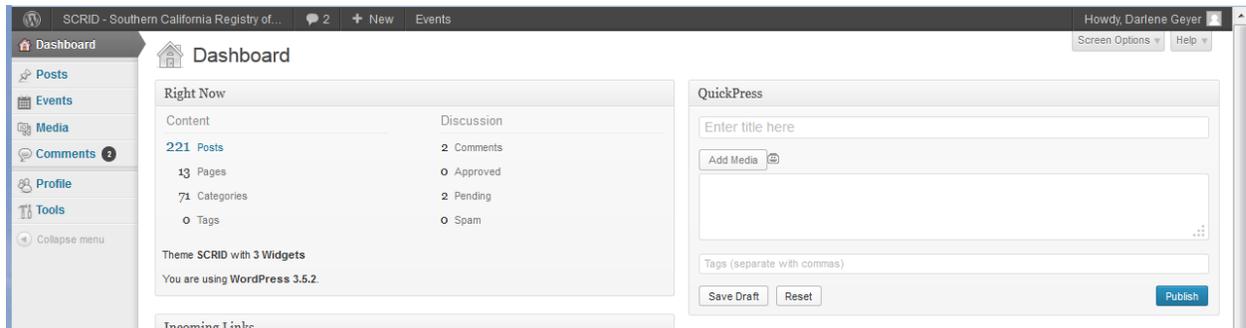# SCRID Website Training

Today we will:

1. Post reports on your News Blog

2. Create an event on the calendar

Posting reports on your News Blog

Log in using your officer or committee chair username and password
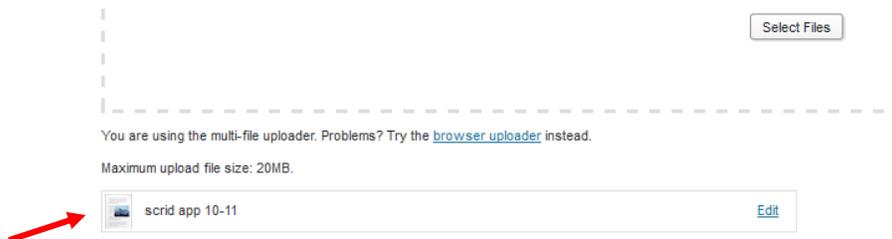You'll see this dashboard first:

Media: Upload any files you will be posting first: pictures, logo
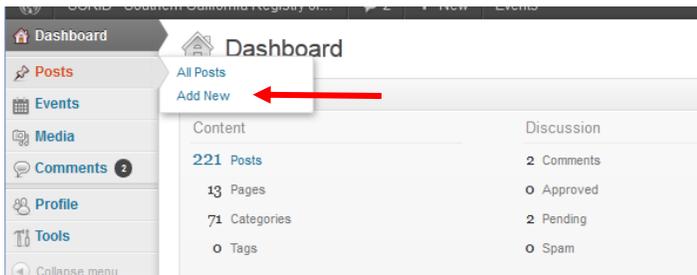
a. Click on **"Media",** then **"add new"**

b. You can drag the file from your folder to this box, or "select files" and choose from a folder on your computer.


Once they've been uploaded you'll see them listed here.
Your files will be ready for you when you create your post.

Creating a new post:
a. Place your cursor over the "Posts" tab.
b. Click on the "Add New" link:

c. First, look at the panel on the right side. Here you will:
   1. Choose your page ("category") where the information will be posted
   2. Preview your masterpiece after you create the post
   3. Choose place the post on the website when it's ready to go
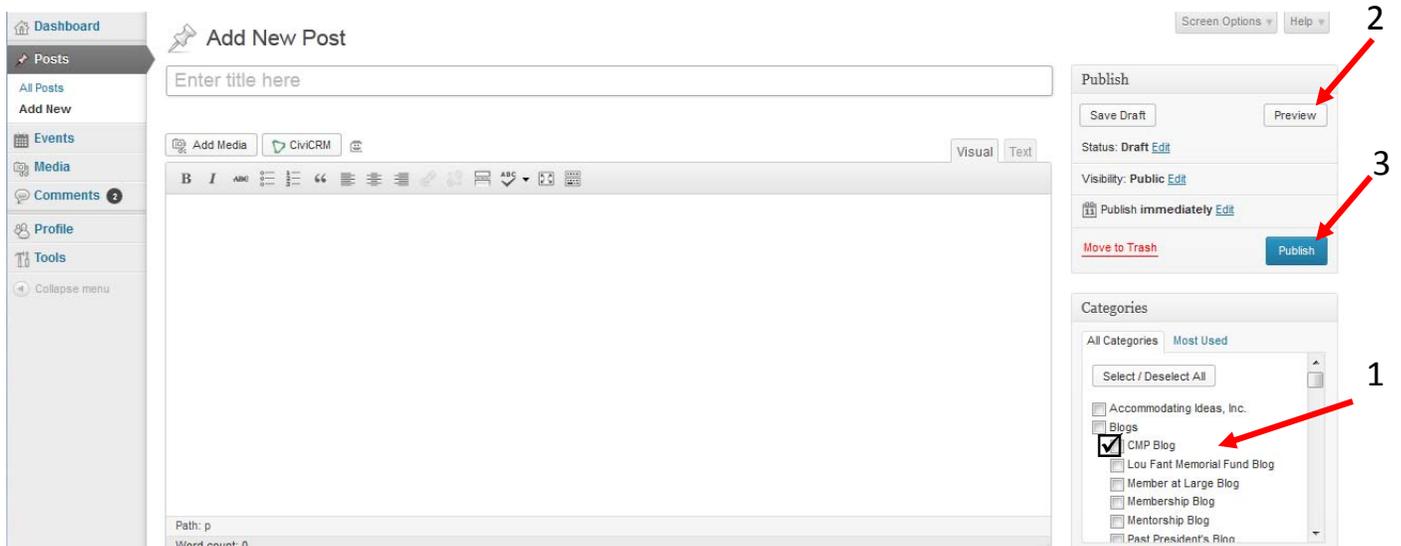
d. Give your post a title—this will show up at the top of the page.
   1. Include the purpose and date (CMP Report: January 1, 2013)

e. Create the text of your post:
   1. Copy and paste the text from an existing document or type your text here.
   2. You can use the style ribbon to give your post more pizzazz

