

How to add a News Item to the SAW website

One of the benefits of SAW membership is that you can publish information about your exhibitions, opportunities, workshops etc. It's fairly straightforward and is a great tool to share information with other members and the public and also complements your member profile page too (don't forget to keep this updated as well).

To add a SAW Member News Item: Log in to the website using your member log in details. Along the top tool bar (black), select '+ New', click on this and then select 'Post', and then click on 'Add New Post'. Add the title for your story and fill in the main text block using the tools above to amend the content. On the right hand side, under 'categories', you will need to select 'News from members' and then select from 'Events, Exhibitions, Opportunities, Others, Workshops.' Also on the right you have options to publish and can save a draft, make the post private until ready to publish or public immediately. Don't forget to add a hyperlink to direct people to your own site or associated site.

The screenshot shows the WordPress 'Add New Post' interface. The title is 'New Exhibition'. The main text reads 'A new exhibition featuring painting, printmaking and sculpture opens on 20 July 2017. etc etc'. A blue hyperlink 'Find out more here' is visible. The right sidebar shows the 'Publish' section with 'Status: Draft' and 'Visibility: Public', and the 'Categories' section with 'News from members' selected. A green arrow points to the 'Publish' button.

Paul Newman 20/7/17

