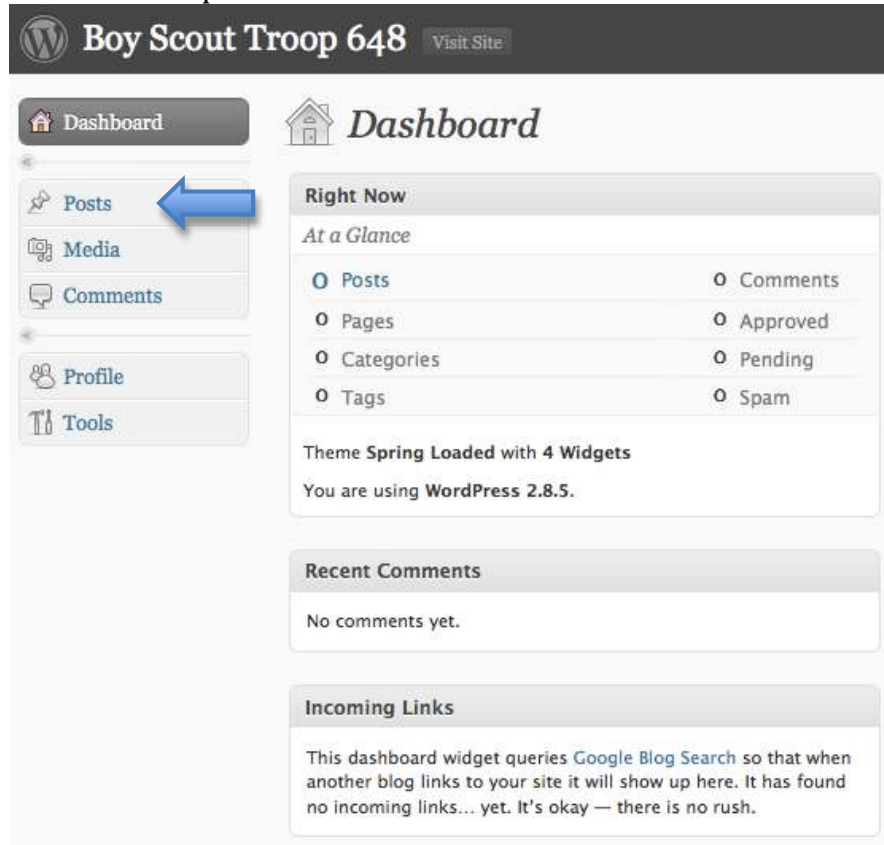
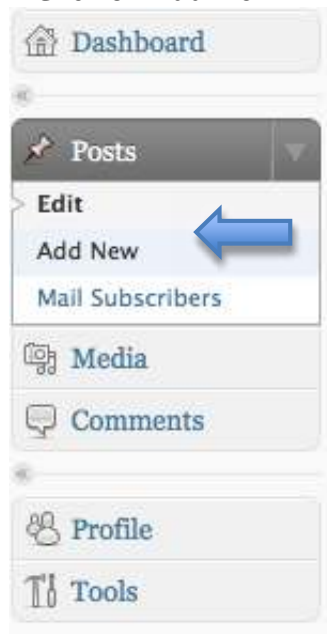


Website Posting Instructions


1. Open the administration webpage at <http://bsatroop648.org/wp-admin>
2. Enter your username and password.
3. Click on the posts button on the left hand side:








4. Click on Add-New















5. Create a title for the posting

 *Add New Post*


Test Title 

Upload/Insert     Visual HTML


B *I* ABC          ABC    **S2**





Path: p
Word count: 0














6. Type the body of your post. Please remember not to put any emails, phone numbers, or scouts' full names in the posting.

