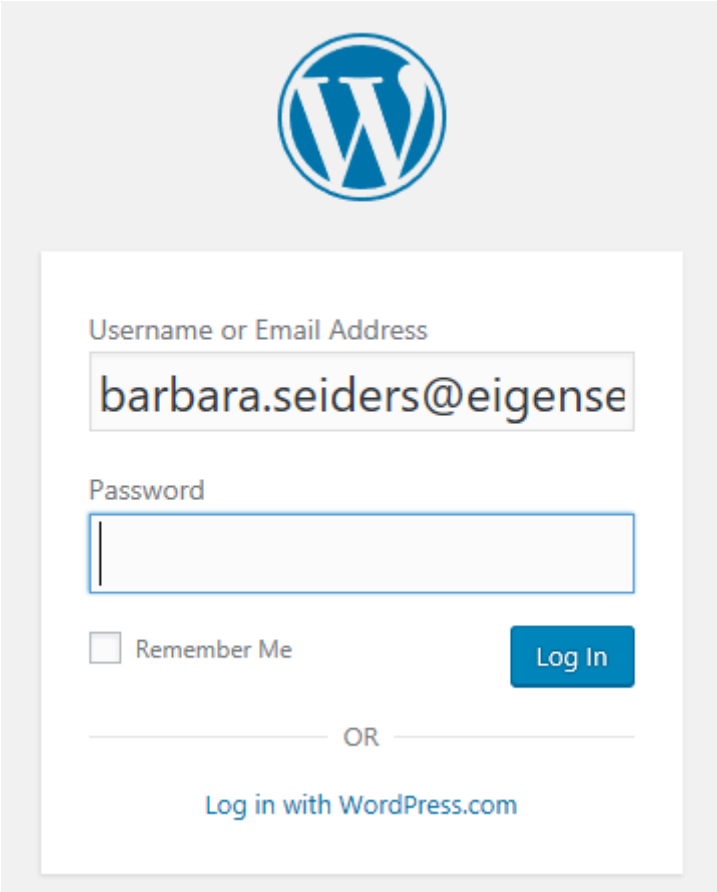
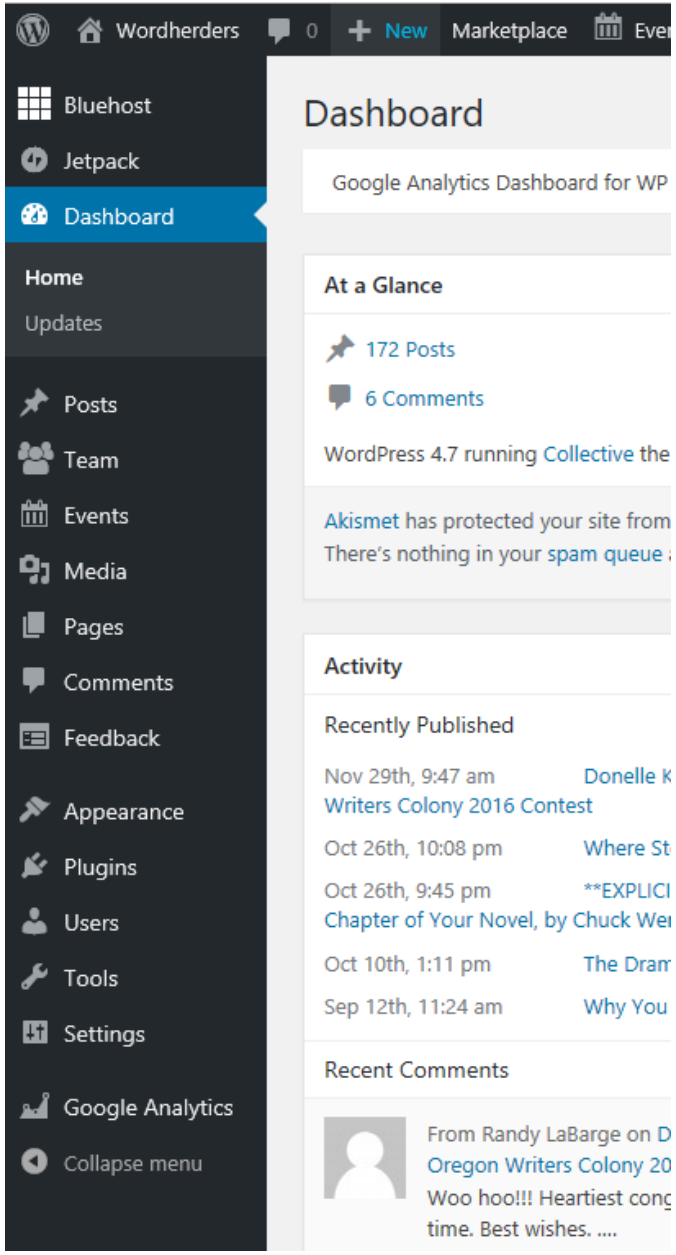
How to Post News and Events to the Wordherders Website

