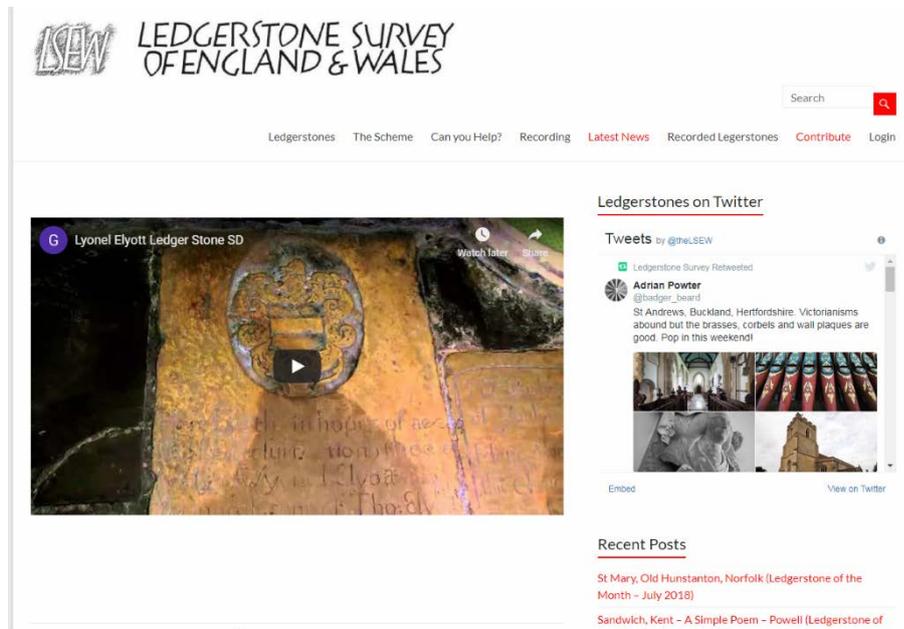


How to add new Ledgerstones

1. Press the contribute button on the main webpage to load the new online recording system.



2. If the church has already been added to the website, type the name of the church defined as parish and then the dedication into the Name/dedication of the church text box. If the church is saved on the website, the name will appear in the dropdown list. Select the church so that it populates the text box. If you the church has not been added, please follow the instructions below to add a new church.

LEW LEDGERSTONE SURVEY OF ENGLAND & WALES

Search []

Ledgerstones The Scheme Can you Help? Recording Latest News Recorded Legerstones **Contribute** Login

Contribute

Ledgerstones **Add Ledgerstone**

Churches **Add Church**

Name/dedication of the church Search Name/dedication of the church...

Description of Ledgerstone(s)

barton

barton

Barton Bendish, St. Mary

To include: a) Shape b) Alignment c) Position of lettering, heraldry and other decoration d) Style of lettering and archaic spelling e) Full Blazon f) Condition

3. Enter the details as needed, including as much detail as possible. At the bottom of the page, you will be able to add images (multiple images can be selected) by pressing the add file button. This will bring up a file manager, which will allow you to navigate to where the images are found. Please upload images of suitable size. Once the images are uploaded, please add short descriptions of what they are in the available text boxes.

Any other comments

Plan Number

Plan number in ledgerstone entry refers to the location of the ledgerstone in the overall church plan