 *Add New Post*

Test Title

Permalink: <http://bsatroup648.org/2009/10/test-title/> 

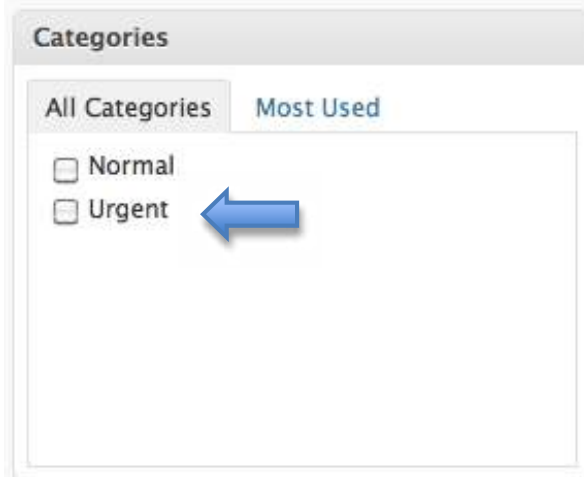
Upload/Insert     Visual HTML

B *I* ABC          ABC    **S2** 

Enter the body of your post here...

Path: p
Word count: 0
Draft Saved at 11:06:40 pm.

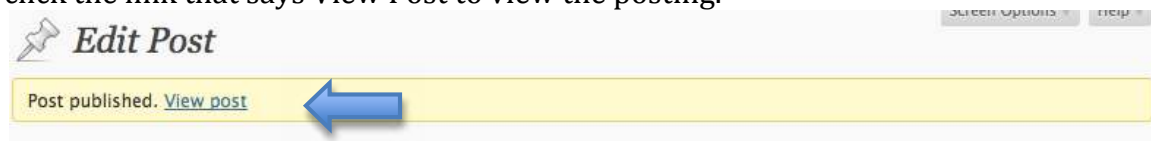
7. If this posting is ABSOLUTELY URGENT and an email needs to be sent to all the website subscribers, click on the Urgent Checkbox on the right side of the screen



8. Publish the posting by clicking on the Publish button



9. Look for the message that says the posting was successfully completed. You can click the link that says View Post to view the posting.



Your own posts can be edited using the Edit link under Posts on the left side of the screen.

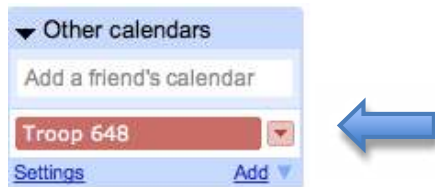
Calendar Posting Instructions

If you have been granted access to manage the troop calendar, the following are the instructions to create new events or modify existing events.

Editing an Existing Calendar Event

Go to <http://calendar.google.com> and login with your google account

1. The Troop 648 Calendar link will appear under Other Calendars. Make sure it is a dark red so that you can see the events.



2. Click on an event to modify it



3. Type your message in the Description field or change the title by changing the “What” field. You can also change the time or date of the event this way.

The screenshot shows an event editing form with the following fields and values:

- What:** Boy Scout Weekly Meeting
- When:** 12/29/2009 7:00pm to 8:30pm 12/29/2009 All day
- Repeats:** Weekly
- Weekly on Tuesday, until Oct 26, 2010**
- Repeat every:** 1 week
- Repeat On:** S M T W Th F S
- Range:** Starts: 8/5/2008 Ends: Never Until 10/26/2010
- Where:** (empty)
- Calendar:** Troop 648
- Description:** Test

Blue arrows point to the 'What', 'When', 'Repeats', 'Repeat every', 'Repeat On', 'Range', 'Where', 'Calendar', and 'Description' fields.

Back to Calendar Save Cancel

A blue arrow points to the 'Save' button.

This may look slightly different if the event has been previously modified.

The screenshot shows the event editing form with the following fields and values:

- What:** Boy Scout Weekly Meeting
- When:** 12/29/2009 7:00pm to 8:30pm 12/29/2009 All day
- Where:** (empty)
- Calendar:** Troop 648
- Description:** Test

Blue arrows point to the 'What', 'When', 'Where', 'Calendar', and 'Description' fields.

4. Click the save button to save the changes. If the edit recurring event dialog box appears, select Only This Instance

Edit Recurring Event [X]

Would you like to change only this event, all events in the series, or this and all future events in the series?

Only this instance All events in the series All following Cancel this change

A blue arrow points to the 'Only this instance' button.

Adding a new Calendar Event

To add a new calendar event, click and drag on the calendar to select the time. Give it a title in the “What” field, and make sure the Calendar is set to Troop 648. Then click “Create Event.” If you need to adjust the time or description details, click the edit event details link. This works exactly like the steps above to modify an event.

