5 Easy Steps to Posting News and Events on the UUCWC Website

1. Log in at www.uucwc.org/wp-login.php.
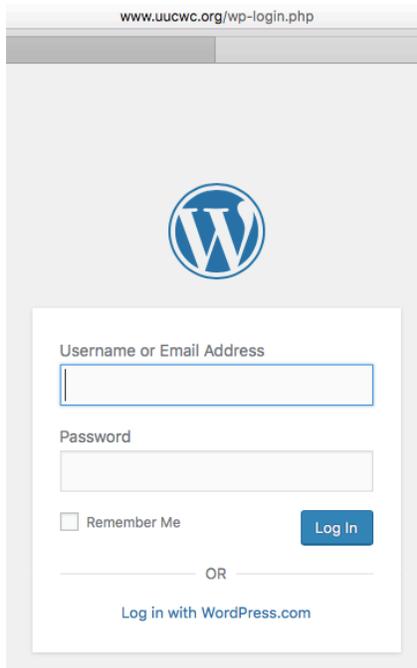
2. Logging in will take you to the dashboard. In the left-hand column, mouse over "posts" and a pop-up menu will appear. Click on "add new."
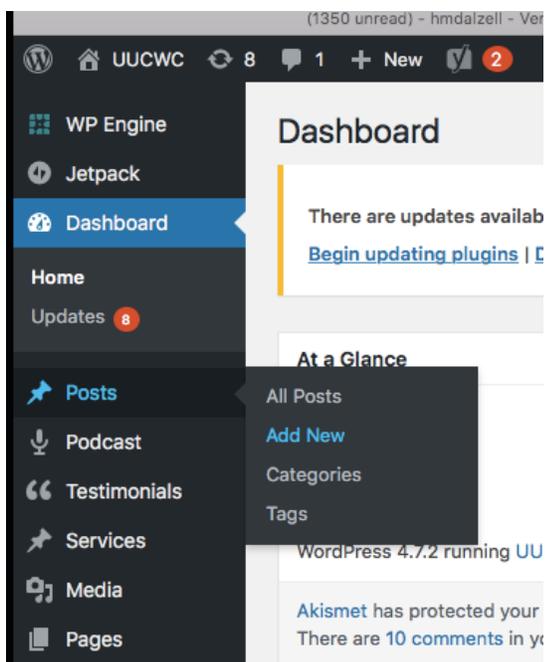
3. In the "Add New Post" screen:
- (A) Type a headline into the upper field
- (B) Below, where it says "type your post here," add the body of your post.
- (C) The buttons above allow you to format text, add callout quotes, hyperlink to an external website, and spellcheck your messages
- (D) You can also add "media," such as photos, videos, and audio files.
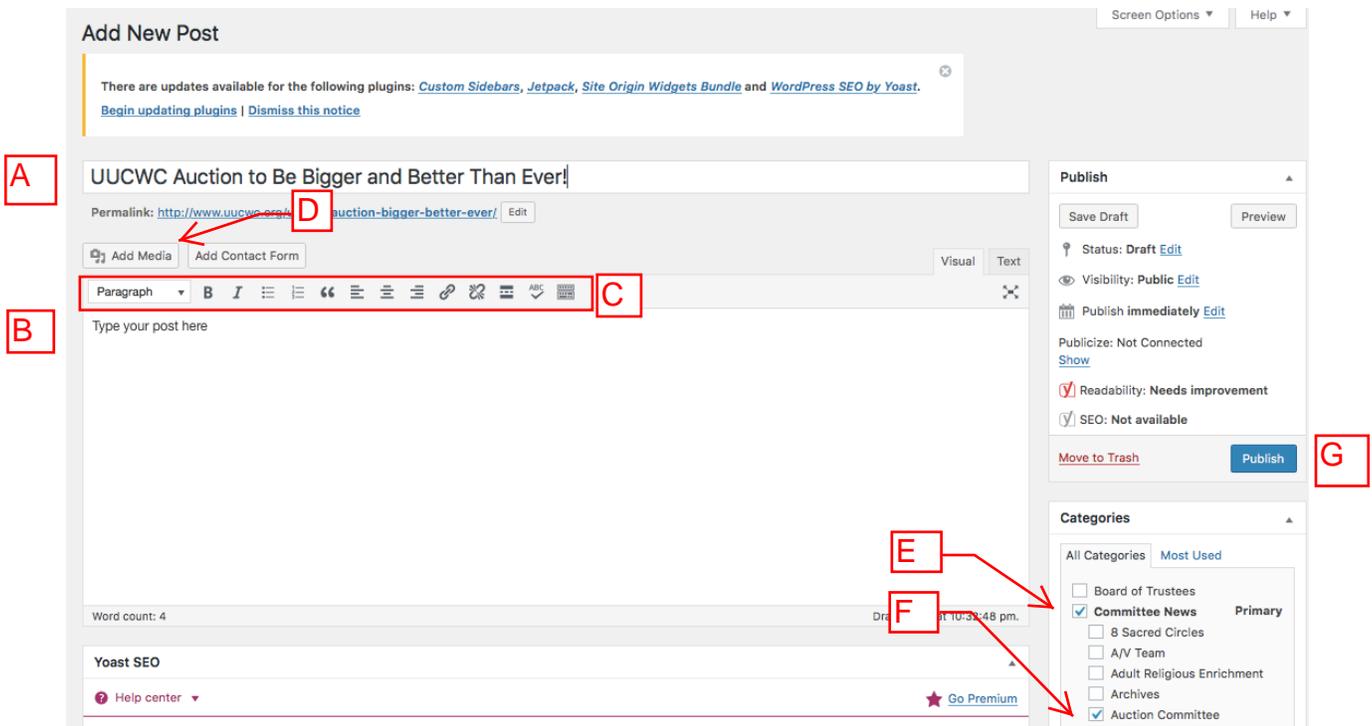
4. When your post is ready, assign it to the right category so that it shows up on your committee/team's page AND the home page of the website.
- (E) Check "Committee News" AND
- (F) Check the name of your committee/team

You must check both. In this example, "Committee News" and "Auction Committee" are checked.

5. Click the blue "Publish" button (G).

Congratulations! Your post is now visible on the UUCWC home page, under the "News @ UUCWC" column.