

# Website Updating Instructions for: [brookside2.org](http://brookside2.org)



Browse to  
[brookside2.org/residents/registration](https://brookside2.org/residents/registration)  
to register for an account.

Once you have registered an admin will approve your account.

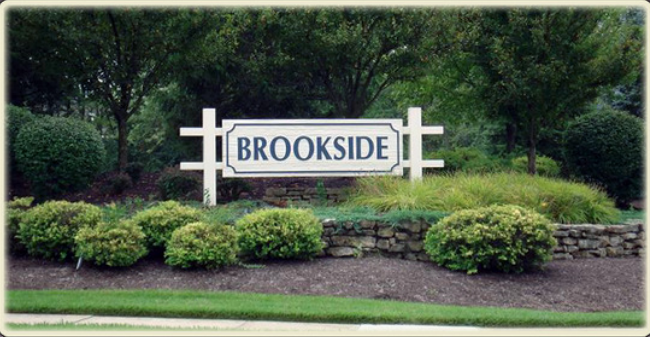
Next you will receive an email with a password and will be able to login to the website and make posts.







# Browse to brookside2.org/residents & Login

The screenshot shows the Brookside II website interface. At the top, there is a navigation bar with links for Home, About, Resources, Events, Residents, and Contact. The central logo reads "Brookside II A Springboro Community". Below the navigation bar, there is a large photo of a "BROOKSIDE" sign in a landscaped area. To the right of the photo are four quick links: Quick Links, Online Payment, Photo Gallery, and Contact Us. Below these links is a section with a list of links: Create an Account, Make a Payment, Payment Instructions, and Website Posting Guide. A red arrow points from "Payment Instructions" to the "Login" section. The login section includes fields for Username and Password, a "Remember Me" checkbox, a "Log In" button, and a "Lost your password?" link. At the bottom, there is a footer with the same navigation links and a note that the site is designed by WebDitty, LLC.

Home | About | Resources | **Brookside II** | Events | Residents | Contact  
A Springboro Community