- Get a username and password
- www.wordherders.com/wp-admin
- Login

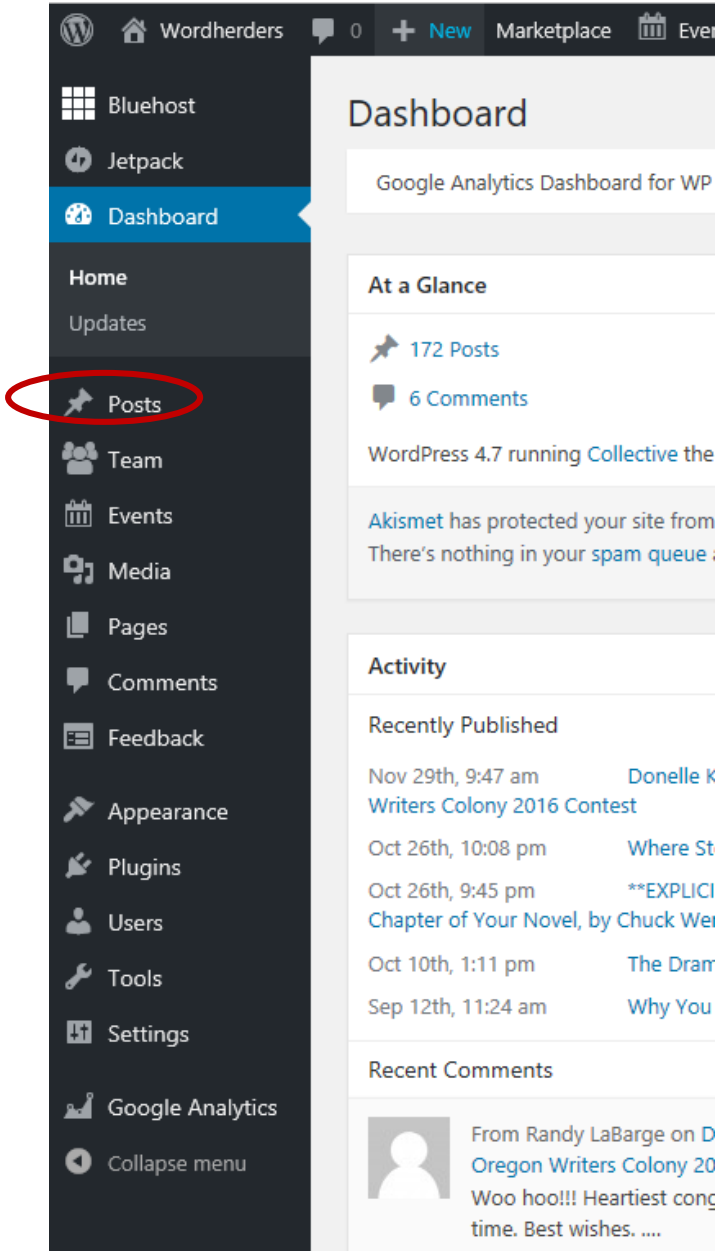


Dashboard


Wordherders
0
New
Marketplace
Bluehost
Jetpack
Dashboard
Home
Updates
Posts
Team
Events
Media
Pages
Comments
Feedback
Appearance
Plugins
Users
Tools
Settings
Google Analytics
Collapse menu
Dashboard
Google Analytics Dashboard for WP
At a Glance
172 Posts
6 Comments
WordPress 4.7 running Collective the
Akismet has protected your site from
There's nothing in your spam queue
Activity
Recently Published
Nov 29th, 9:47 am
Writers Colony 2016 Contest
Oct 26th, 10:08 pm
Oct 26th, 9:45 pm
Chapter of Your Novel, by Chuck Wer
Oct 10th, 1:11 pm
Sep 12th, 11:24 am
Recent Comments
From Randy LaBarge on D
Oregon Writers Colony 20
Woo hoo!!! Heartiest cong
time. Best wishes. ....

