

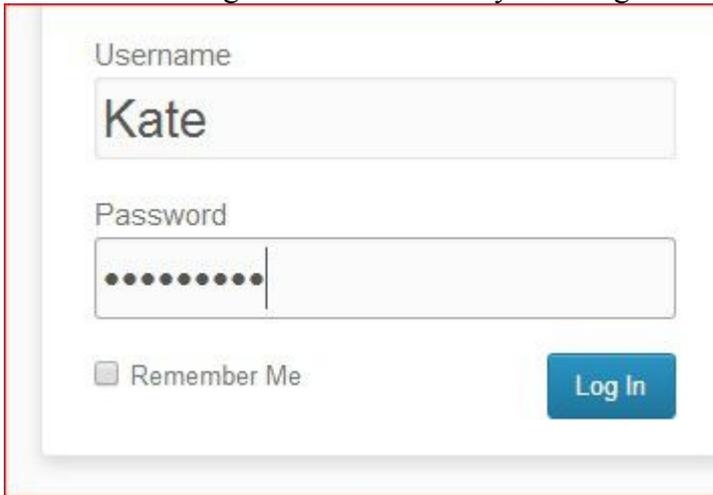
How to add a Post to the “Hot News” Page

Firstly you do not add anything to the Hot News page directly – you do it by creating a post. Here is how it is done.

Firstly Login by going to the bottom of the page (any page)



Click on the ‘Log in’ menu item and you now get this screen

A screenshot of a login form. It has two input fields: 'Username' with the text 'Kate' and 'Password' with a masked password of ten dots. Below the password field is a checkbox labeled 'Remember Me' and a blue 'Log In' button.

Type in your Username and your password and then click on the “log In” icon.

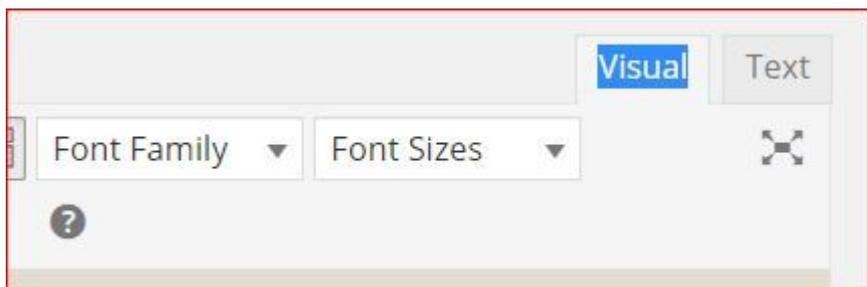
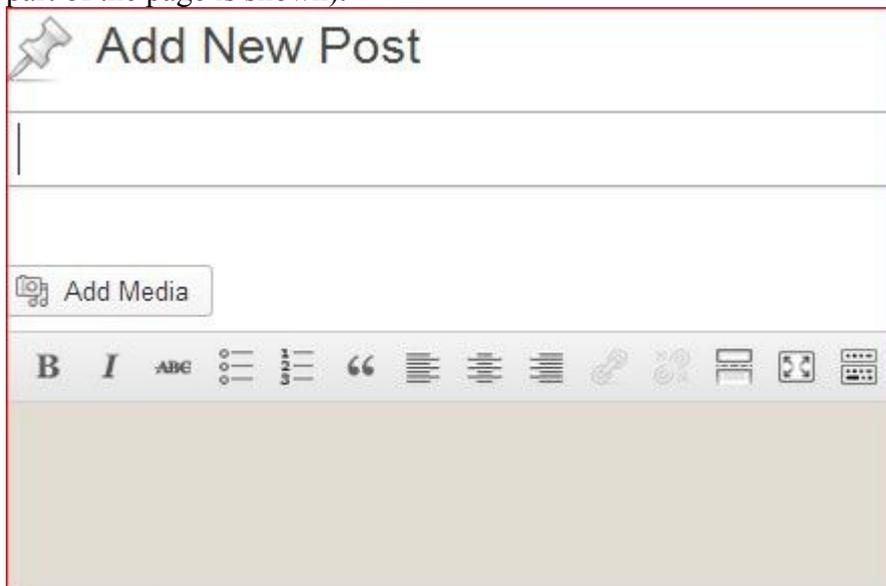
This now brings up the Dashboard page. Dashboard is another name for control panel.