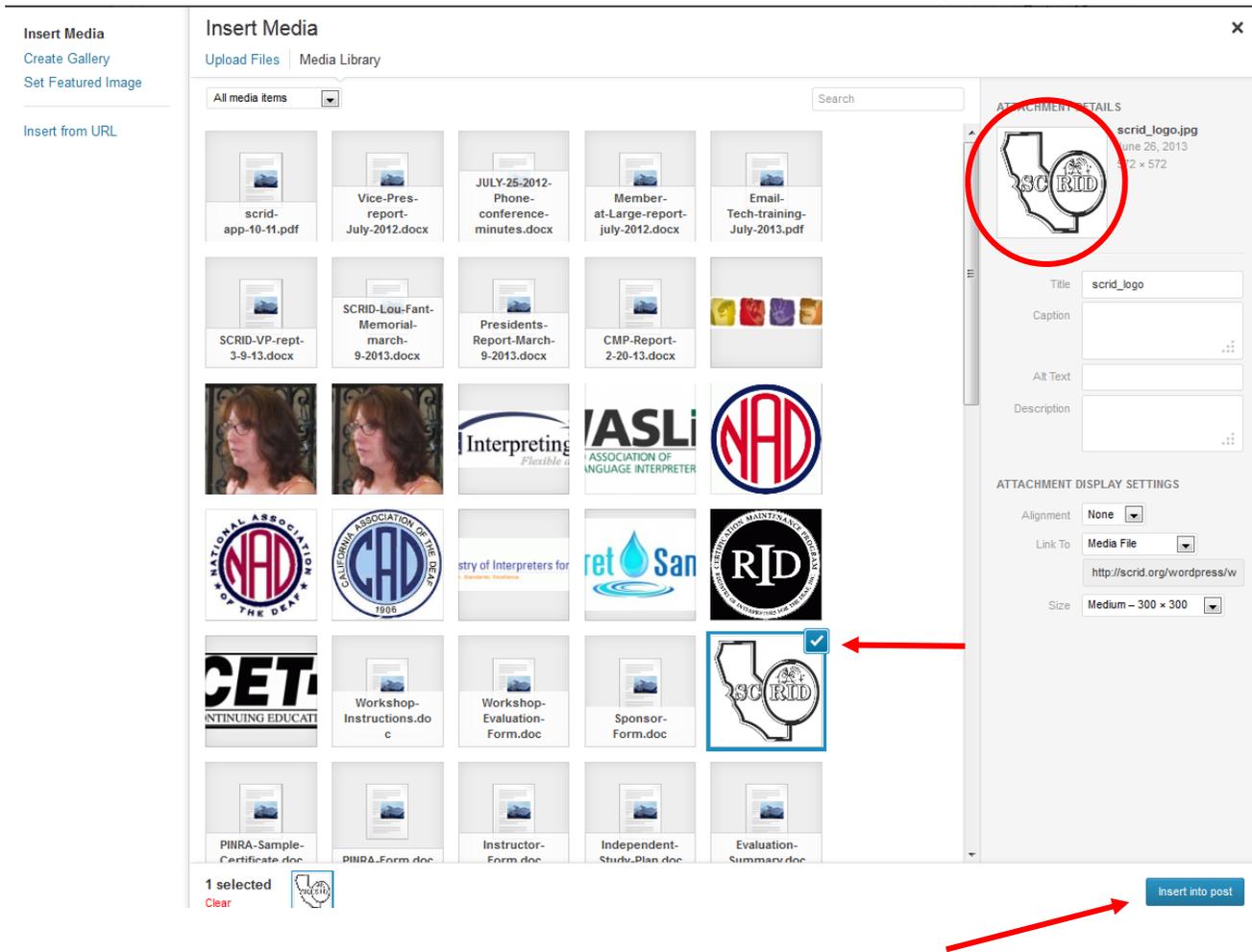Type your Title

Style Ribbon
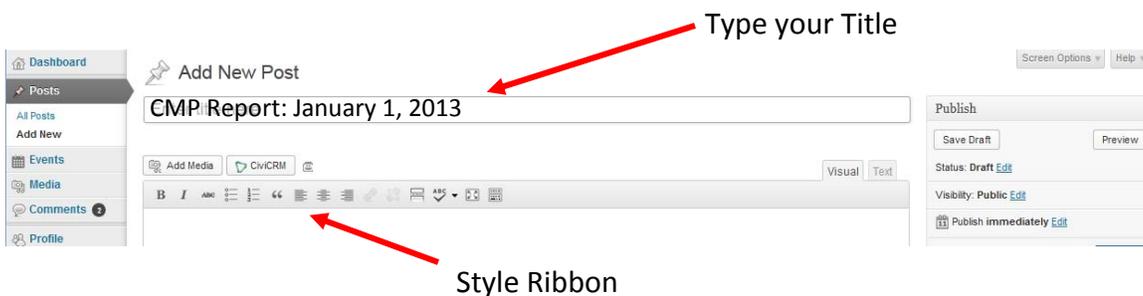
f. Insert media
1. Place your cursor where you want to place the picture, file, etc.
2. Click on **"Add Media"** above the text box

3. Click on **"Media Library"**
4. Click on the file/picture you wish to insert
   (Note the blue checkmark and a thumbnail of the file in the right-hand panel)