 Quick Links  
 Online Payment  
 Photo Gallery  
 Contact Us

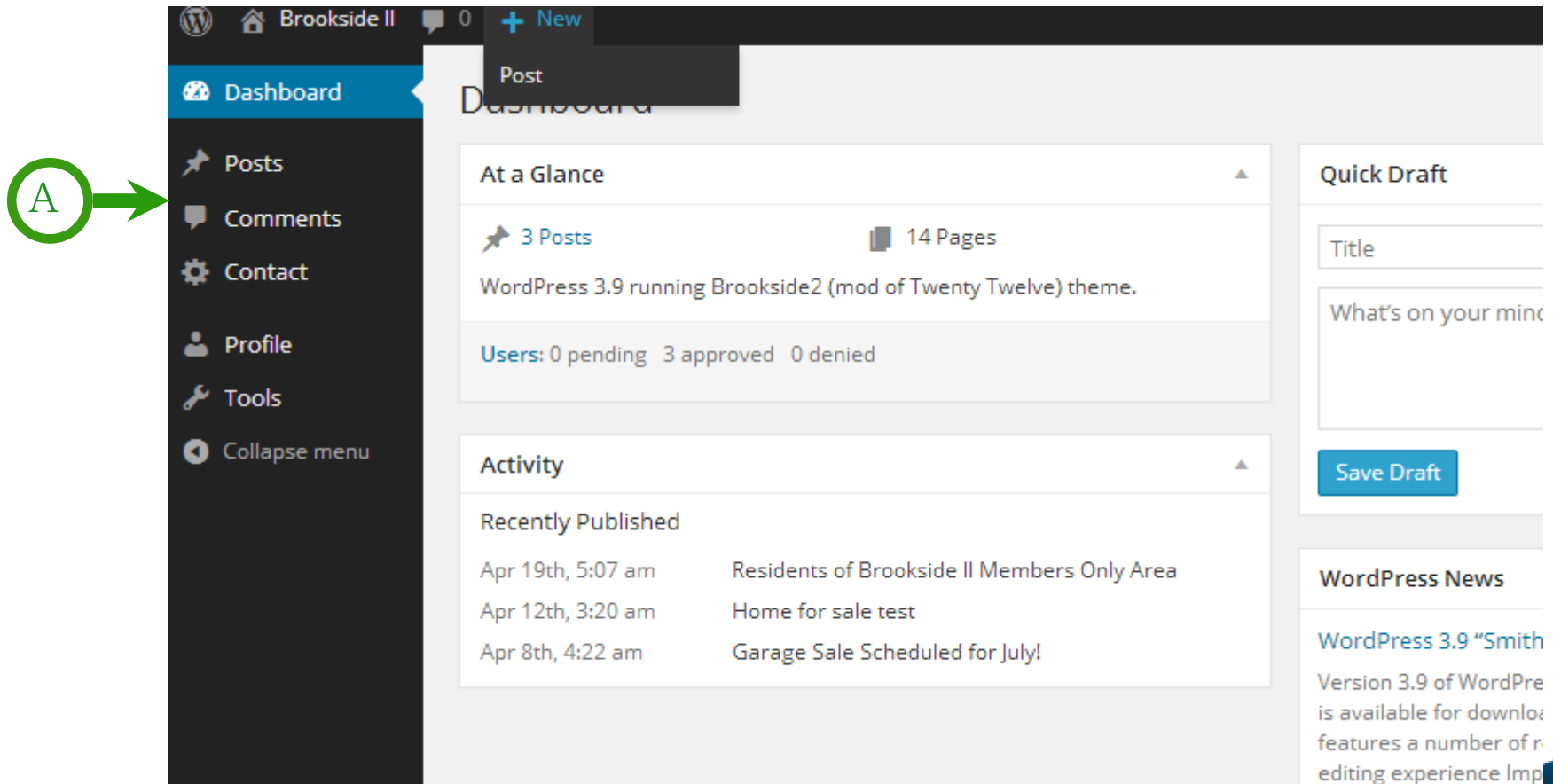
Create an Account  
Make a Payment  
Payment Instructions  
Website Posting Guide

**Login**  
Username  
  
Password  
  
 Remember Me   
[Lost your password?](#)

Home | About | Resources | Events | Residents | Contact  
Site designed by WebDitty, LLC



