

How to make a Wordpress post on our website:

1. Log onto <https://rotaryclubsservinghumanity.org.au/login/>
2. At the left of the black line Wordpress menu at top of page put your cursor over "Rotary E-Club Serving Humanity" and click on "Dashboard" in the drop-down menu.
3. In the menu on the left click on "Posts" and then "All Posts".
4. On this page you can see all Posts. To add a new one, click on "Add New" at the top left.
5. Add a title to your post. (This will be displayed on your post)
6. You can then select a block to add information by clicking on the plus sign at top left and selecting the appropriate block. Examples of commonly used blocks are, Heading, Paragraph, List, Table, Image, Gallery, Separator etc. Each is used for a specific task. You can move each block up and down to get your post looking better.
7. It is preferable that you add an image first as that will display better on phones.
8. You need to add headings and paragraphs to put in your information.
9. Remember to "Save as a Draft" (top right) regularly to save you changes.
10. When happy with your post select "Publish".
11. If you wish, you can select a scheduled date to Publish so that the post will be delayed until that date and time.
12. Before the post will appear on the Home Page you need to click on the gear wheel top left of the post and select Categories from the right-hand menu. In the menu under categories tick the Home Page Post category. Then ensure you click on Publish again.
13. Your post should now appear immediately or when you have scheduled.