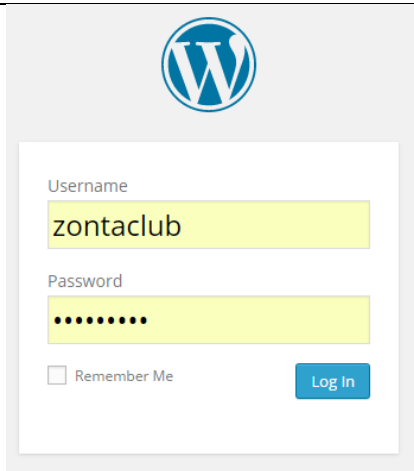


How to Post Club News to the District Website

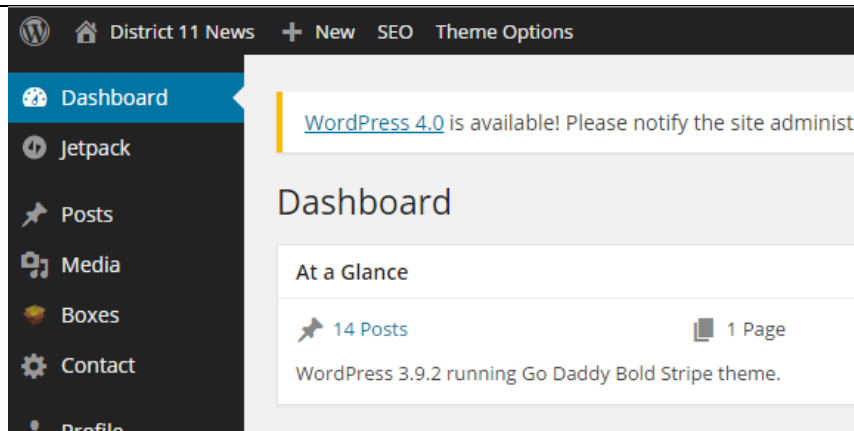


The image shows the WordPress login page. At the top center is the WordPress logo. Below it is a white login box with a light gray border. Inside the box, there are two input fields: 'Username' with 'zontaclub' entered, and 'Password' with a masked password of ten dots. Below the password field is a checkbox labeled 'Remember Me' and a blue 'Log In' button.

Go to:
[Zonta-district11.org/districtnews/wp-admin](https://zonta-district11.org/districtnews/wp-admin)

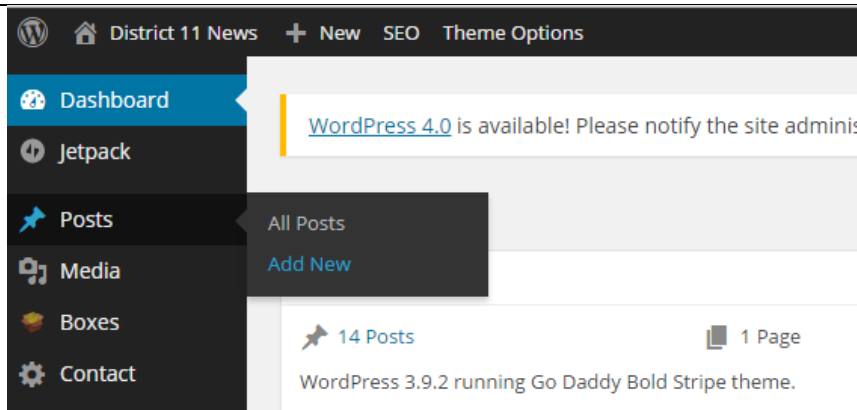
Login with the username: zontaclub and the district password

If you need the password email
webcoordinator@zonta-district11.org



The image shows the WordPress dashboard for 'District 11 News'. The top navigation bar includes a home icon, the site name 'District 11 News', and links for '+ New', 'SEO', and 'Theme Options'. The left sidebar menu is expanded, showing 'Dashboard' (selected), 'Jetpack', 'Posts', 'Media', 'Boxes', and 'Contact'. The main content area features a notification for 'WordPress 4.0 is available! Please notify the site administrator'. Below this is the 'Dashboard' title and an 'At a Glance' widget showing '14 Posts' and '1 Page'. At the bottom of the widget, it says 'WordPress 3.9.2 running Go Daddy Bold Stripe theme.'

You will then be on the Dashboard page



This screenshot is identical to the previous one, but the 'Posts' menu item in the left sidebar is selected, and its sub-menu is open. The sub-menu shows 'All Posts' and 'Add New' (highlighted in blue).

Click on Posts → Add New

Add New Post

Enter title here

 Add Media

B *I* ABC            

Enter a Title

Click on “Add Media” to add photos

Type your post

Categories

All Categories **Most Used**

- Advocacy
- Club News
- Events
- In Memorial
- Member News
- Scholarships and Awards
- Service
- Uncategorized


Scroll down toward the bottom of the page
On the right, choose a category for your post


Howdy, zontaclub

Publish

Save Draft


Preview

 Status: Draft [Edit](#)

 Visibility: Public [Edit](#)

 Publish immediately [Edit](#)

Publicize: Not Connected [Show](#)

 SEO: N/A [Check](#)

Move to Trash

Publish

Scroll back up

(You can preview your post
before you publish it)

At the top right, click “Publish”