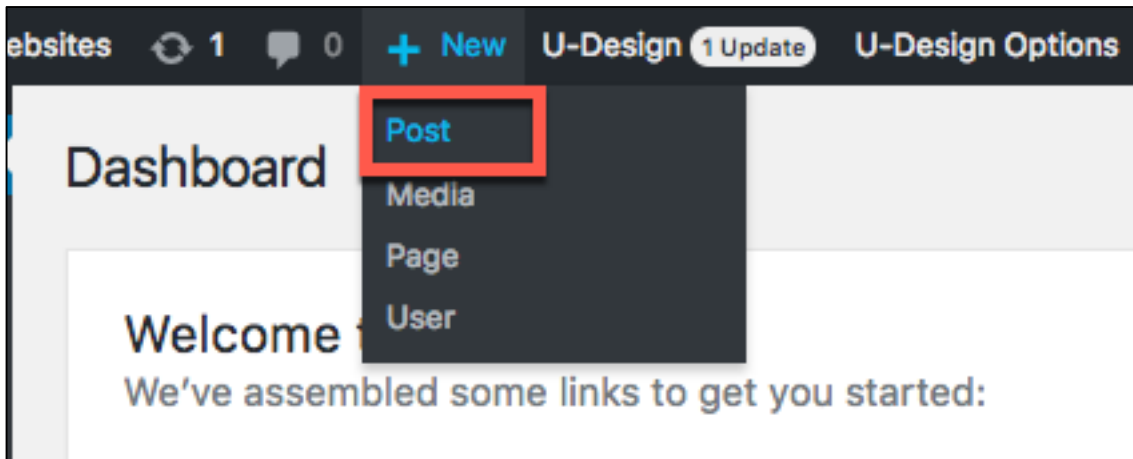




Adding News & Events

How to news & events to your chapter website

After logging in to your website, select **+ New > Post**



A new page will appear with the title "Add New Post."

Follow the steps below, and use the included picture on the next page for reference:

1. Add a title for your event or news article.
2. Add an image or document if applicable, by clicking the **Add Media** button.
3. Add a text content for your event or news article.
4. Select the News & Events category so that this post will appear in your news & events section on your website. Your chapter may have a slightly different category.
5. Select a featured image for your event or article. The featured image will show beside the event/article on the News & Events page of your website. Featured images are not necessary, but they help improve the visual appeal of the event/article on your chapter news & events section.
6. Click on the publish button to make the event/article appear on your chapter website.

Add New Post

Screen Options Help

The following optional plugin is currently inactive: *Revolution Slider*.
[Activate the plugin](#) | [Dismiss this notice](#)

Enter title here

1

Add Media

2 Add Icon

Visual Text

Paragraph B I [list icons] [quote icon] [link icon] [unlink icon] [media icon] [code icon] [undo icon] [redo icon] [help icon]

3

Word count: 0

Essential Grid Custom Settings

Custom Meta Alternative Sources Skin Modifications

Organization: [input]

Location: [input]

Publish

Save Draft Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately [Edit](#)

6 Publish

Categories

All Categories Most Used

☐ Blog

☐ Portfolio

☐ Uncategorized

4

[+ Add New Category](#)

Tags

[input] Add

Separate tags with commas

[Choose from the most used tags](#)

Featured Image

5

[Set featured image](#)

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