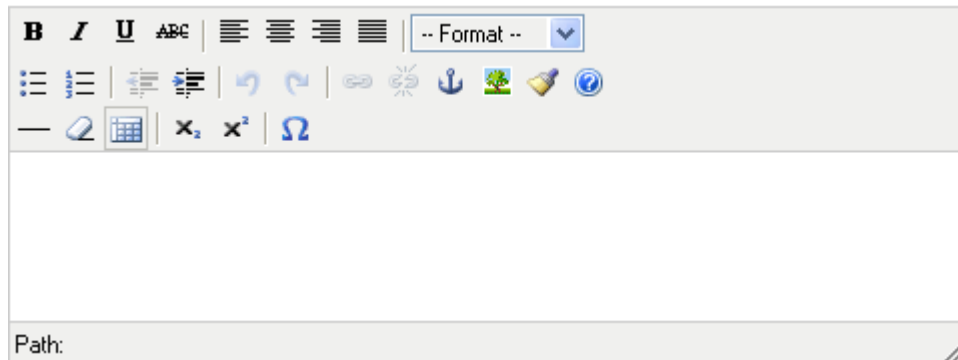**How can I submit an article?**

Only registered users can submit articles. If you have already completed the registration process, log in to the site.

To submit an article

1. Click ![Write an Article] at the top of your personal page.
2. Specify the name of the article.
3. Enter a suggested headline and subheading for the article.
4. Enter the main body text for the article and make sure that your article is between 400-700 words.

1. Optional: You can add article tags, enter comments to editor, and specify an image concept if needed.
2. Save a draft by clicking the corresponding button or submit the article.

Note:

- If you save a draft version of the article, you can return to it later and make any necessary changes. The status of such article is **DRAFT**.
- If you submit your article, its status changes to **Sent to editor** and you cannot make any changes to it.
- If you have any questions, you can always contact the team at authors@sportingo.com

What text-formatting buttons can I use?

There are several text-formatting buttons available on the formatting toolbar when you submit an article. Most of them are standard: text alignment, indentation, bulleted and numbered lists, etc. In addition to that, you can use some other helpful buttons, including hyperlinks, anchors (a special mark a particular location in a hyperlink),

images, subscript, and superscript. The **Cleanup messy code** button deletes unused tags from the text. Also, you can insert the custom characters by clicking the corresponding buttons. If you want to see detailed information about available

buttons, click the **Help** button located on the toolbar.

What happens after I submit an article?

A submitted article is automatically transferred to one of Sportingo editors for review. An editor may contact you for questions or requests for further information or suggested changes. Once the editorial team completes their work, your article will be published on the site. Articles are usually published within 24 hours after submission. When this happens, you receive an email with the URL to the published article.

After your article has been published, it is available for all site users.

When can I edit an article?

You can edit your article whenever you wish until you submit it for review (that is, the status of the article is **New**). It will be listed as a draft on your author page. After you have sent the article to the editor (its status is **Sent to editor**) or when the article is published, you cannot make any changes to it.

How can I get to my personal page?

When you log in as an author, you automatically get to your personal page. When you want to return to your personal page from some other page of the website, click **My Sportingo** on the top menu.

What useful features are available on the author's page?

As an author, you will find the author page very resourceful. You will be able to view your article list (in all stages), change your profile, view most recent comments made on your articles, edit your profile and see your overall statistics.

Edit Profile Tools:

1. Edit Image Tool:

   a. The Image Editor allows you to easily upload your photo.
   b. Press browse and enter the folder on your desktop with the desired image.
   c. Press Upload and your image will appear.
2. Edit My Links:

   a. Click Edit on the right side of the My Links tool
   b. First, enter the title that will appear for each link and then enter the link that you would like the title to link to.
   c. You can choose whether you would like your links to remain public by keeping the DISPLAY TO PUBLIC PROFILE checked.
   d. Press save
3. Edit About Me:
   a. Click Edit on the right side of the My Links tool
   b. Edit the text
   c. You can choose whether you would like your links to remain public by keeping the DISPLAY TO PUBLIC PROFILE checked.
   d. Press save

4. Edit Profile Info:

a. Make sure that you click the Profile Info tab to see all of the fields that you can edit
b. Press Edit next to the field that you would like to change
c. Press Okay once you have made the necessary changes
d. To change your password, simply fill in the necessary fields and press submit

5. View and Edit your articles:

a. To view your article list, simply click on the My articles tab.
b. You may sort your articles by their status.
c. If your article is in Draft, you may revisit it and make desired changes. When it is complete, make sure to press Send to Editor.
d. You may view each article by clicking on the photo.

How do I rank an article?

When you first enter an article, you will see tool. Simply click thumbs up if you enjoyed the article and thumbs down if you didn't.

How do I leave a comment?

You may choose to fill out your personal information or not. However, you must leave text in the Comment prompt and verify the text you see in the text box to post your comment. Press submit and your comment will appear on the article. Inappropriate comments (including racism, sexism, homophobia and/or xenophobia, etc) will not be tolerated.

How can I find an article?

Our new search facility allows you to search articles, Buzz, Authors or all of the above. All you need to do is enter your keyword in, select the category that you would like to search within and press search.

What is Sportingo Buzz and how do I use it?

You can browse all the latest sports discussion, views and opinions from leading on-line forums and message boards.

You can use Sportingo Buzz to keep on top of the what's hot in your favourite sport. Don't forget to 'thumb up' the threads that you like the most or 'thumb down' if you think they are talking rubbish! Use the tabs at the top to filter the Buzz by the most popular and most read threads.