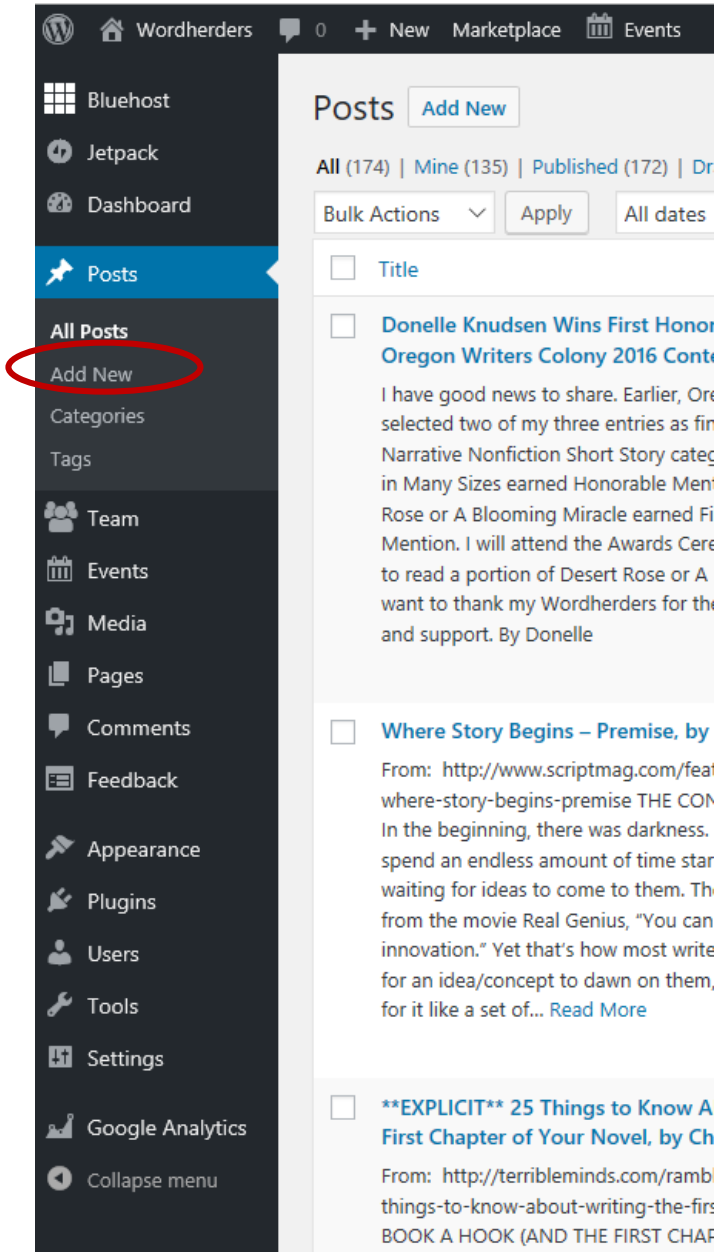
Post News

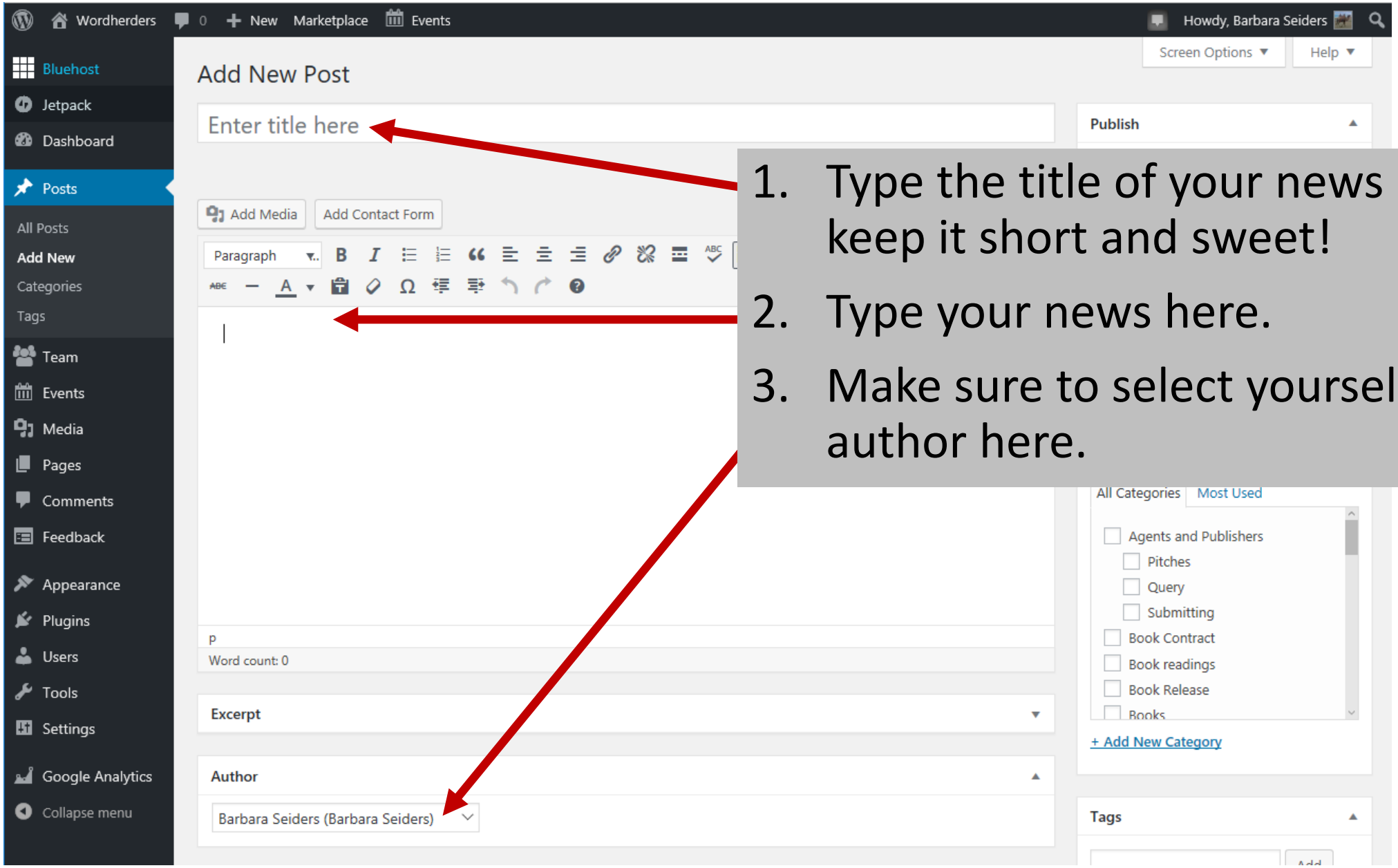
- Select “Posts”

