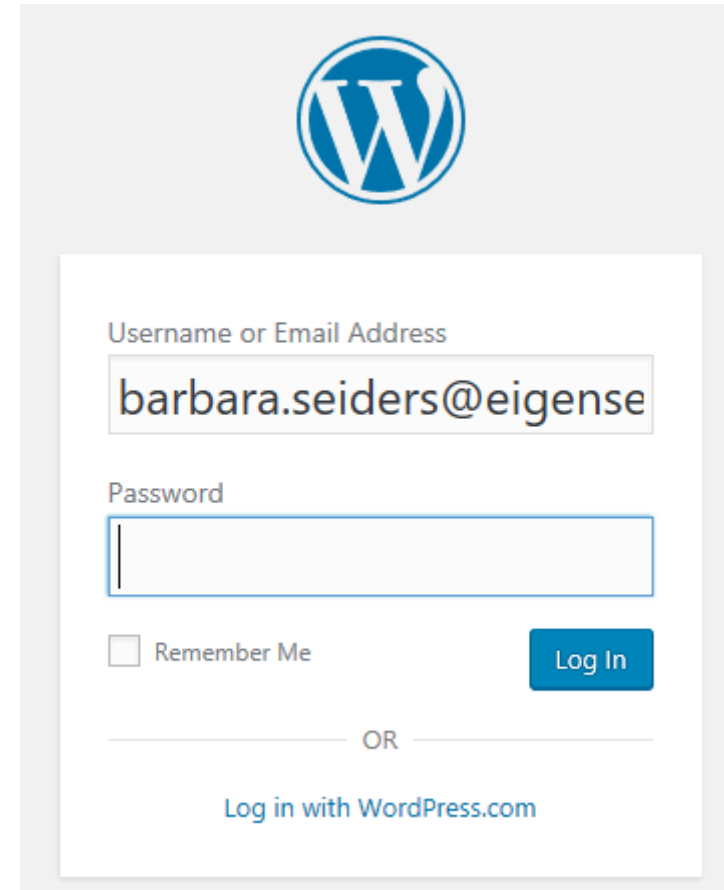


# How to Post News and Events to the Wordherders Website

- Get a username and password
- [www.wordherders.com/wp-admin](http://www.wordherders.com/wp-admin)
- Login



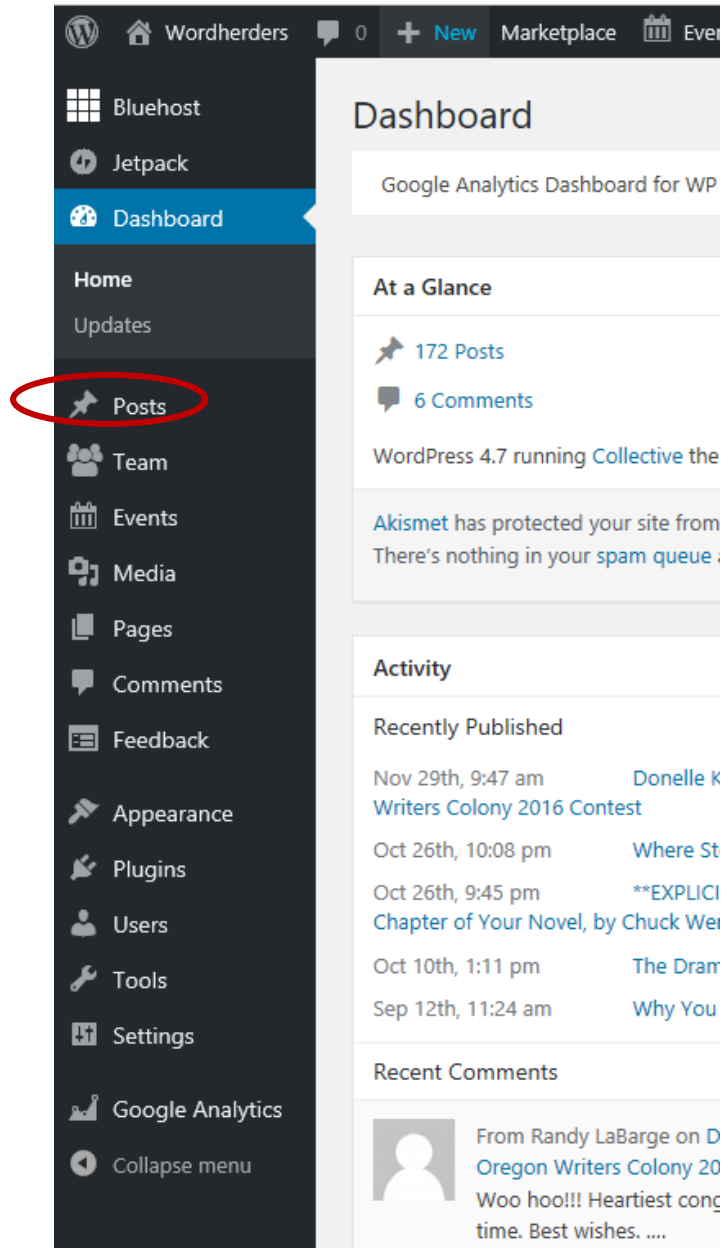
The image shows a screenshot of the WordPress login interface. At the top center is the WordPress logo, a blue 'W' inside a circle. Below the logo is a white login form with a light gray border. The form contains the following elements: a text input field labeled 'Username or Email Address' with the text 'barbara.seiders@eigense' entered; a text input field labeled 'Password' which is currently empty; a checkbox labeled 'Remember Me' which is unchecked; a blue 'Log In' button; a horizontal line with the text 'OR' in the center; and a blue link that says 'Log in with WordPress.com'.

