Guide to how to add a news article to your NHS Choices profile

To access your profile(s)

1. Go to www.nhs.uk.
2. Click ‘Log in’ at the top right corner of any page.
3. Enter your username and password.
4. Select the profile to edit.

After logging in you will be presented with a list of GP practices and GP branches for which you have editing rights. Click on the surgery that you want to edit from the list displayed.
5. Click ‘Add a new article’ to create a news article

6. Add news article title and description text
   a) Add the text **Evening and weekend appointments now available** in the ‘title’ of the news item.
   b) Add the supplied text or write your own in the ‘Description text’ box.
7. Add the GP extended hours campaign image  
   a) Click ‘Add image’  
   b) Find the image on your computer and click ‘Open’. This will add the image to the news article  
   c) Add a short description of the image for accessibility reasons. You will receive an error if you do not create a short description

8. Click ‘Save’ and check your entry to ensure that your news article is correct