1. Login to the new website.
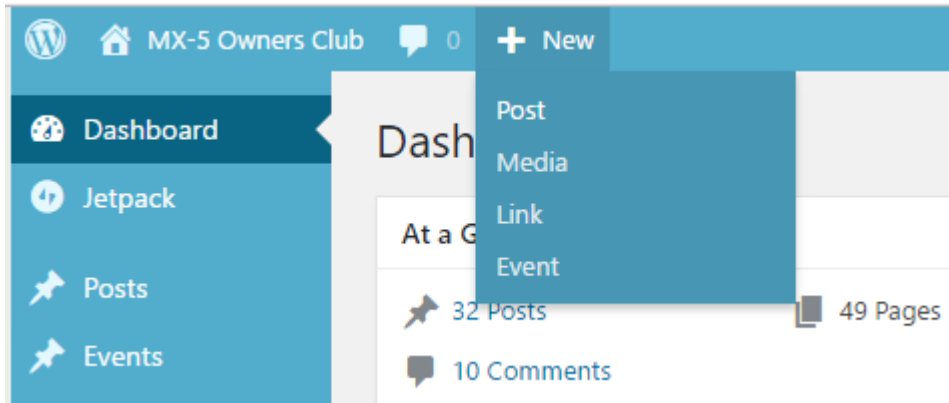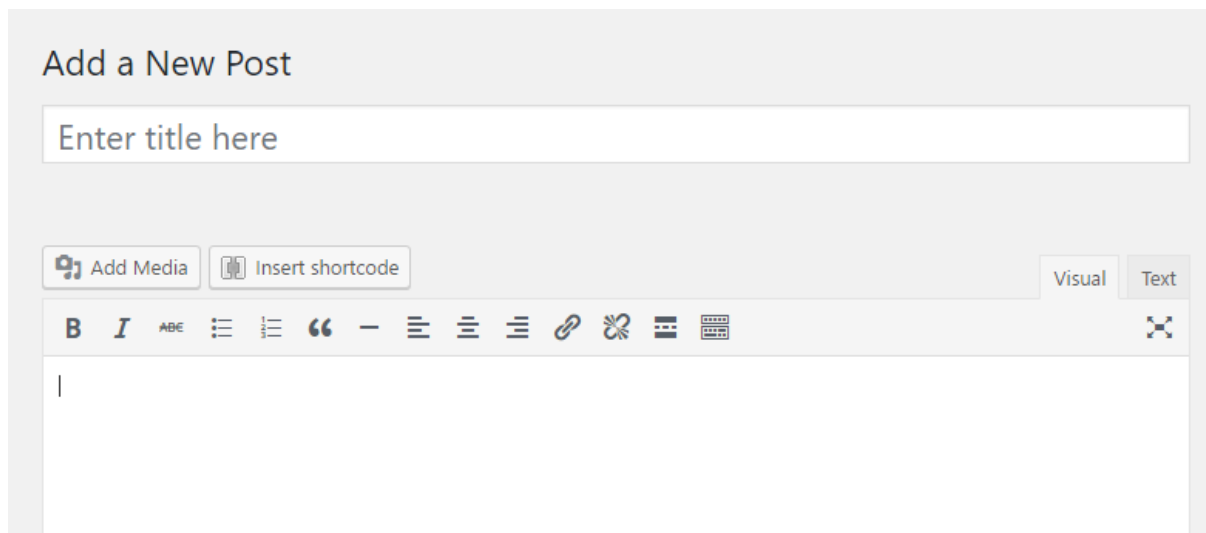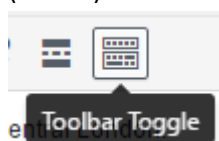
AC New Front End Login

2. Add New Post

Once at the Dashboard, on the top row of the screen is the ![+ New] button. Hover over this and select/click on Post.

You should then be presented with the "Add a New Post" screen.

Here you can enter your Past Event/News heading as the Title. You then enter the main article in the large box below. This larger box is just like a word processor and you can make words bold, italic, underline, use indents, bulleted list etc. You can copy and paste text from other sources, but photos (Media) have to be uploaded separately. Those already familiar with this can click on this button

for even more formatting options.

After a little bit of typing you should have somethings like this:-

You're now ready to publish this online, but there is an **important** stage before clicking on the Publish button.

YOU MUST select which areas you'd like your post to appear. You can select more than one, or just your own. To select an area just put a tick in the box like this:
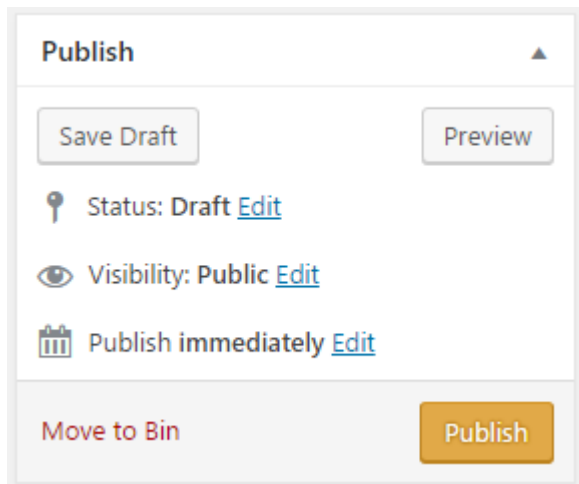

3. Publish

You're now ready to publish your article.

If you scroll back up to the top of the screen, on the right hand side are the Publish options:

To make your article live you just need to click the [Publish] button. That's it' you're done and the story will now appear on the website under your areas news.

Need more time? Save a Draft copy.

If you run out of time and would like to finish this off at a later date you can click [Save Draft].

To edit a post that you've previously created then see the help guide "Editing Content".

Want to add a photo or a photo gallery?

A picture paints a thousand words, or so the saying goes. Adding a single photo or a gallery of photos to your content is detailed in the help guide "Adding Photos or a Photo Gallery to a POST".