# Dashboard

The image shows a screenshot of the WordPress dashboard. At the top, there is a navigation bar with the WordPress logo, the site name 'Wordherders', a notification icon with '0', a '+ New' button, and links to 'Marketplace' and 'Events'. Below this is a dark sidebar menu with icons and labels for various dashboard sections: Bluehost, Jetpack, Dashboard (highlighted in blue), Home, Updates, Posts, Team, Events, Media, Pages, Comments, Feedback, Appearance, Plugins, Users, Tools, Settings, Google Analytics, and a 'Collapse menu' button. The main content area is titled 'Dashboard' and contains several widgets. The first widget is 'Google Analytics Dashboard for WP'. The 'At a Glance' widget shows '172 Posts' and '6 Comments', and a notification that 'WordPress 4.7 running' and 'Collective the'. Below that, a message from Akismet states 'Akismet has protected your site from' and 'There's nothing in your spam queue'. The 'Activity' section includes a 'Recently Published' list with entries: 'Nov 29th, 9:47 am' by 'Donelle K' for 'Writers Colony 2016 Contest', 'Oct 26th, 10:08 pm' for 'Where St', 'Oct 26th, 9:45 pm' by '\*\*EXPLICI' for 'Chapter of Your Novel, by Chuck Wei', 'Oct 10th, 1:11 pm' for 'The Dran', and 'Sep 12th, 11:24 am' for 'Why You'. The 'Recent Comments' section shows a comment from 'Randy LaBarge on D' about 'Oregon Writers Colony 20' with the text 'Woo hoo!!! Heartiest cong time. Best wishes. ....'.

# Post News

- Select “Posts”



The image shows a screenshot of the WordPress dashboard. The left sidebar contains a menu with the following items: Bluehost, Jetpack, Dashboard (highlighted in blue), Home, Updates, Posts (circled in red), Team, Events, Media, Pages, Comments, Feedback, Appearance, Plugins, Users, Tools, Settings, Google Analytics, and Collapse menu. The main content area displays the 'Dashboard' title, a Google Analytics dashboard for WP, an 'At a Glance' section with 172 Posts and 6 Comments, a notification from Akismet, and an 'Activity' section with a 'Recently Published' list of posts and a 'Recent Comments' section.