You are now ready to make a “Post”

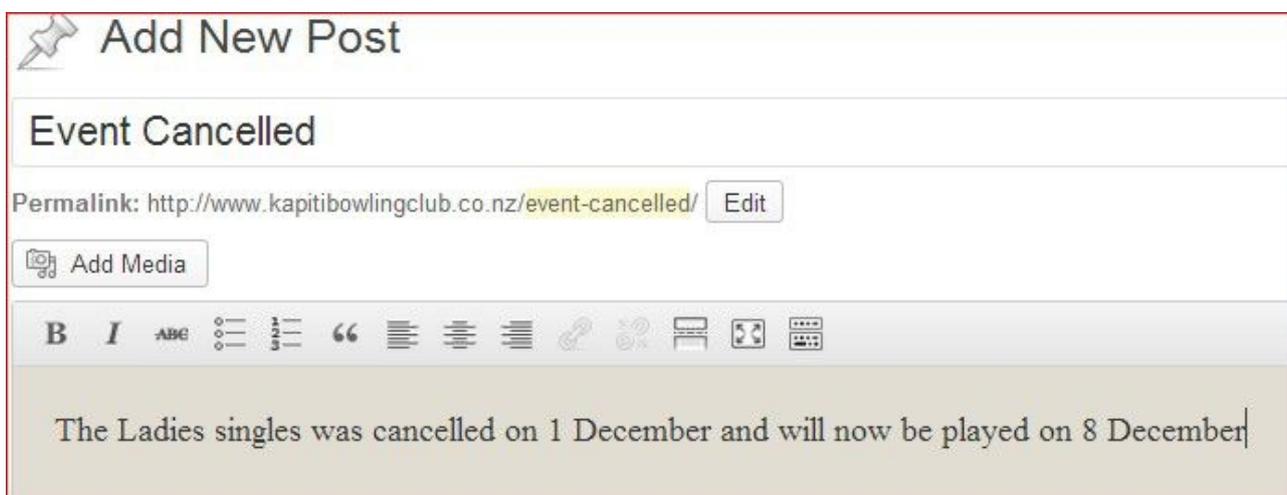
Click on Posts to bring up the side menu of “All Posts” or “Add New”

If you want to make a new Post click on “Add New” and you get the page as shown below. (Only part of the page is shown).

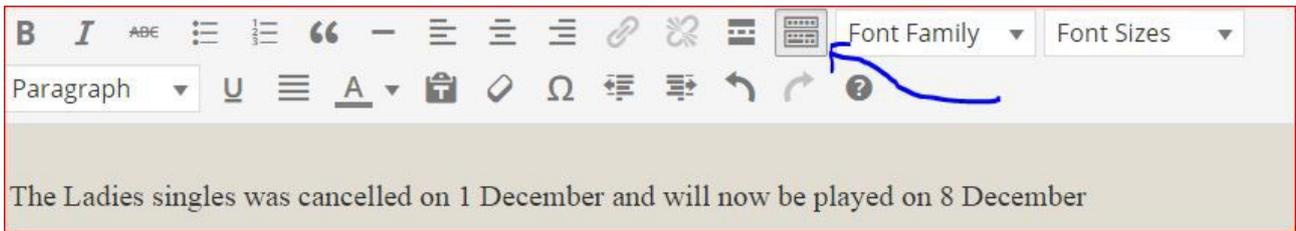


Now make sure that the “Visual” view is selected.