5. Click on **"Insert into post"** at lower right-hand corner

Next we will re-size the image

6. Click on the image to see the "Edit Image" icons.
- Click on the picture icon to resize
- Choose the "**60%**" and update to shrink the image.
- You can repeat this more than once to adjust the size that you want
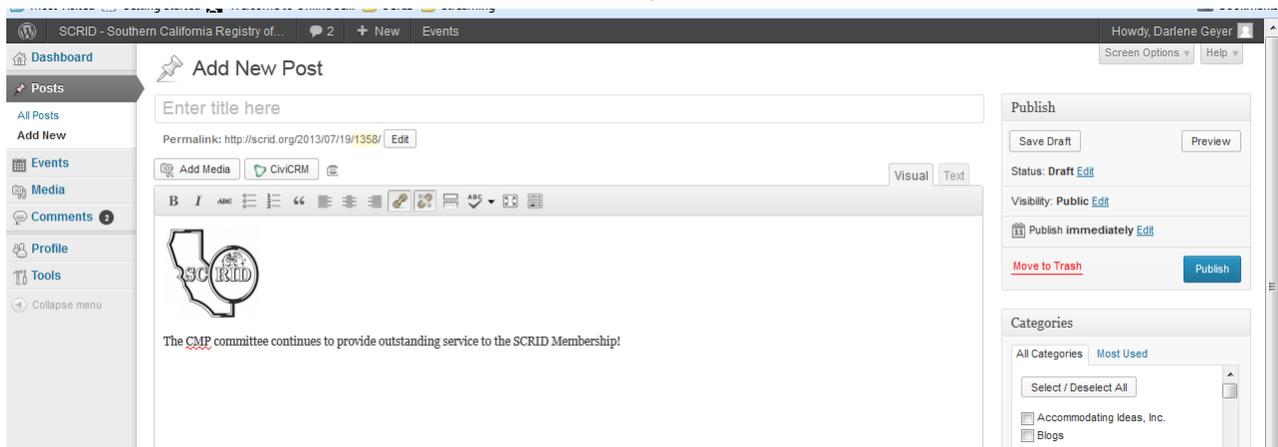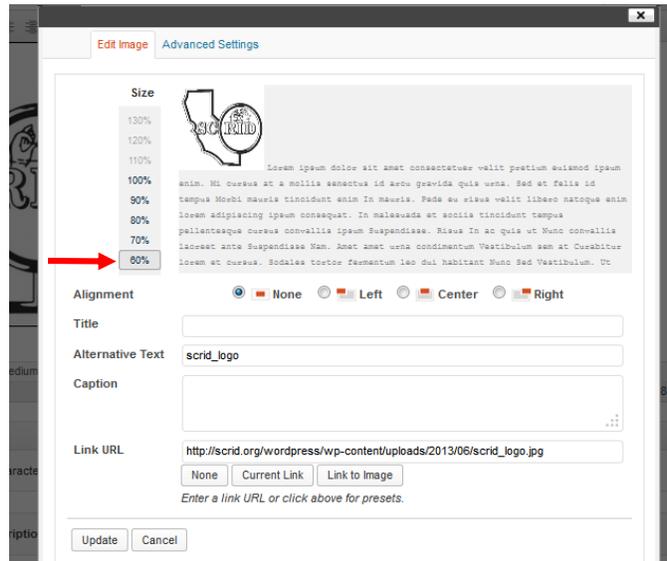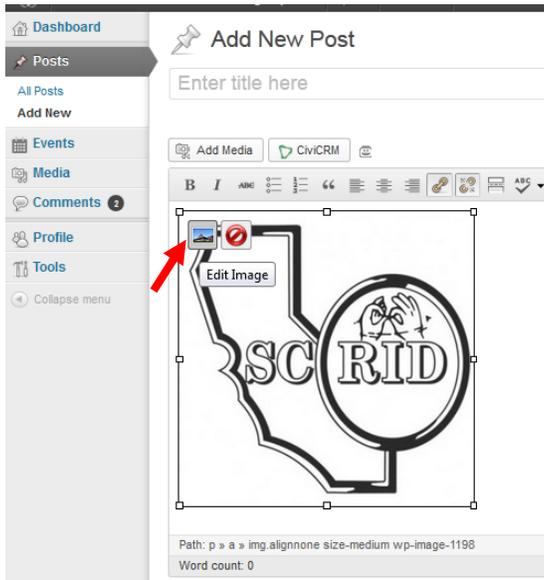
Note the smaller image.

g. **Preview you post,** click on **"Preview."**
Close the window to make adjustments to spacing, font size and color, etc.

h. Once you are happy with your work, click on **"Publish."**
Switch to the page on the live website to verify it posted correctly.