Wordherders 0 + New Marketplace Events

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 Donelle K Writers Colony 2016 Contest

Oct 26th, 10:08 pm Where St

Oct 26th, 9:45 pm \*\*EXPLICI Chapter of Your Novel, by Chuck Wei

Oct 10th, 1:11 pm The Dran

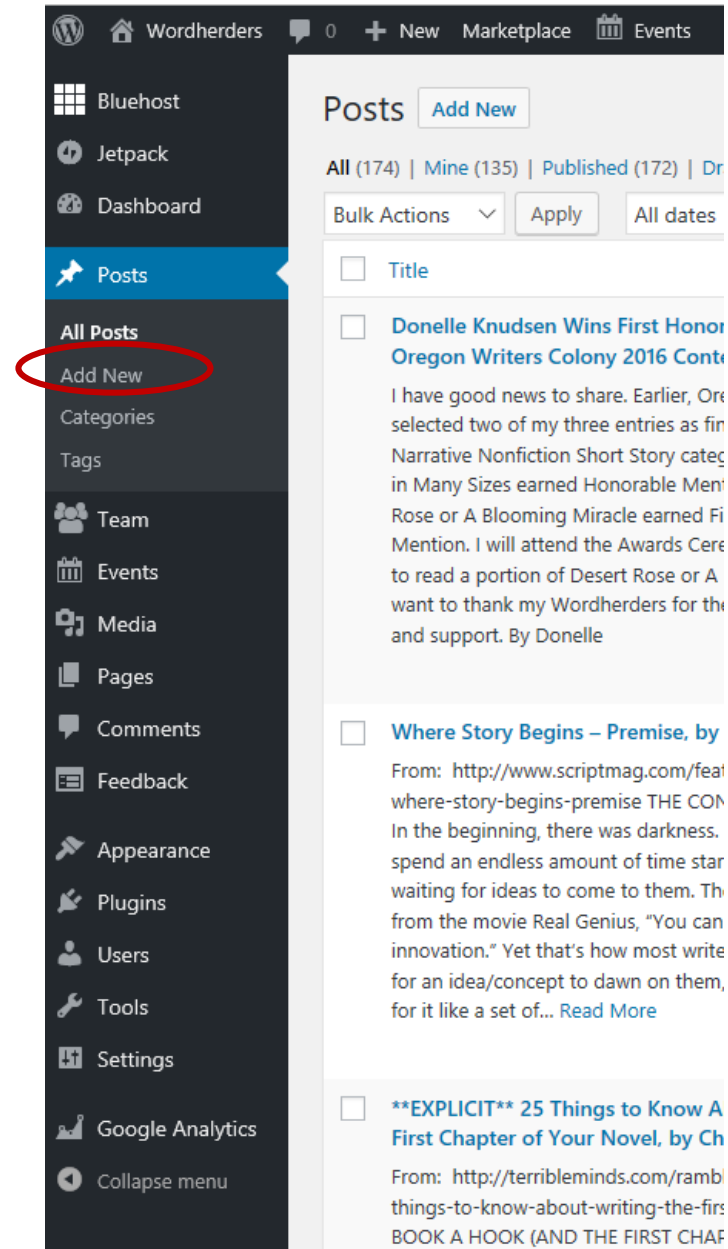
Sep 12th, 11:24 am Why You

Recent Comments

From Randy LaBarge on D Oregon Writers Colony 20 Woo hoo!!! Heartiest cong time. Best wishes. ....

# Post News

- Select “Posts”
- Select “Add New”



Wordherders 0 + New Marketplace Events Howdy, Barbara Seiders

Screen Options Help

## Add New Post

Enter title here Publish

Add Media Add Contact Form

Paragraph B I [List Icons] [Link Icon] [Unlink Icon] ABC

ABC - A [Text Icon] [Image Icon] [Link Icon] [Unlink Icon] [Undo Icon] [Redo Icon] ?

p

Word count: 0

Excerpt

Author

Barbara Seiders (Barbara Seiders)

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

Enter title here

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"

