


## 1. Login to the new website.

[AC New Front End Login](#)

## 2. Find existing Post to edit

The screenshot shows the WordPress dashboard for 'MX-5 Owners Club'. The left sidebar has 'Posts' selected. The main area displays a list of posts. The first post is 'A drive through London' by 'Eastern', categorized under 'Eastern News, North Thames News, West London News'.

Once at the Dashboard, on the left column of the screen is the  button. Click this and you will be presented with a list of your posts.


To edit the post, simply hover the cursor over the post and a sub menu will appear underneath.

The sub-menu for the post 'A drive through London' is shown, with options for 'Edit', 'Quick Edit', 'Bin', and 'Preview'. The 'Edit' option is circled in red.

Click on Edit. You should then be presented with the “Edit Post” screen.

The 'Edit Post' screen for 'A drive through London' is shown. The 'Published on' date is '1 Jan 2001 @ 12:25', which is circled in red. Other options like 'Status: Published', 'Visibility: Public', and 'Revisions: 2' are also visible.

## 3. Change the Published on Date

Click on Edit as highlighted above; you can set the date to when the news story took place; in this example the date was 1<sup>st</sup> Jan 2001. Click  to finish. Your post will now appear in the correct date order in your areas Recent Events list.