# Dashboard

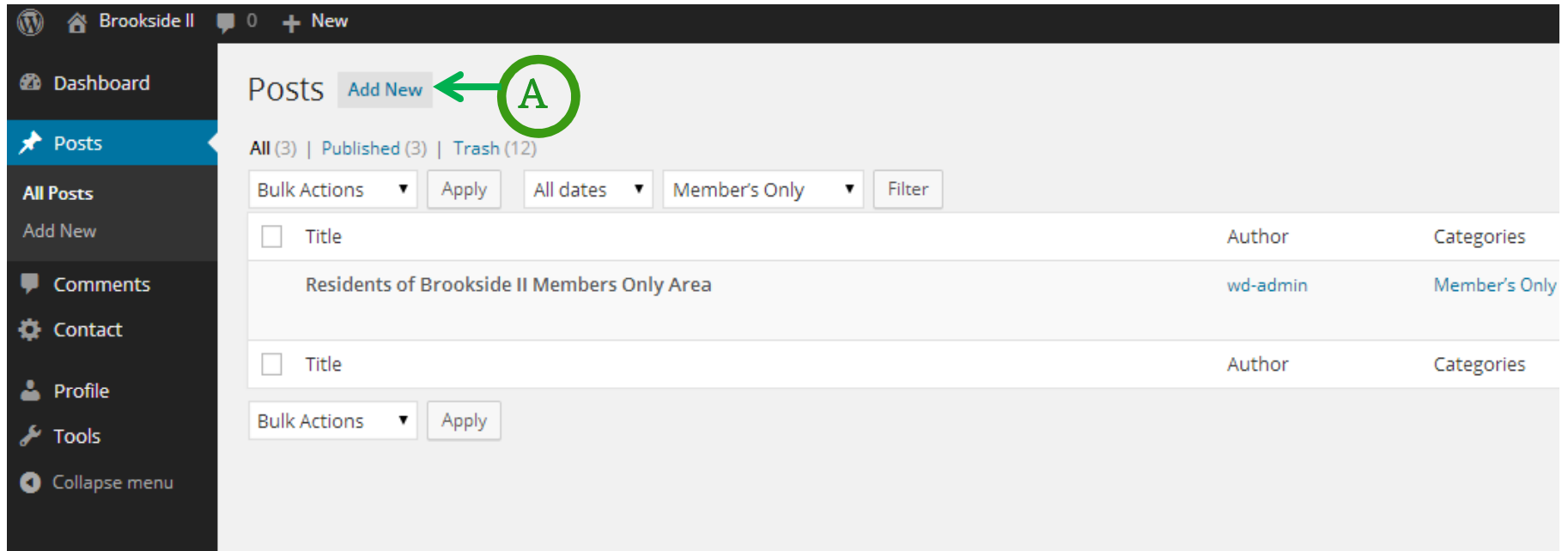


## The Dashboard

- The Dashboard is the entry page to the Administration portion of WordPress.
- For now, notice the second navigation box on the left-hand side of the screen (A)



# Creating a New Post



The screenshot shows the WordPress dashboard for 'Brookside II'. The left sidebar contains a menu with 'Posts' selected. The main content area shows the 'Posts' screen with an 'Add New' link highlighted by a green circle and arrow labeled 'A'. Below the 'Add New' link, there are filters for 'All (3)', 'Published (3)', and 'Trash (12)'. A table of posts is visible, with one post titled 'Residents of Brookside II Members Only Area' by 'wd-admin' in the 'Member's Only' category. The table has columns for 'Title', 'Author', and 'Categories'. There are also 'Bulk Actions' and 'Apply' buttons for the posts.

To start writing a new post for your web site, click the Add New link in the Posts menu (Fig. 5 (A)).

*If you don't see, the Posts menu, click on the Posts Tab.*



# Writing a New Post

The screenshot shows the WordPress 'Add New Post' editor. The left sidebar contains navigation menus: Dashboard, Posts (with sub-items: All Posts, Add New, Categories, Tags), Media, Links, Pages, Comments, Contact, Appearance, Plugins, Users, Tools, Settings, and Redirect Options. The main content area has a title input field labeled 'Enter title here' (marked with a green circle 'A'), an 'Add Media' button, a rich text editor toolbar, and a large text area containing a red circle with the letter 'B' and the text 'And here is the content (or body) of your post entry.' (marked with a red circle 'B'). Below the text area is a 'Path: p' and 'Word count: 0' section. The right sidebar contains publishing options (Save Draft, Preview, Status: Draft, Visibility: Public, Publish immediately, Move to Trash, Publish), format options (Standard, Aside, Link, Gallery, Status, Quote, Image - marked with a purple circle 'D'), categories, tags (marked with a blue circle 'C'), and featured image options.

- Type your post's title in the Title Input Box **(A)**.
- Next, put your text into the Entry/Content input box **(B)**. You can type the text or copy-and-paste it into the box.
- You will also need to add Tags **(C)** and select a Category **(D)**



# Selecting a Category for your Post

### Tags

*Separate tags with commas*

✕ test

[Choose from the most used tags](#)