Save Draft Preview

Status: Draft Edit

Visibility: Public Edit

Publicize: Not Connected Show

Publish

Categories

All Categories Most Used

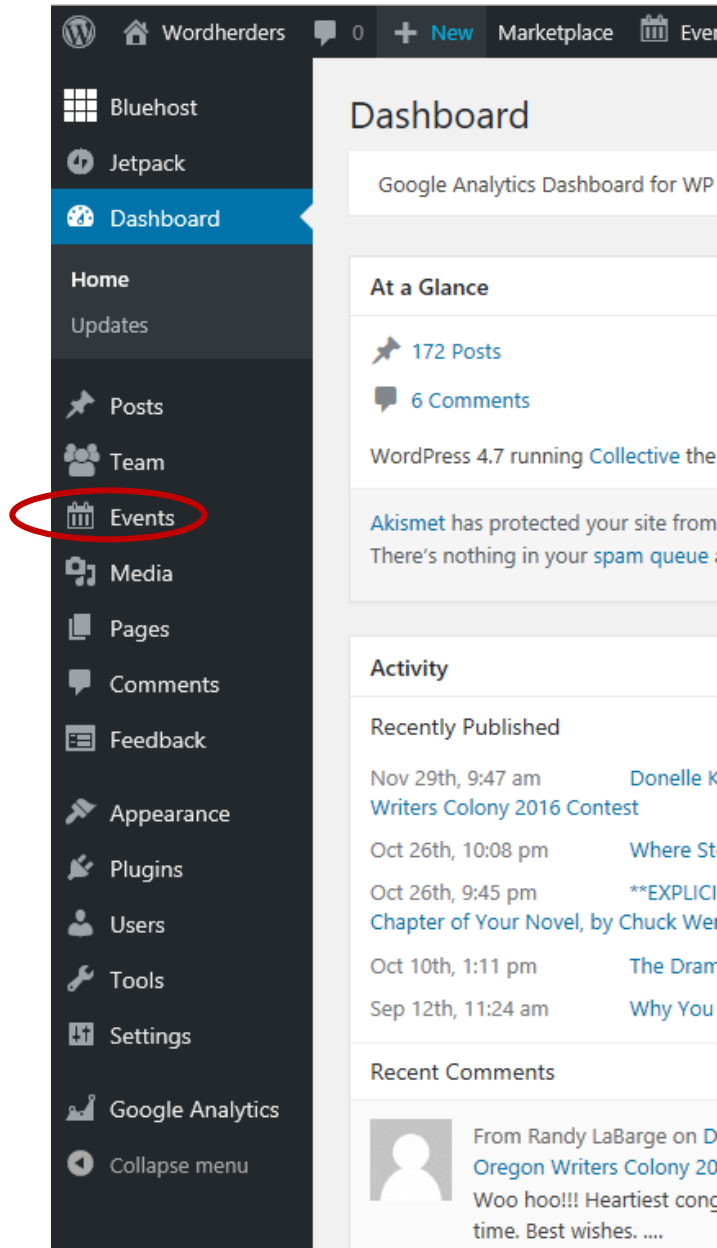
- Agents and Publishers
- Pitches
- Query
- Submitting
- Book Contract
- Book readings
- Book Release
- Books

+ Add New Category

Tags


# Create Event

- Select “Events”



The image shows a screenshot of the WordPress dashboard. The left sidebar contains a menu with the following items: Bluehost, Jetpack, Dashboard (highlighted in blue), Home, Updates, Posts, Team, Events (circled in red), Media, Pages, Comments, Feedback, Appearance, Plugins, Users, Tools, Settings, Google Analytics, and Collapse menu. The main content area displays the 'Dashboard' title, a 'Google Analytics Dashboard for WP' widget, an 'At a Glance' section with statistics for 172 Posts and 6 Comments, a notification about WordPress 4.7, an Akismet spam protection message, an 'Activity' section with a 'Recently Published' list, and a 'Recent Comments' section.

Time	Author	Content
Nov 29th, 9:47 am	Donelle K	Writers Colony 2016 Contest
Oct 26th, 10:08 pm	Where St	
Oct 26th, 9:45 pm	**EXPLICI	Chapter of Your Novel, by Chuck Wei
Oct 10th, 1:11 pm	The Dran	
Sep 12th, 11:24 am	Why You	

Profile	Comment
	From Randy LaBarge on D Oregon Writers Colony 20 Woo hoo!!! Heartiest cong time. Best wishes. ....

