

ADDING A NEW BLOG

Page top left – Blog

Click on blog – Manage posts – create new post

Type Title – All Caps

Add Text and photos

Save Correct Category

Bottom Right Save as Draft or Publish Now

ADDING A NEW MEMBER

Page top left – MEMBERS

Find Alphabetical Placement – Copy Text – Paste – Edit new Member

ADDING LINKS

Email Link

Copy Email – link – email – paste

Website URL

Copy website – paste in new window - enter – 3 clicks to select entire URL – link – web address – Paste URL