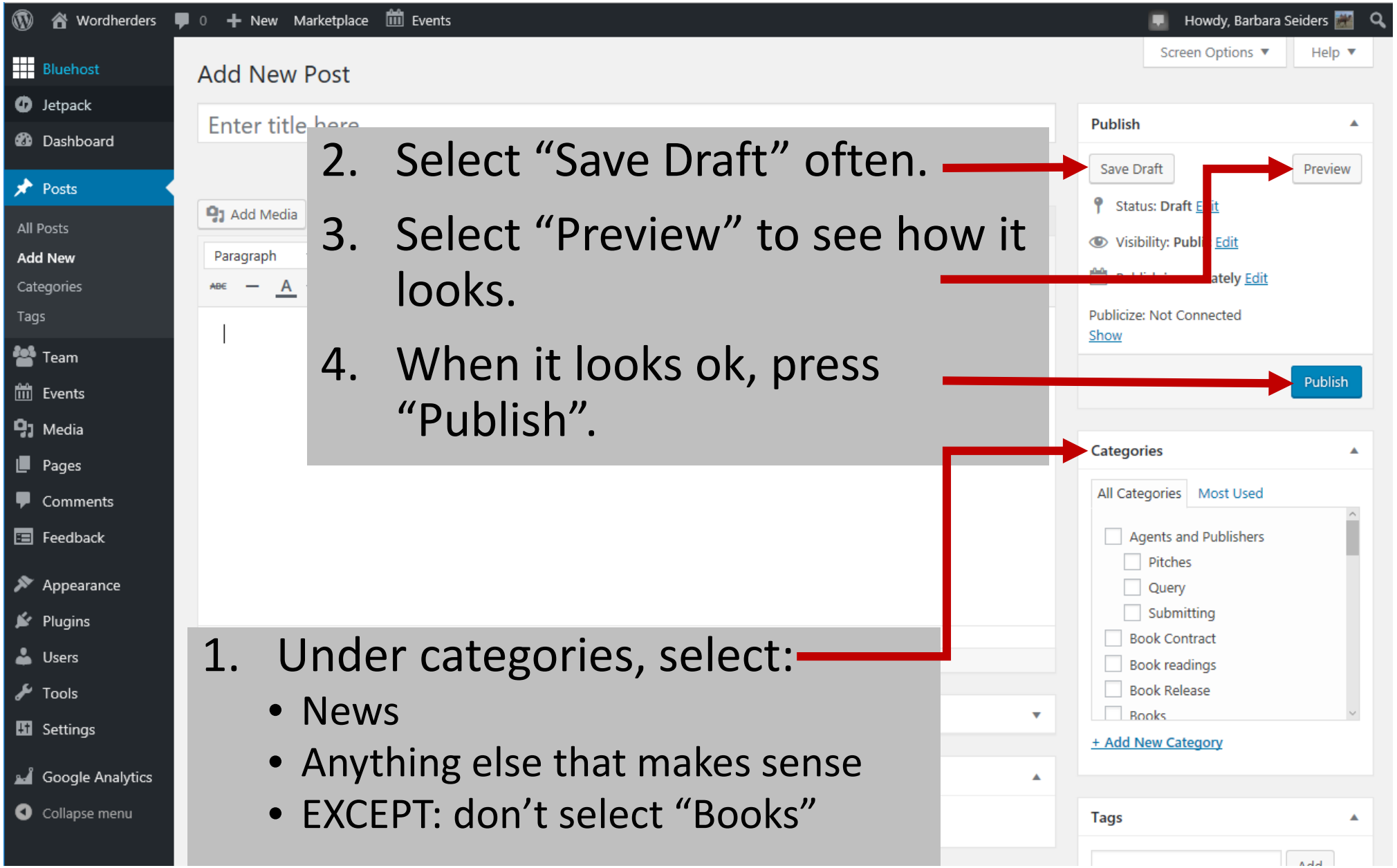


Post News

- Select “Posts”
- Select “Add New”

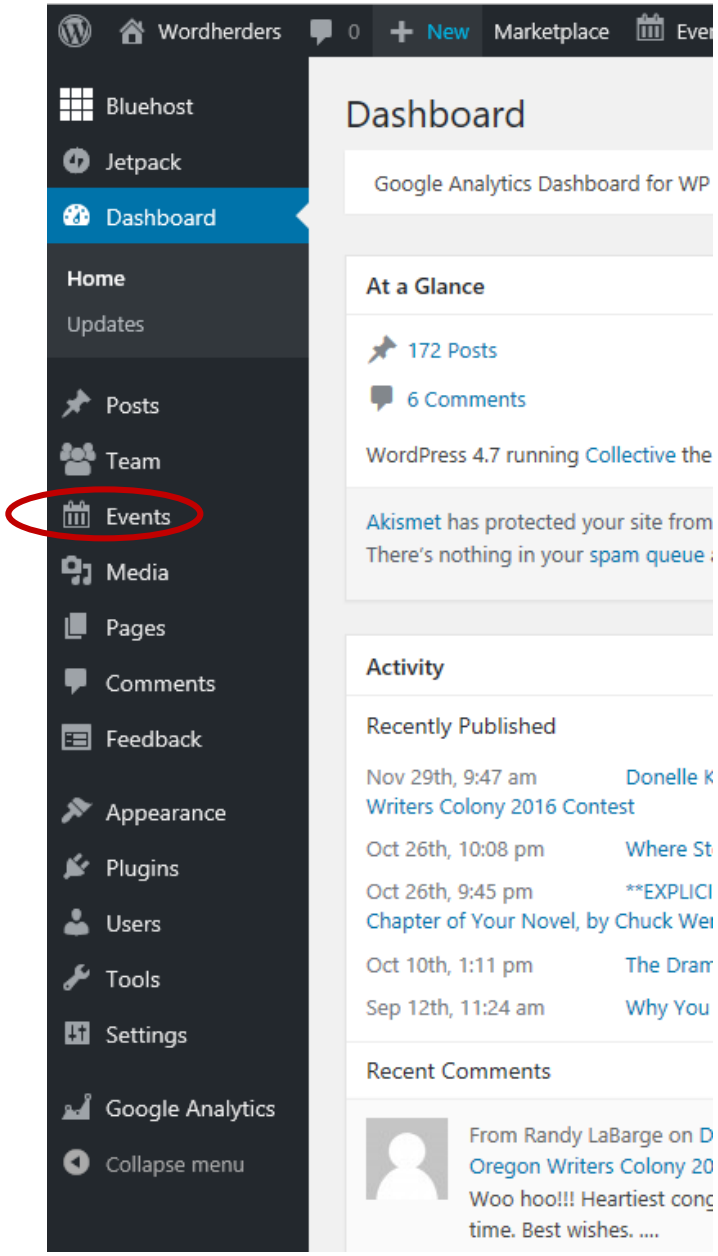



Wordherders
0
New
Marketplace
Events
Howdy, Barbara Seiders
Screen Options
Help
Bluehost
Jetpack
Dashboard
Posts
All Posts
Add New
Categories
Tags
Team
Events
Media
Pages
Comments
Feedback
Appearance
Plugins
Users
Tools
Settings
Google Analytics
Collapse menu
Add New Post
Enter title here
Add Media
Add Contact Form
Paragraph
p
Word count: 0
Excerpt
Author
Barbara Seiders (Barbara Seiders)
Publish
All Categories
Most Used
Agents and Publishers
Pitches
Query
Submitting
Book Contract
Book readings
Book Release
Books
+ Add New Category
Tags
1. Type the title of your news here; keep it short and sweet!
2. Type your news here.
3. Make sure to select yourself as author here.


Wordherders
0
New
Marketplace
Events
Howdy, Barbara Seiders
Bluehost
Jetpack
Dashboard
Posts
All Posts
Add New
Categories
Tags
Team
Events
Media
Pages
Comments
Feedback
Appearance
Plugins
Users
Tools
Settings
Google Analytics
Collapse menu
Add New Post
Screen Options
Help
Enter title here
Add Media
Paragraph
Publish
Save Draft
Preview
Status: Draft Edit
Visibility: Publi Edit
ately Edit
Publicize: Not Connected
Show
Publish
Categories
All Categories
Most Used
Agents and Publishers
Pitches
Query
Submitting
Book Contract
Book readings
Book Release
Books
+ Add New Category
Tags
2. Select “Save Draft” often.
3. Select “Preview” to see how it looks.
4. When it looks ok, press “Publish”.
1. Under categories, select:
• News
• Anything else that makes sense
• EXCEPT: don’t select “Books”