# Create Event

- Select “Events”
- Select “Add New”

The screenshot shows the WordPress dashboard for a user named 'Wordherders'. The top navigation bar includes 'Home', 'New', 'View Posts', 'Marketplace', and 'Events'. The left sidebar contains various menu items: Bluehost, Jetpack, Dashboard, Posts, Team, Events (selected), Add New (circled in red), Tags, Event Categories, Venues, Organizers, Import, Settings, Help, Event Add-Ons, Media, Pages, Comments, Feedback, Appearance, Plugins, Users, Tools, and Settings. The main content area is titled 'Events' and features an 'Add New' button. Below this, there are filters for 'All (75)', 'Mine (67)', 'Published (72)', and 'Drafts (3)'. A 'Bulk Actions' dropdown and an 'Apply' button are also present. The event list has columns for 'Title', 'Author', and 'Event Categories'. The first event listed is 'Wordherders Monthly Meeting' by Barbara Seiders, with categories 'Events, Meetings'. The event description includes an agenda for December 12, 2016, at the Richland Public Library, and details about a program of introductions and news. A 'Read More' link is provided at the end of the description.



Wordherders 0 + New Marketplace Events Howdy, Barbara Seiders

## Add New Event

Enter title here

Publish

Save Draft Preview

Add Media Add Contact Form

Paragraph B I [List Icons] [Link Icon] [Unlink Icon]

ABE - A [Image Icon] [Link Icon] [Omega Icon] [List Icons] [Undo Icon] [Redo Icon] [Help Icon]

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

Separate tags with commas

[Choose from the most used tags](#)

Event Categories

All Event Categories Most Used

- Events
- Book Fairs
- Book Releases

P

Word count: 0

The Events Calendar

- Bluehost
- Jetpack
- Dashboard
- Posts
- Team
- Events**
- Events
- Add New
- Tags
- Event Categories
- Venues

p

Word count: 0

### The Events Calendar

#### TIME & DATE

All Day Event:

Start Date & Time:  @

End Date & Time:  @

[Timezone: Vancouver](#)

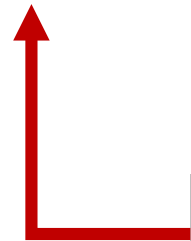
### Event Categories

All Event Categories **Most Used**

- Events
  - Book Fairs
  - Book Releases
  - Conferences
  - Contests
  - Cover Reveals
  - Critique Groups
  - Exhibits

[+ Add New Event Category](#)

### Event Options



1. Specify the date and time.

- Bluehost
- Jetpack
- Dashboard
- Posts
- Team
- Events**
- Events
- Add New
- Tags
- Event Categories
- Venues
- Organizers
- Import
- Settings
- Help
- Event Add-Ons

[Timezone: Vancouver](#)

## LOCATION

Use Saved Venue:

Venue Name:

Address:

City:

Country:

State or Province:

Postal Code:

Phone:

Website:

Show Google Map:

Show Google Maps Link:

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

- Events
- Add New**
- Tags
- Event Categories
- Venues
- Organizers
- Import
- Settings
- Help
- Event Add-Ons
- Media
- Pages
- Comments
- Feedback
- Appearance
- Plugins
- Users
- Tools

### ORGANIZERS

Use Saved Organizer:

Organizer Name:

Phone:

Website:

Email: The e-mail address will be obfuscated on your site to avoid it

1. Specify the Organizer(s). They may already be entered into the Saved Organizer drop down!

[Add another organizer](#)

### EVENT WEBSITE

URL:

2. Specify the website if there is one.

### EVENT COST

Currency Symbol:  Before cost

Cost:

3. Specify the Cost. If free, leave blank

Enter a 0 for events that are free or leave blank to hide the field.

Wordherders 0 + New Marketplace Events Howdy, Barbara Seiders

## Add New Event

Enter title here

1. Select "Save Draft" often.
2. Select "Preview" to see how it looks.
3. When it looks ok, press "Publish".

Save Draft Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately [Edit](#)

