

VFW Post 12196 Web Site Instruction

How to add News articles to website

4/23/21

PURPOSE: Allows a user to add new News articles – by category and related informational posts to website content areas.

ASSUMPTIONS: User is signed into website with admin privileges

BEFORE YOU START:

1. Make sure you know which CATEGORY you will be creating this news article for. (reference table of categories and purpose of each).
2. Have any photos ready to go on your local PC as they will be uploaded to website
3. Have your article / text already typed up and ready to go

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

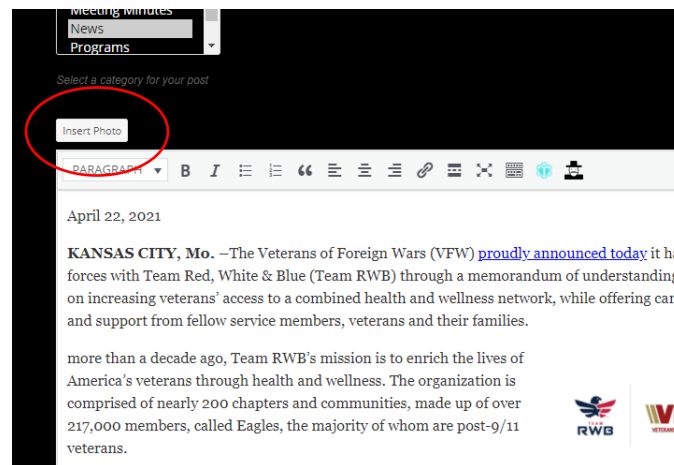
Now, submit your posting or articles

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

NEWS ARTICLES AND OTHER POSTINGS: (uses User Front-End forms)

Use this instruction to add NEWS articles, Events, Post History, VFW or Post programs or Static posts.

1. Scroll down to the bottom of the ADMINISTRATION page to the ADD NEWS POSTS form
2. Enter in the TITLE of the article
3. Select the appropriate category.
4. Next box is for the actual TEXT of the article. Copy/paste it in there. This is also an editing window where you can make changes to the text and formatting.
 - a. NOTE: If the text you are copying in has any graphics or photos in it, they will be placed in the text. But, you will need to right or left justify them to make text wrap around the photo or graphic. Any weblinks will be kept in the text.
 - b. Just above the text editor box is a button: INSERT PHOTO. You can use this to place pictures or graphics into the text from your local PC hard drive. In order to make them behave, you will need to right/left justify them. Or, if you center them, text will be above and below only.



- c. Next box: If you have a “featured image” that you want to upload and have at the beginning of the news article, click the FEATURED IMAGE button and upload a photo or graphic from your hard drive. Note: Not all types of posts will utilize a featured image.
- d. Next box: EXCERPT – this is a sentence or two that is extracted from the article and placed at the beginning of the Post.
- e. Click CREATE POST button. The posting will be created and you will be shown a page with what the final posting looks like. If you need to do any editing, go into the Word Press dashboard | All Posts and edit it there.

CATEGORIES AND NEWS POSTS:

Defines **BLOG POST** or “**NEWS**” story categories and where each category appears within the website.

CATEGORY	PURPOSE	WHERE USED/DISPLAYED	TEMPLATE
EVENT	Top level category for all event news posts	Home Page and News	
EVENT – COMPLETED (subcategory)	Events that have taken place. Completed	News articles on home page or NEWS that describe how the event went with photos	
EVENT – PLANNED (subcategory)	Events that are being planned to be held. Describes the event	Home Page, News	
HISTORY	Any article that talks about the history of the Post	History or about us pages. Home, News, About pages	
Meeting Agenda	Used to categorize meeting minutes PDF files and posts	Home Page, News page	
Meeting Minutes	Currently not used		
NEWS	General NEWS category. Can be applied to appear wherever NEWS is defined	NEWS page. Home page	
PROGRAMS	Describes VFW programs that are supported by the overall organization or by the local Post	Who we are Home page, Programs page	
STATIC	These are informational articles with no author or date. Mission, Core Values, Who we are	Used to inform. Used on ABOUT page	
Uncategorized	Any news article that does not have a category	Not displayed anywhere	none
VETERAN	News posts that are specific to veterans for news, information, activities	Resources page, HOME, NEWS page	

NOTE: Any Post or news article can be assigned to MULTIPLE categories! Categories determine WHERE on the website the article will appear!

PAGE	CATEGORIES DISPLAYED	COMMENTS
HOME page	EVENTS, Meeting Agenda, NEWS	ALL categories EXCEPT Static and uncategorized
NEWS page	All EXCEPT agenda, minutes, static, uncategorized	Includes: Events, history, news, programs, veteran
ABOUT	History, STATIC	Info about the Post
PROGRAMS	Programs	Programs the VFW in general and/or this Post supports

NOTIFICATIONS: Whenever a new post is created, an email can be sent to: xxxxxxx@gmail.com as needed

TECHNICAL NOTES:

MAINTENANCE:

METRICS: