QuickGuide to POST NEWS to Website, Unichord & Sunday Order of Service

1. **Login**

2. **Click** + **New**

3. **Choose** "Post"

4. **Enter** "Title" (make it descriptive)

5. **Enter** "Description"

6. **When done, Click** "Submit for Review"
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2. Click "+ New" ➔ 3. Choose "Post"

4. Enter "Title" (make it descriptive)

5. Enter "Description"

6. Scroll to the bottom, click "Set Featured Image"

7a. This will take you to the "Media Library" where you can click on an image to insert

7b. Or upload an image or video

8. Choose 1 or more "Categories"
   You must check "Community Connections" category in order for posts to show up under the Members Only tab and then to show up on the Order of Service.

9. When done, Click "Submit for Review"

Steps 6, 7, 8 are optional. They improve News Posts.