



# Province of Yorkshire West Riding



## Building Together – How to access Guide

**Building Together (BT)** is accessed through the UGLE Solomon website and provides guidance, resources, and support materials to help directly address the main challenges our Lodges and Chapters face.

**Best used on:** PC or Tablet computer. *Smartphones (and iPads or other small tablets) are more challenging.*

### 1. Getting Started

- Open your internet browser.
- Go to: <https://solomon.ugle.org.uk> .
- Click the red **Building Together** button or.....

Just scroll down to the big button titled 'Building Together', and press 'Click Here'.

### 2. Logging In (Optional)

You do **not** need to log in to use the Quick Start Guide.

However, registration is recommended.

- Click **Log in** (top right).
- Existing users: enter username and password.
- New users: click **Create new account** and follow the straightforward instructions to register.

### 3. Using the Quick Start Guide (QSG)

- You will be taken to the first page of the QSG, but .....
- To open the QSG simply click on the red link '**Digital Quick Start Guide**' - the interactive QSG will open immediately below – with the identical front page.
- You will now notice a tool bar on the top of the new front page, and a new scroll bar at the right. Use the new scroll bar when scrolling through all the pages.
- At anytime you may see an index on the left. It is not needed unless on a smartphone so.....
  - *Tip* - Click the **left-pointing arrow** at the top of the index panel which removes the index and enlarges the page view. 
  - *Tip* - Pressing the + or - sign in the tool bar will also increase / decrease the page size.
  - Initially scroll down to **Pages 2 and 3**. These **Contents pages** are the main index by which you can easily navigate to any page instantly.
- Navigating the Guide
  - All you have to do is hover over any item in the contents list, a hand cursor will appear -
  - Just click and .....you will be taken directly to that page.
  - Each page will show in the heading – the **main Hub** to which it belongs, a second heading indicating the **Element**, and any other headings will refer to **Threads**.
  - At the end of the page, you may see:
    - **Thread links** – additional information
    - **Support Material** – detailed documents

These can often be downloaded and printed. Many are ideal for presentations.

**N.B if you have followed any links return to the previous point by using the left-pointing arrow at the top left of your screen.**





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## 4. Moving around the Quick start Guide

You can move around the guide in three ways:

- Use the **Contents pages** (Pages 2–3)
- Scroll up or down like a book
- Use the navigation controls at the **bottom right of a page**:
  - ◀ Gold arrow – back one page
  - ▶ Arrow – forward one page
  - **Back to Contents** – return to contents.

## 5. Remember

- Use the **Quick Start Guide** as your main reference.
- Contents Pages 2–3 are the main index.
- Follow links for more detail.. but
- Always use the **top-left arrow of the screen** to return.

