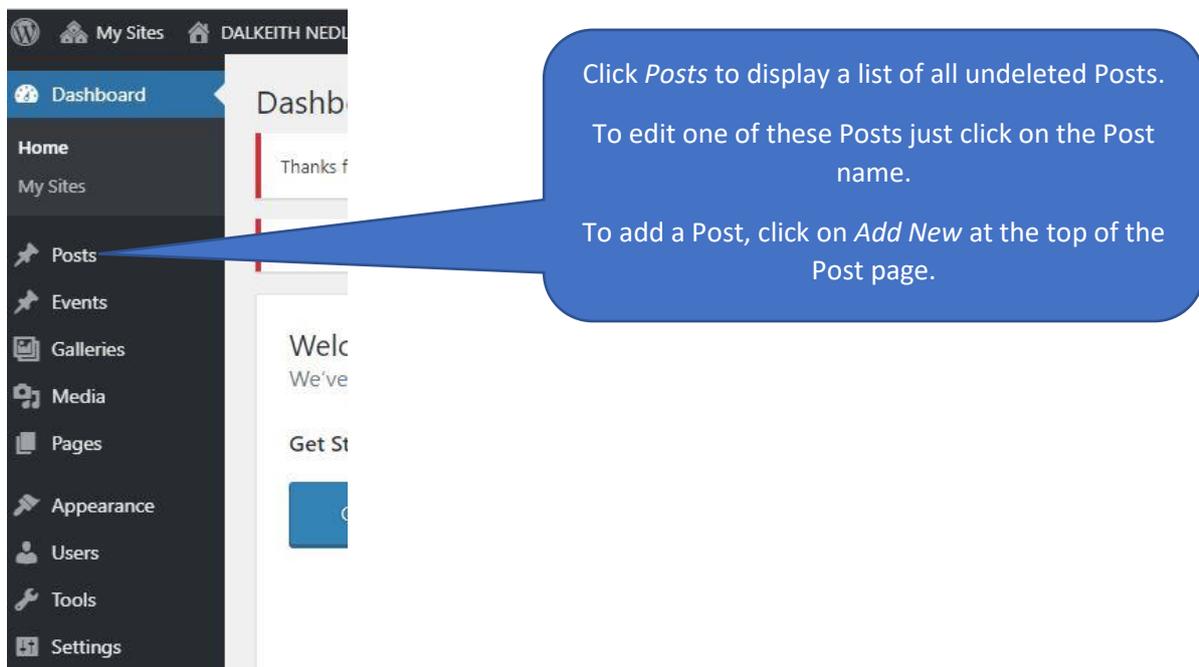


## DNBC Website: POSTS - Adding or editing

### Posts

A *Post* page is used to publicise a past social event, bowling competition or any other occurrence that may be of interest to members. They are displayed on the HOME page under *Club News*.

Depending on screen resolution, four Posts will be displayed at any time with the most recent on the left. Posts will remain until they drop off the page when there are four more recent posts. They will, however, remain in the Posts archive and can still be accessed.



The main steps to adding an event:

1. Enter a *Title* of the Post where the page shows **Enter title here**.
2. Enter the text, giving any information useful to the reader. You can add images, but the main image should be in step 4, so that it displays at the top of the Post when published.

## DNBC Website: POSTS - Adding or editing

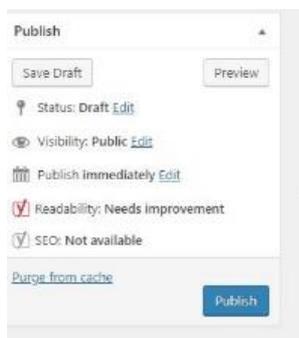
3. Set a featured image, which will display at the top of the Post. This image is optional but should be used where possible.



The system will take you to the media library. Navigate to the image you wish to feature, click to select it then click *Set featured image* at the bottom right of the media page.

If you have not already added the required image to the library, you can do so by clicking on *Upload files* at the top left of the media page.

## Preview and Publish



Click *Preview* to check that the page looks as expected then return to the editing page (see note below) and click *Publish* to make the page visible on the website.



**IMPORTANT:** After a Preview, always click on the X on the Page tab at the top of the window, NOT on *Edit Page*.