

Our Club Members collectively know a lot about making Wine, Beer, Cider, etc at home. Our web site is a good place for you to share your knowledge and help us make better beverages. So, to make it easy for you I am setting out how to put it on our Wordpress Pages. If you get stuck go onto Google or Youtube. There's plenty of guidance.

Write up what you want to tell us and check it to ensure what you want to say makes sense and reads well. Send a copy to a friend and get them to read for typos etc.

To go on line the first step is contact Brian  
brian@processit.co.nz  
for a Login Name and password  
then go to our web site



Login is Right Hand Bottom Home Page

## Related Links

- [2011 National Competitions](#)
- [Reference Material](#)

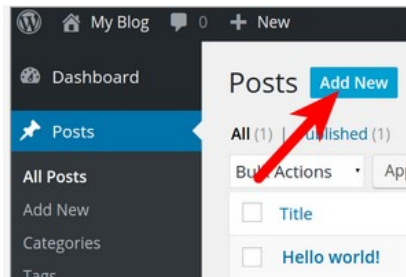
## Meta

- [Register](#)
- [Log in](#)
- [Entries feed](#)
- [Comments feed](#)
- [WordPress.org](#)

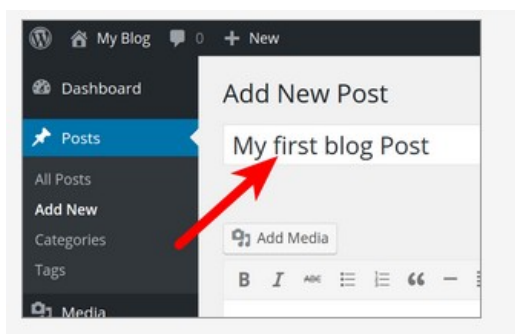
A screenshot of the WordPress login form. It features the WordPress logo at the top, followed by a text input field for 'Username or Email Address' containing the text 'david'. Below this is a password input field with a masked password of ten dots and an eye icon to toggle visibility. There is a 'Remember Me' checkbox and a blue 'Log In' button. At the bottom, there are links for 'Register | Lost your password?', a link to 'Go to Wine and Beer Hawkes Bay', and a language selector for 'English (New Zealand)' with a 'Change' button.

To add an item (Post is the tech term)

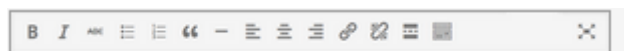
- Loginto Dashboard
- Click the **Posts** link in the *navigation* menu.
- To amend/edit an existing Post call up ALL POSTS
- Hover Pointer over title and select Edit
- 
- To add a NEW POST,ie something new
- Click the **Add New** button on the *Posts* page.upload docs



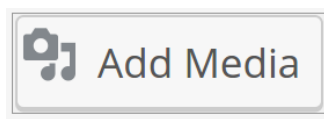
Enter a **title** in the available field. This will display on the top of your Post



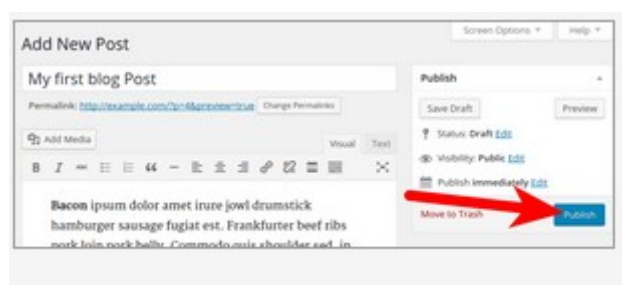
Enter your page content in the available field. Copy and paste from your notes. You can use the **Editor** to format your text.



You can also click the **Add Media** button to add images, documents etc heldon your computer etc.




Once you have entered your information in the *Post*, click the **Publish** button. (You can also click **Save Draft** to save your work without publishing the Post publicly)



Make sure that you give your post an appropriate Category so that searchers can find it

## Categorize your Posts

1. In your [dashboard](#), click on *Posts*.
2. Click on the post you want to assign to a category.
3. Under Post Settings on the right, scroll down to the Category option.  
NB Settings is the Cog Wheel at the  top
4. Click the checkbox next to the category you want the post to be assigned to
5. Click **Update** or **Publish** to apply the changes to that post.

If you don't see the Settings sidebar, click the settings icon at the top of your page.



You can select multiple categories for a single post to show in. However, you [should not add more than five to 15 categories and tags](#) to a post.

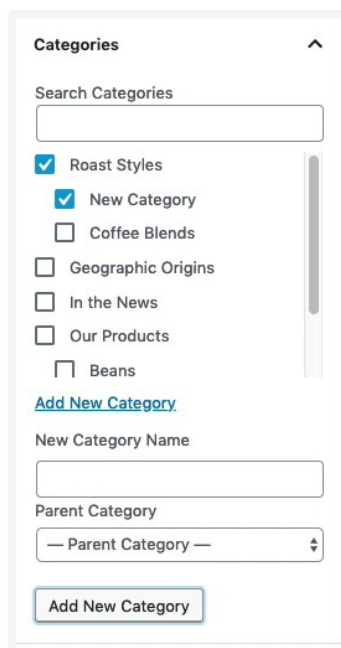
You can remove a post from a category by unchecking the box next to the category name.

### New Category from Within A Post

It is possible to quickly add a new category through the post's Post Settings by clicking on **Add New Category**.

You will be able to give the category a name and select a parent category.

If you want to add a description to the category, go back to your dashboard and navigate to [Posts](#) → [Categories](#) to edit the new category.



**Categories**

Search Categories

Roast Styles

New Category

Coffee Blends

Geographic Origins

In the News

Our Products

Beans

[Add New Category](#)

New Category Name

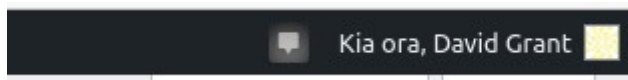
Parent Category

— Parent Category —

Add New Category

Don't forget to log out when you finish

Top right hand corner



if its not there click on the "W" top left first

That wasn't so hard, was it?