Post Event on the Website Calendar

1. Click on "Events" to see the options
2. Choose "Add New"

3. Fill out as much of the information as possible:

- Choose the Event Category from the right-hand panel
- Event title
- Information text
- Media

- Event time & date
- Location details
- Organizer Details
- Choose to allow comments, trackbacks and pin-backs
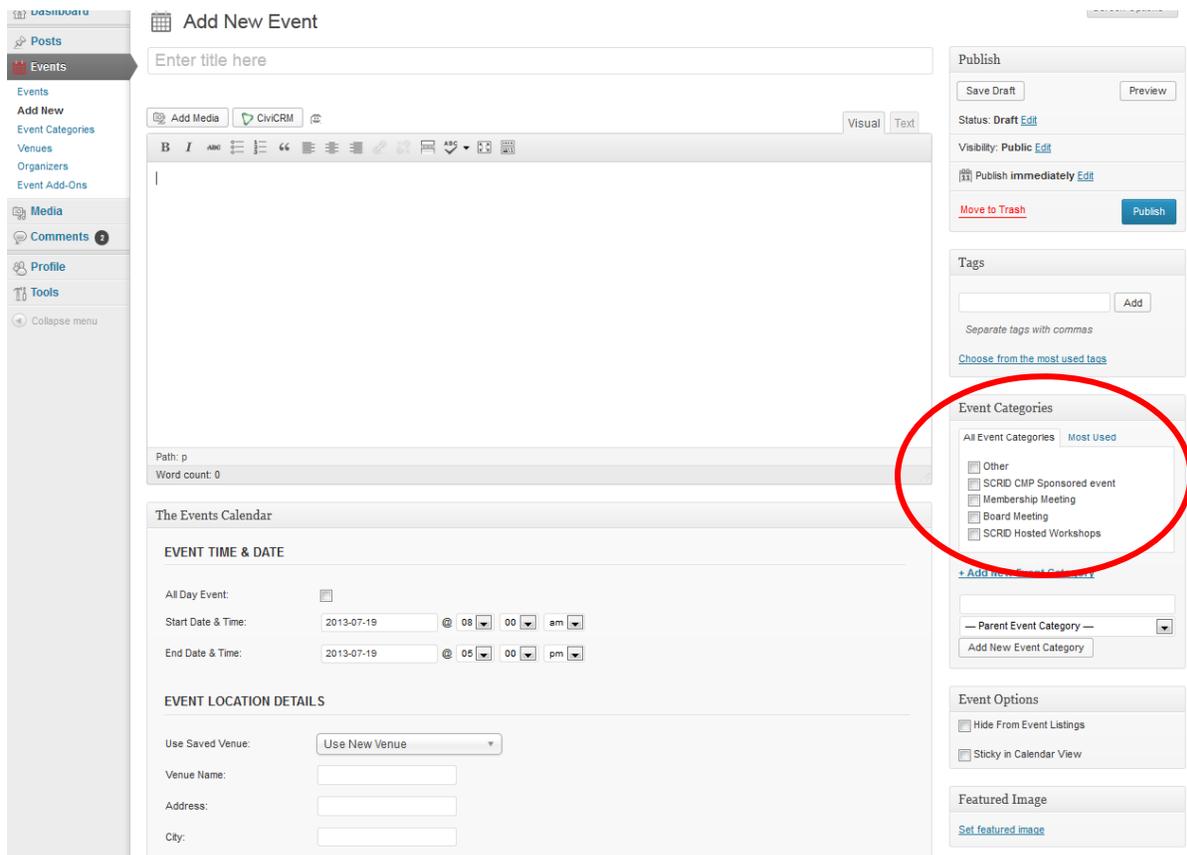
4. Preview, modify, Publish, view on live website calendar of events