Publish

Tags

Add

Separate tags with commas

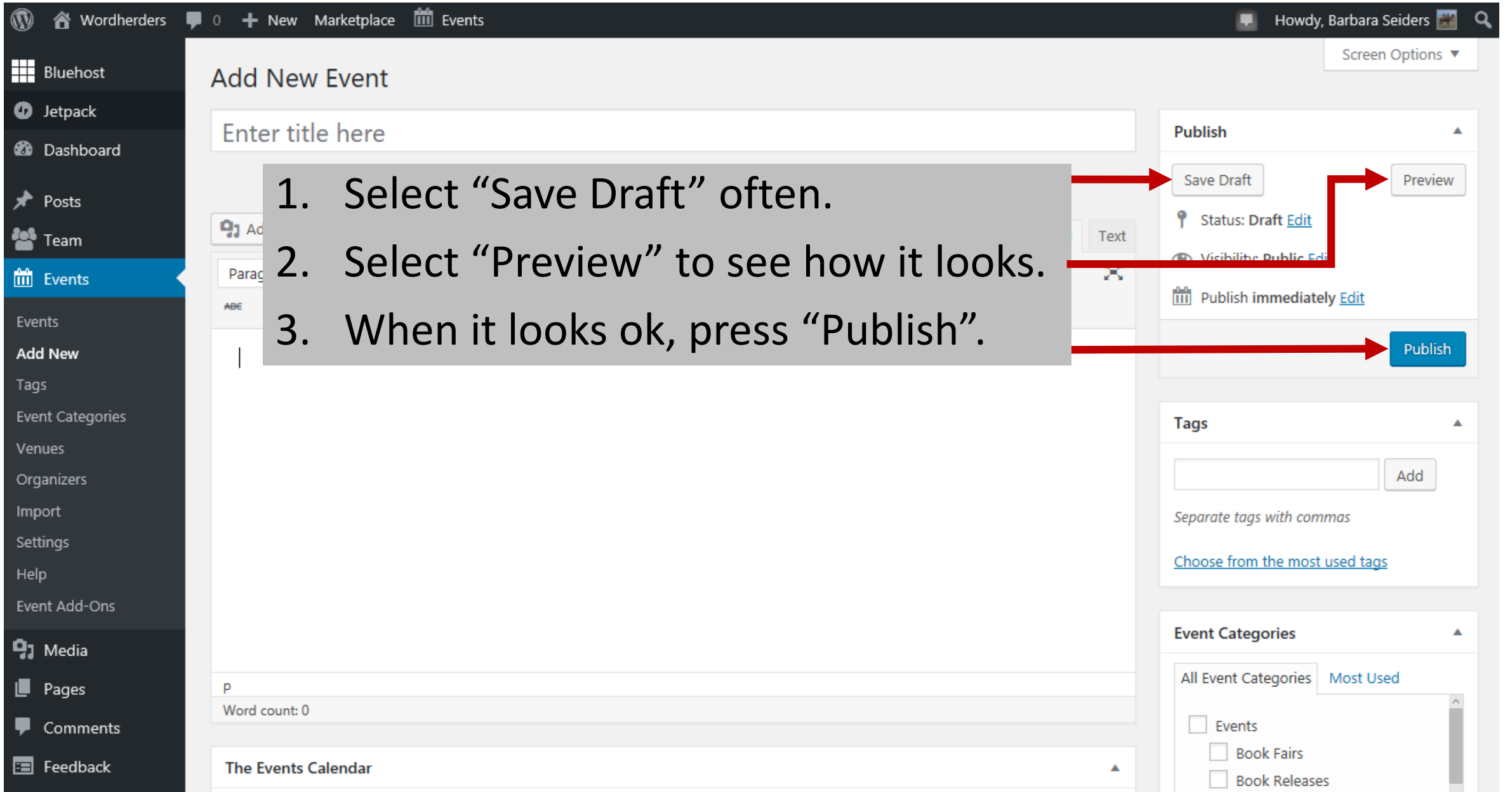
[Choose from the most used tags](#)

Event Categories

All Event Categories Most Used

- Events
- Book Fairs
- Book Releases

The Events Calendar

The image shows a screenshot of the WordPress 'Add New Event' page. A central grey box contains three numbered instructions: 1. Select "Save Draft" often. 2. Select "Preview" to see how it looks. 3. When it looks ok, press "Publish". Red arrows point from these instructions to the corresponding buttons in the 'Publish' sidebar: 'Save Draft', 'Preview', and 'Publish'. The sidebar also shows 'Status: Draft', 'Visibility: Public', and 'Publish immediately' options. The main content area has a title input field and a text editor. The left sidebar shows the WordPress dashboard menu with 'Events' highlighted. The bottom of the page shows 'The Events Calendar' widget.

# 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?