### Categories

All Categories Most Used

- Home for Sale
- Uncategorized
- Events
- Garage Sale
- Member's Only

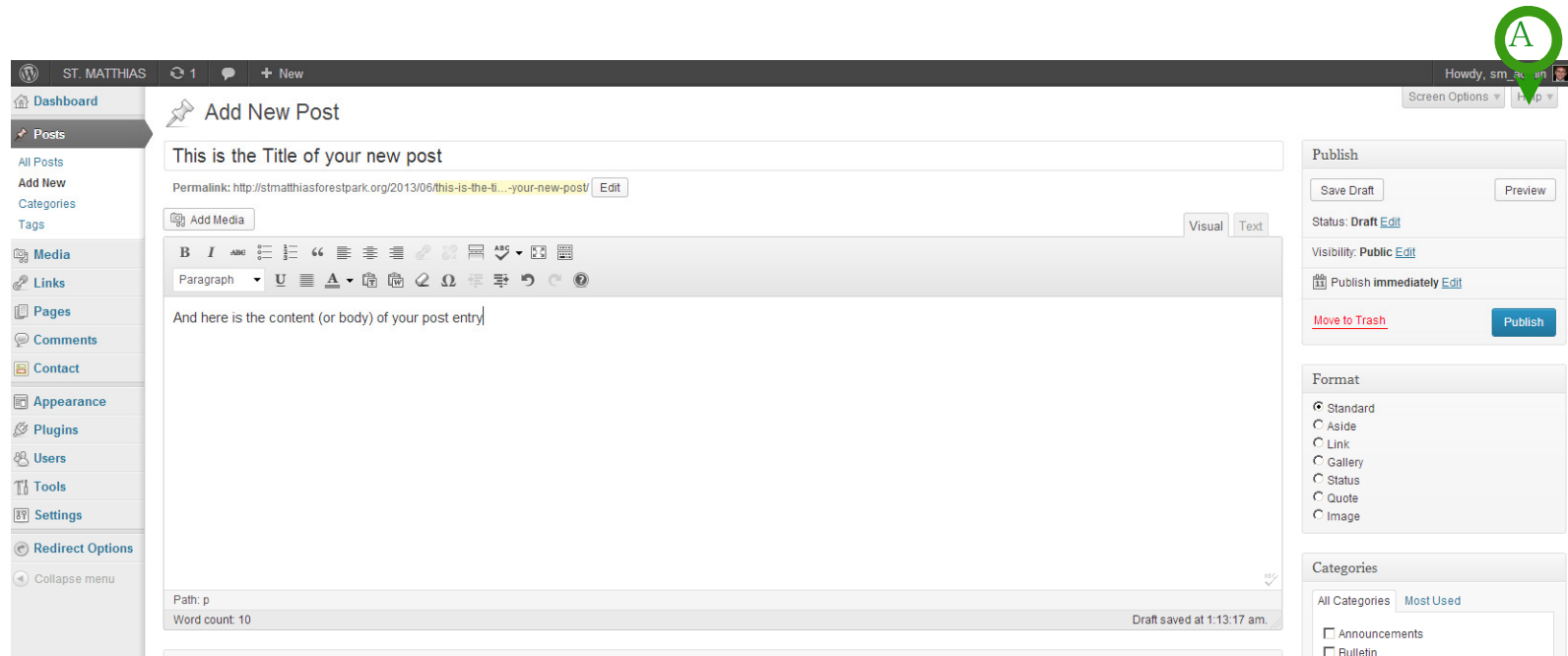
[+ Add New Category](#)

## Tags and Categories

- Tags are key words or phrases that help your target audience find the right content. They are used extensively by various search engines and are OPTIONAL.
- Categories are used to group posts together into feeds, and to also post them into correct fields in the website. (for example: checking the Announcements box in the Categories section will post that item on the homepage under Announcements. This tag how visitors will look at your post.



# Publishing Your New Post



The screenshot shows the WordPress 'Add New Post' interface. The title field is filled with 'This is the Title of your new post'. The content area contains the text 'And here is the content (or body) of your post entry'. The right sidebar shows the 'Publish' section with a 'Publish' button circled in green and labeled 'A'. Other options include 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', and 'Format' options like Standard, Aside, Link, Gallery, Status, Quote, and Image.

- You have a Title, Body Content, assigned a Category. You're now ready to publish (i.e. make the post visible on the web).
- To publish, click the publish button (A).