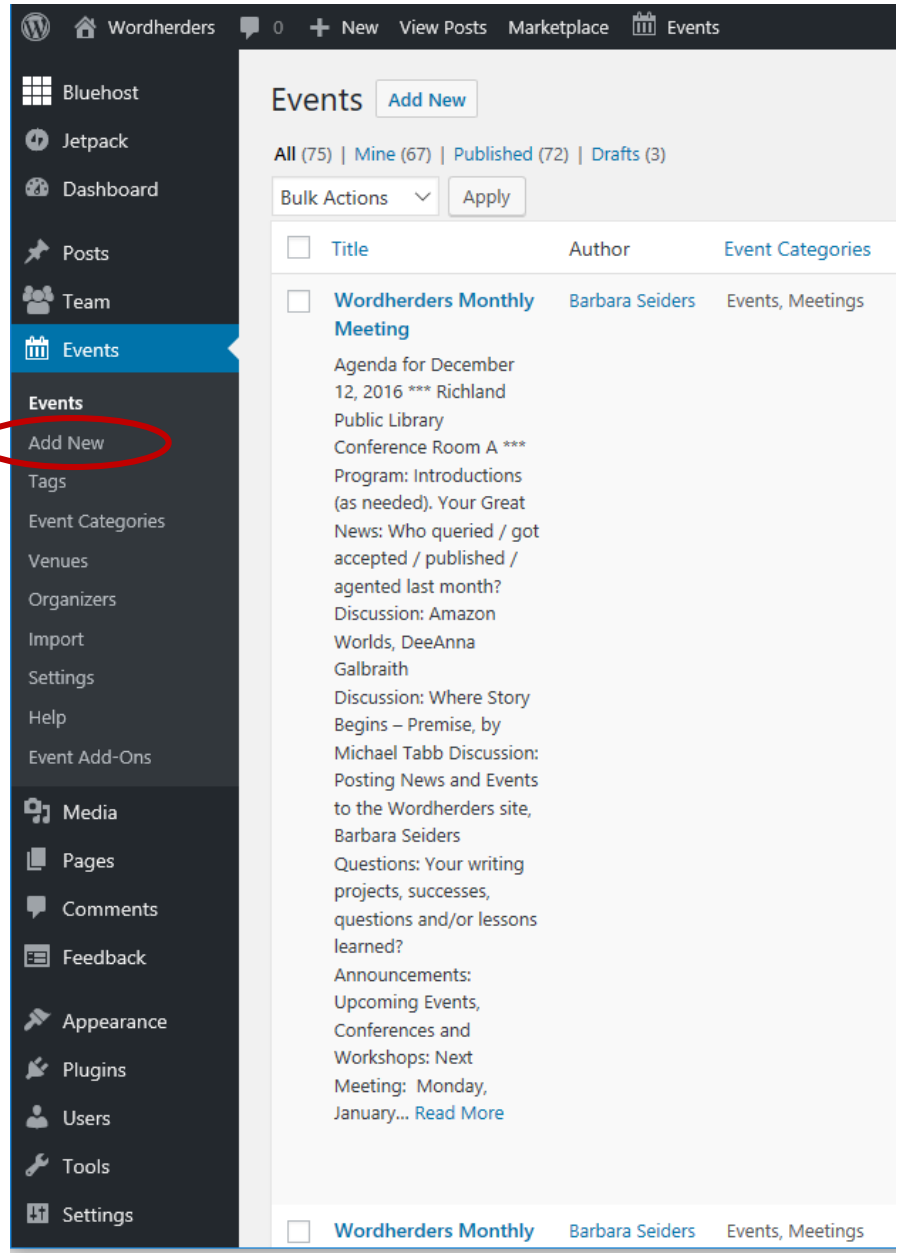
Create Event

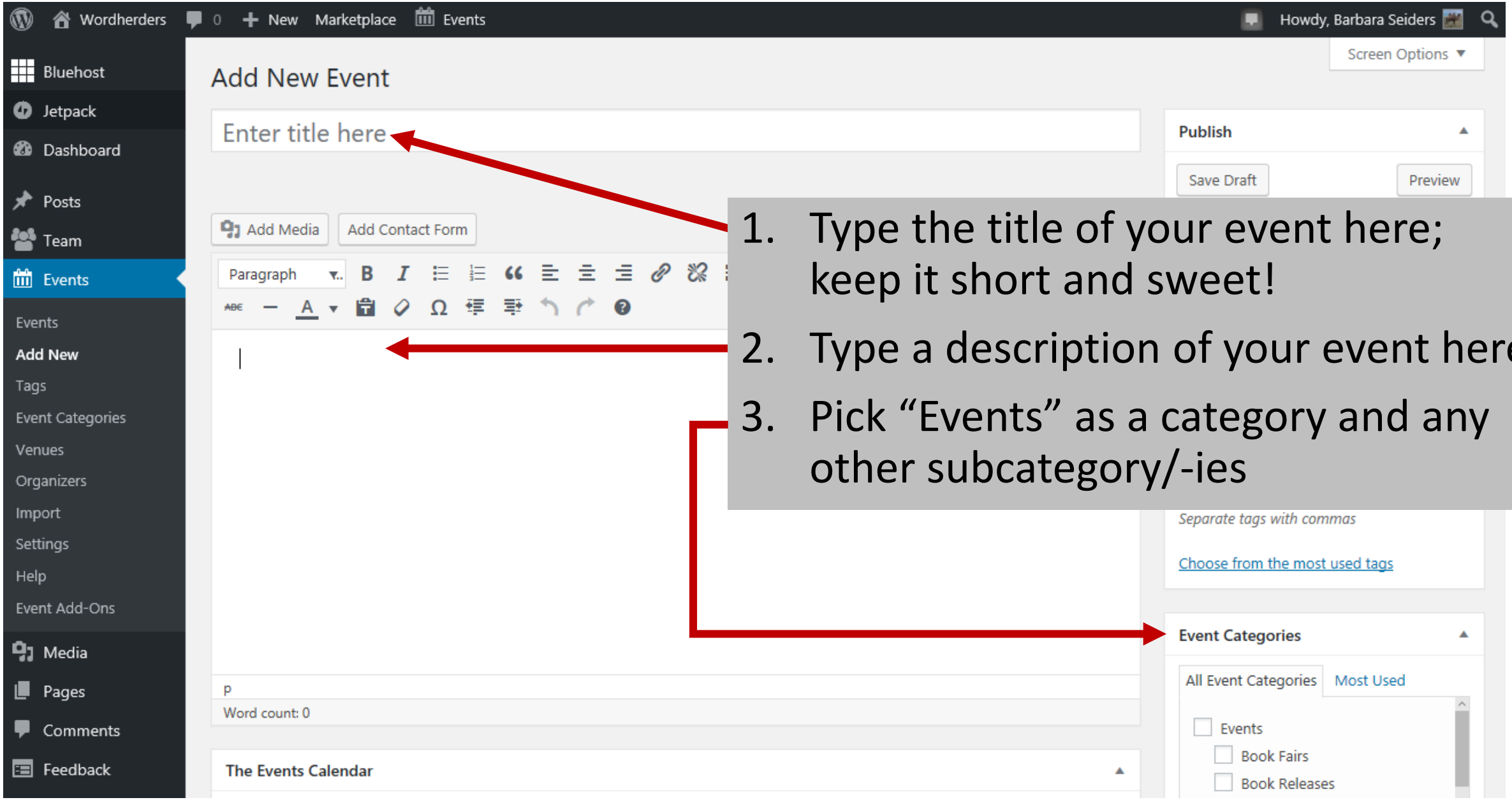
- Select “Events”