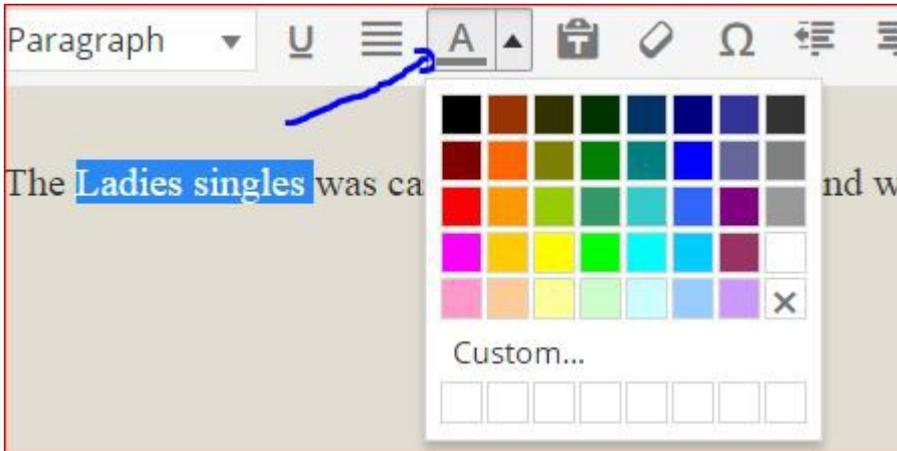
You now add the name of your Post in this case I have used “Event Cancelled



In the box below enter the text of your message. (Forget about “Add Media” button.)

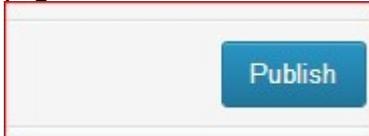


The blue arrow highlights the extended menus for giving the text some formatting, like making some words in red.

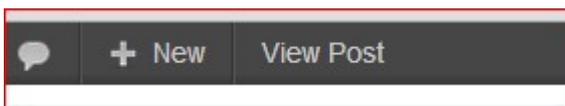


This is a post so not too many words or too much fancy formatting.

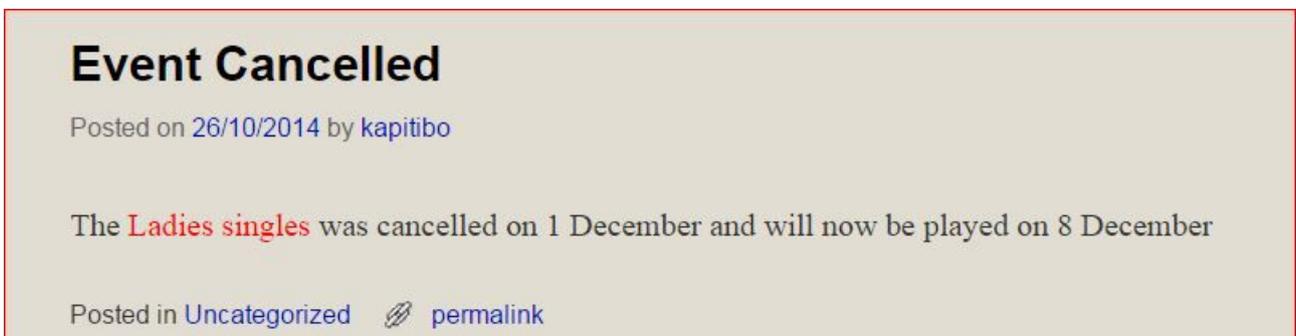
Now publish the Post by clicking on the icon below which is found on the right hand side of the page.



Now look to at the top of the page and click on View Post

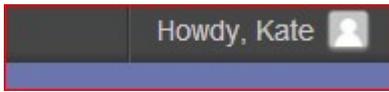


and you will get



If it reads OK - that's it, or if there is an error - click on edit.and make the corrections.

Now go to the top left of the page and click on “Kapitibowlingclub” and you are now back looking at the site. Go to the “Hot News” page and view your post. If all is OK you can log out by going to this icon on the right hand side of the page



and in the dropdown menu select Logout.

Generally now only you can edit or remove the post. You own it.

To remove or edit the post you have to login again, go to “All Posts” and find the one in the list that you wish to change and place your arrow under the name to get the Edit or Trash options.

I hope that this is clear but if not let me know.
Bill