## 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.

	Add New Post			Screen Options V Help	¥
	There are updates available for the following plugins: <u>Custom Sidebars, Jetpack, Site Origin Widgets Bundle</u> and <u>WordPress SEO by Yoast</u> . Begin updating plugins   <u>Dismiss this notice</u>	٥			
A B	UUCWC Auction to Be Bigger and Better Than Ever! Permalink: http://www.uucwc.eeee Add Contact Form Paragraph V B I E E 46 E E E Ø 72 E 75 E C Type your post here	Visual	Text	Publish   Save Draft Previe   Image: Status: Draft Edit Previe   Image: Status: Draft Edit Image: Status Edit   Image: Status: Draft Edit Publicize: Not Connected   Show Show	× W
	Vord count: 4 Dr. F Yoast SEO	] ]1: 10: 35: ★ Go Pre	8 pm.		G A

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 <u>both</u>. 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.