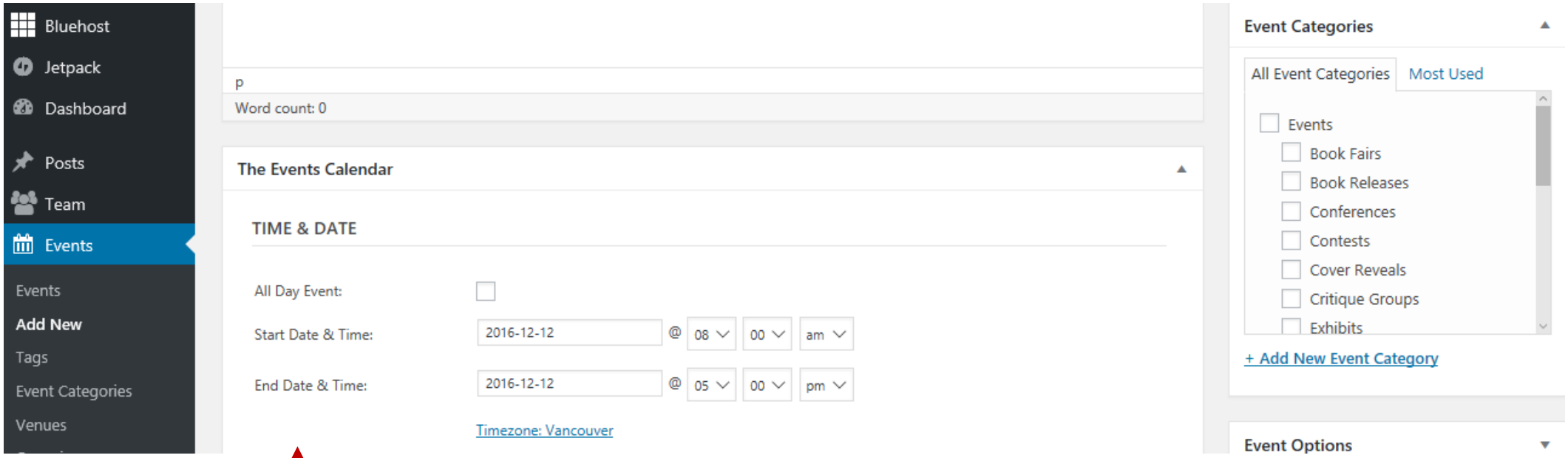


Create Event

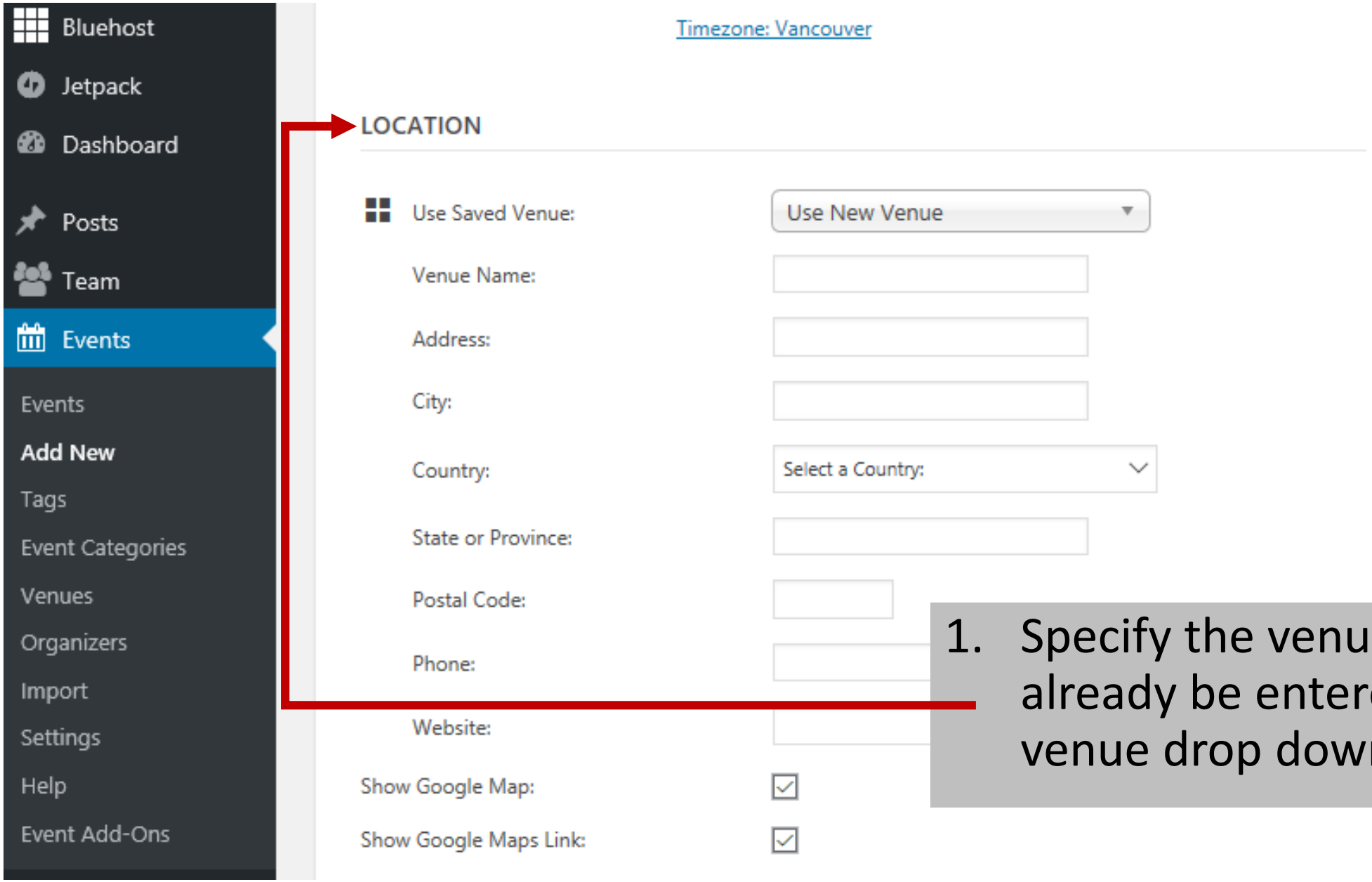
- Select “Events”
- Select “Add New”



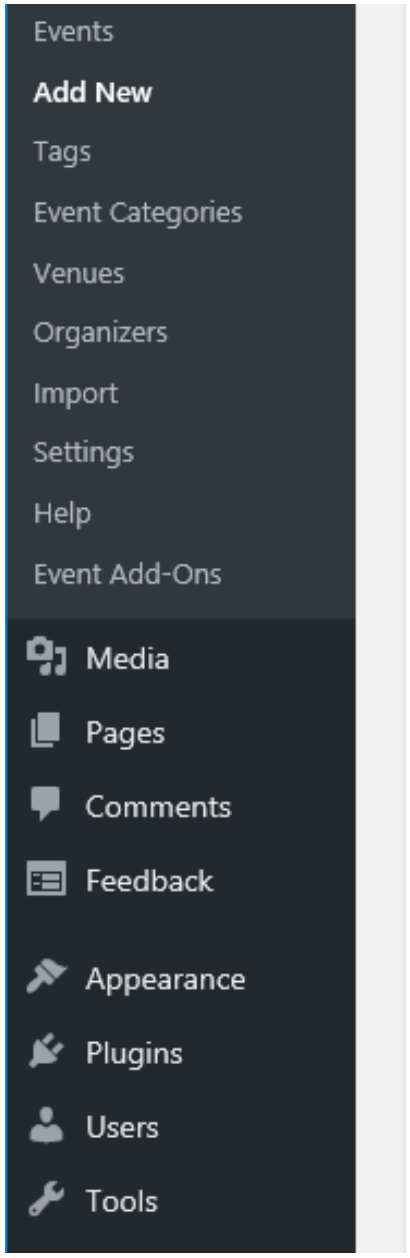

Wordherders
0
New
Marketplace
Events
Howdy, Barbara Seiders
Screen Options
Bluehost
Jetpack
Dashboard
Posts
Team
Events
Events
Add New
Tags
Event Categories
Venues
Organizers
Import
Settings
Help
Event Add-Ons
Media
Pages
Comments
Feedback
Add New Event
Enter title here
Add Media
Add Contact Form
Paragraph
p
Word count: 0
The Events Calendar
Publish
Save Draft
Preview
Separate tags with commas
Choose from the most used tags
Event Categories
All Event Categories
Most Used
Events
Book Fairs
Book Releases
1. Type the title of your event here; keep it short and sweet!
2. Type a description of your event here.
3. Pick “Events” as a category and any other subcategory/-ies

