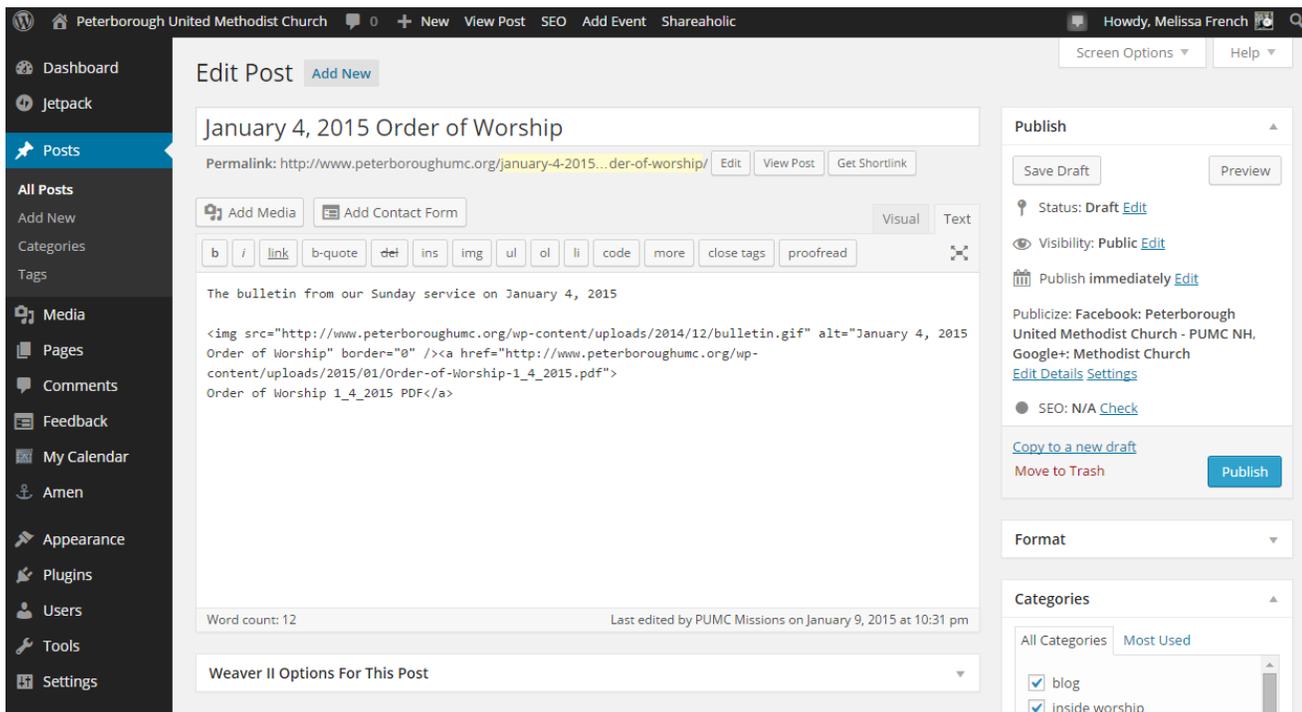


Training - Post Bulletin (Sermon, Events, Progress, etc) to Site



Go to <http://www.peterboroughumc.org/wp-admin/> Log in.

In the menu on the left click on Posts. You can also select All Posts in the submenu.

If you do not see a bulletin post just search for the phrase "order of worship" or bulletin.

Under a bulletin (or other established) post title select Clone. It will create a new post that will say "Draft" at the end of the title. Select Edit under the title.

(If for some reason you can't clone a post you can create a new post, but you MUST select both blog and church bulletins, or the appropriate category, in the Categories on the right. This is what tells the site to display the post on those pages. Important!)

Edit the post title to something like "January 4, 2015 Order of Worship"

Under Publish click Save Draft (DO NOT click Publish at this time).

If you prefer on the top right of the editing window switch from Text to Visual. This will help you see what you are doing. However, if you are adding code such as embedding a video you must switch back to Text before doing so.

Change the description to something like "The bulletin from our Sunday service on January 4, 2015"



Select the image of the doors that is already in the post. In the menu above click on Remove Link.

Click on the Add Media button. Switch to Upload Files rather than Media Library on the top tabs. Click Select Files and navigate to your PDF file of the bulletin, then click Open. Once it has loaded click on Insert into post.

(To insert a new image: click the Add Media button. Click on Select Files and navigate to your file .Once it has loaded you must click on Insert Into Post on the bottom right.)

(To edit a previously uploaded image: Click on Media. You can also click on Library in the submenu. Navigate/search to your image. Under the image title select Replace media. Click on Choose File and navigate to your new/improved/updated image. Click Upload. Your image will now be updated in all instances on the site.)

Hit Publish on the top right of the post. Once that is done select View Post to view it and check to make sure all is well.

A post can be scheduled to release at a later date. In the Publish box on the top right, it will say Publish immediately. Click on Edit. Select the date and time (military time, 24 hour cycle) you would like to publish your post. Once you click on Publish your post will be ready to release at that time.

Once you publish a post it is added to the appropriate pages on the site, which is dictated by the categories set in the post, which is one of the reasons you select an older post to clone. It is also sent automatically to our social media. It is then emailed to our subscribers and you can't edit that email once it goes out. A post may be deleted, and posts to social media may be deleted on those platforms.

