

VFW Post 12196 Web Site Instruction

How to add MEETING AGENDAS to website

4/23/21

PURPOSE: Allows a user to add meeting agenda news articles to Post website. These agendas will appear on the HOME and NEWS pages.

ASSUMPTIONS: User is signed into website with admin privileges

BEFORE YOU START:

1. Have your agenda typed up and saved in PDF format on your local hard drive

PROCESS:

First, get into the ADMINISTRATION screen:

1. Bring up VFW Post 12196 website. Scroll to bottom footer and click on ADMINISTRATIVE link
2. Enter admin page password (VFW)
3. Using box, upper left area of screen – Login with your email and password

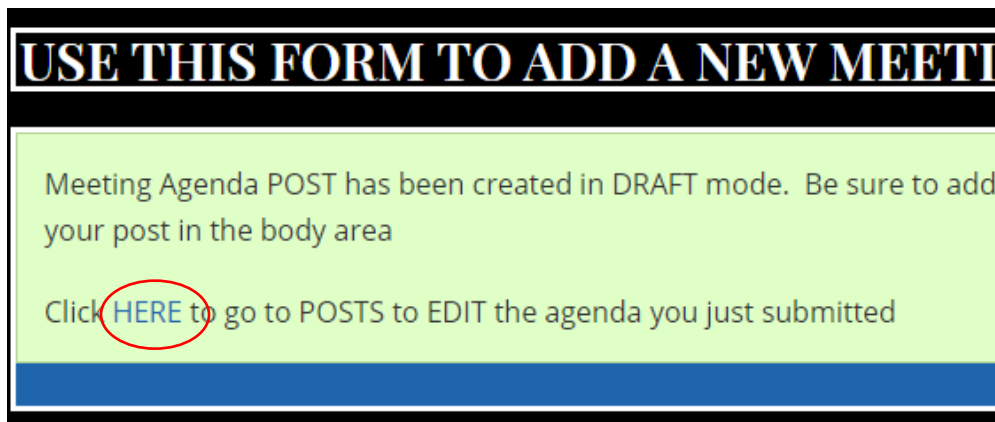
Now, submit your meeting agenda using form:

4. Scroll down to bottom of page. There are 2 forms.
 - a. 1st form is specifically to add meeting agenda articles (USE THIS ONE)
 - b. 2nd form is to add News, Events, etc.

MEETING AGENDAS: (uses WP Forms)

To add a meeting agenda to the website:

1. Scroll down to the Meeting Agenda form.
2. Enter month and year of the agenda and any other title text. IE: **May 2021 Meeting Agenda**
3. Next box is for any text associated with the meeting agenda. Such as: Meeting highlights, guest speaker, etc. Any words you want to use to tell the reader about this meeting.
4. Next box: Drag and drop PDF file into area for file or click in box to bring up file explorer. Only files with an extension of PDF will be allowed. (takes a few seconds to upload)
5. Drop down to CATEGORY field and select **MEETING AGENDA**
6. Click on **SUBMIT** button. After a few seconds, the screen will change and the form will be replaced by a box with a green background. At this point, a POST as been created in **DRAFT** mode. The PDF file has been uploaded to Media Manager. Now, you need to add the PDF file to the post. In the green box that comes up after submitting the article, click on **HERE** to go to WordPress dashboard to edit the Post you just made. The post you just made will be at the top of the list, in DRAFT mode with author=VFW-Admin. Click on the POST NAME to edit it.



7. If you entered any text on the input form, you will see that text in the editor box. Click at the end of the text and press ENTER. This will open up a new line and take the cursor to the next line.
8. Click on **ADD MEDIA** button. This will bring up the Media Manager. The new agenda PDF file will be in the upper left. Click on it then, click on **INSERT into POST** (bottom right). You will see a link inserted into the editor. When the article is displayed, the PDF file will expand.
9. Click on **PUBLISH**, right hand box after verifying the category = MEETING AGENDA. Go to home page and verify posting and agenda displays properly.

Meeting Agenda for May 2021

Permalink: <https://vfw12196.org/meeting-agenda-for-may-2021/> Edit

Edit with Elementor

Add Media Add Block Add Form Add Contact Form

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ABE

This month we will be election of officers for 2021/2022

[April-2021-Meeting-Agenda.pdf](#)