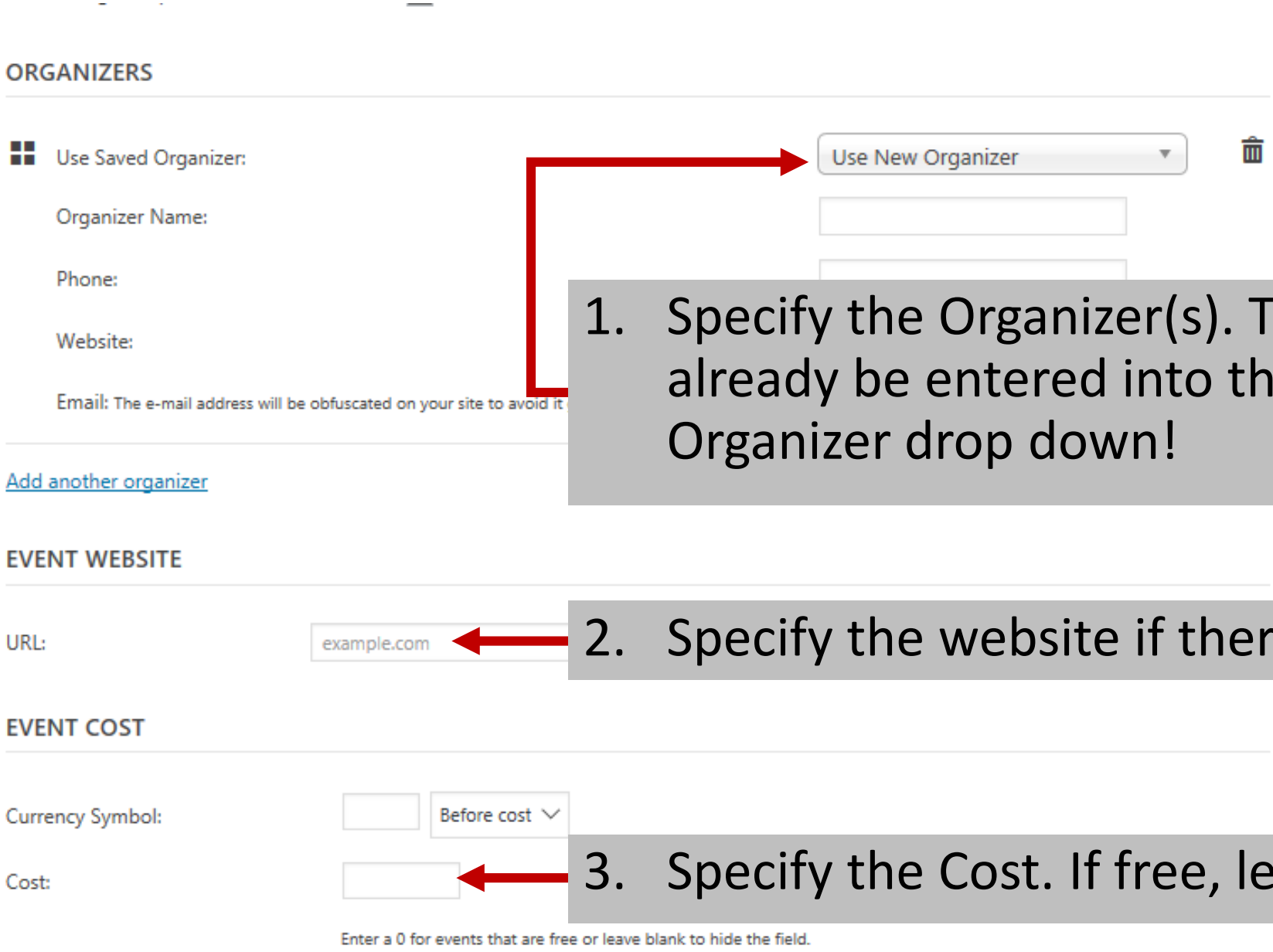


1. Specify the date and time.

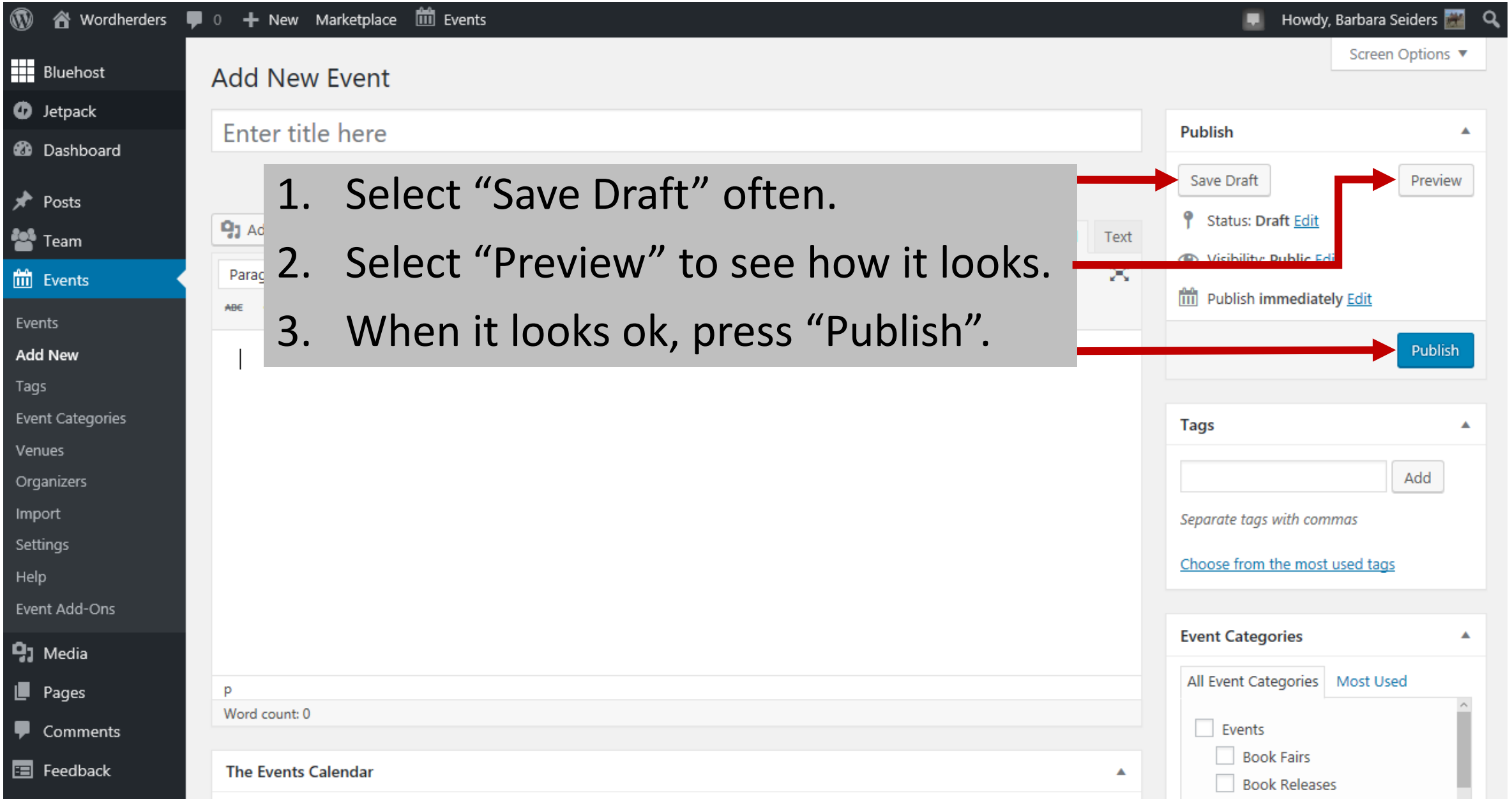


1. Specify the venue. It may already be entered into the venue drop down!





1. Specify the Organizer(s). They may already be entered into the Saved Organizer drop down!
2. Specify the website if there is one.
3. Specify the Cost. If free, leave blan


Wordherders
0
New
Marketplace
Events
Howdy, Barbara Seiders
Screen Options
Bluehost
Jetpack
Dashboard
Posts
Team
Events
Events
Add New
Tags
Event Categories
Venues
Organizers
Import
Settings
Help
Event Add-Ons
Media
Pages
Comments
Feedback
Add New Event
Enter title here
Text
Word count: 0
The Events Calendar
1. Select “Save Draft” often.
2. Select “Preview” to see how it looks.
3. When it looks ok, press “Publish”.
Publish
Save Draft
Preview
Status: Draft Edit
Publish immediately Edit
Publish
Tags
Add
Separate tags with commas
Choose from the most used tags
Event Categories
All Event Categories
Most Used
Events
Book Fairs
Book Releases

Don’t worry…

- If you’re worried about how it will look, or whether you’ve done it right, just leave it as a draft and let me know. I’ll check it over and publish it for you!
- Questions?