Location

Ledgerstone location in church

Images **Add File**

Submit

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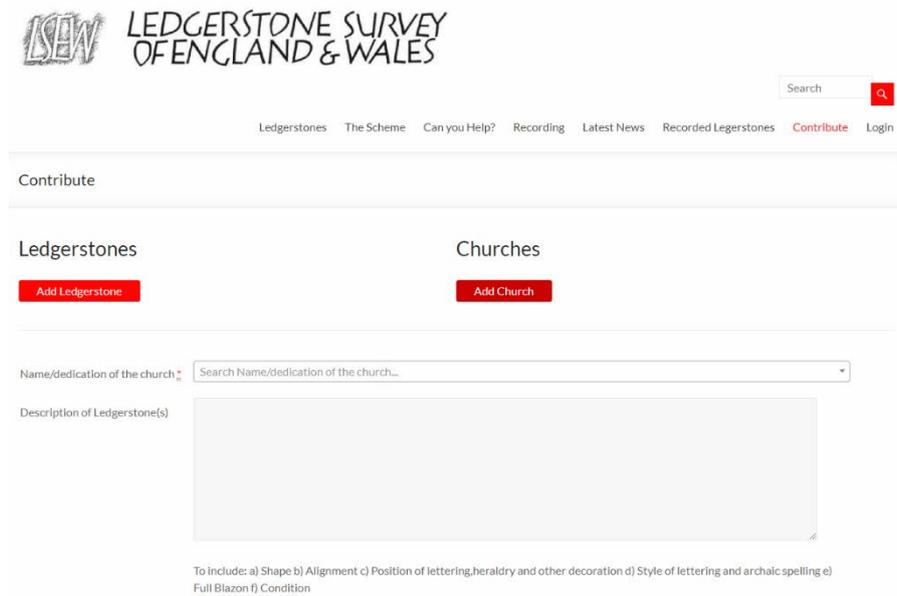
Ledgerstones The Scheme Can you Help? Recording Latest News Ledger of the Month Recorded Legerstones **Contribute** Login Log Out

4. When all the content is added, and the images have had their descriptions saved, press the submit button at the bottom of the page to save the ledgerstone record.

5. All your ledgerstone records will be available under the ledgerstones title on the contribute page, and can be edited as needed by selecting these.

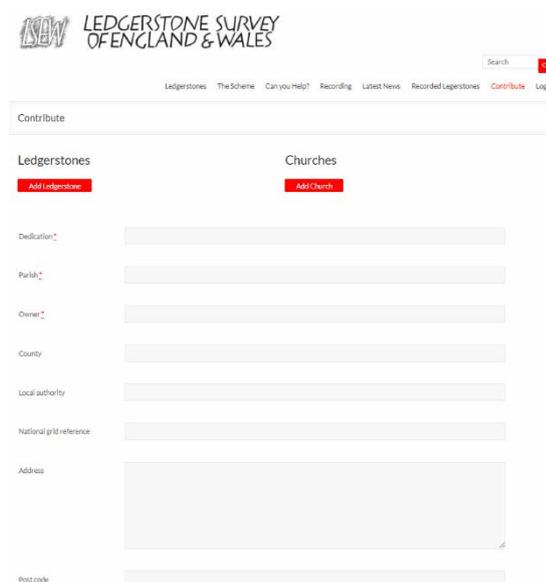
Add a new church to the website

1. To add a new church, whilst in the contribution page, select the Add Church button



The screenshot shows the website header with the logo 'LEDGERSTONE SURVEY OF ENGLAND & WALES' and a search bar. The navigation menu includes 'Lederstones', 'The Scheme', 'Can you Help?', 'Recording', 'Latest News', 'Recorded Ledgerstones', 'Contribute', and 'Login'. The 'Contribute' section is active, showing two columns: 'Lederstones' with an 'Add Ledgerstone' button and 'Churches' with an 'Add Church' button. Below this is a form for adding a church, with a dropdown menu for 'Name/dedication of the church' and a large text area for 'Description of Ledgerstone(s)'. A note below the text area reads: 'To include: a) Shape b) Alignment c) Position of lettering, heraldry and other decoration d) Style of lettering and archaic spelling e) Full Blazon f) Condition'.

2. Enter the necessary details for the church, including the dedication, parish, ownership (Church of England, CCT, etc). The other details can be added as needed, and if available add a ledgerstone plan to show where the ledgerstones are found within the church.



The screenshot shows the 'Add Church' form on the website. The form is titled 'Churches' and has an 'Add Church' button. The form fields are: 'Dedication_*', 'Parish_*', 'Owner_*', 'Country', 'Local authority', 'National grid reference', 'Address', and 'Post code'. The 'Address' field is a large text area, while the others are single-line text boxes.

3. Once all the details for the church have been entered, press the submit button. This will create a new church within the website. To add ledgerstones for this church, select the add ledgerstones button and follow the guidance above.