
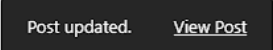


Instructions for creating a new post.

1. Click on the New Post button on the Members' noticeboard page.
2. Add a title
3. To add content, you can simply click where it says "Type/to choose a block" and start typing or click on the icon to  add such things as images etc.
4. On the right-hand column, select the Post tab at the top.
5. Next to the word "Discussion" click on Pings only and change to "Open" if you want readers to comment on your post (suggest you only do this for members only posts or you will get a lot of spam) or closed for no comments (public).
6. Where it says access, select "Anyone subscribed" (This will notify any member who has subscribed of your post via email).
7. Scroll down and under categories select Members only" if you want it to appear on the members area noticeboard or "News" if you want it to appear in the public news section. (Do not use any other category). It is important to get this step correct as it may lead to a post meant for members only being seen by the general public.
8. Click on the green Jetpack symbol at the top of the right-hand

column. 

9. If you want to automatically share this post with our Facebook page, then make sure the Share when publishing button is selected.
10. When you have completed these steps and you are happy with the post, click "Publish". (Top of right-hand column).
11. Check that all details are correct and click "Publish" again.
12. Once you have published this pop-up  will appear in the bottom left-hand corner. Click on it to view your finished post.
13. When viewing your post, you will have the option of editing it by clicking on Edit Post at the top of the page. Don't forget to save any edits. (Please note, any edits will not effect the published Facebook post or the email sent to subscribers).