

HOW TO MANAGE: BLOG

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- Login to the SAJAC WORDPRESS ADMIN HERE: <u>https://www.sajac.com/sajac/wp-login.php</u> with the username and password provided to you. You are either and ADMIN, EDITOR or CONTRIBUTOR to the site with different permissions for each assigned role.
- 2) Once you are logged in, you can create, edit, delete and otherwise manage the posts for the blog and for the main SAJAC REPORTER PDF on the homepage.

CREATE A NEW POST FOR THE BLOG

- 3) On the left, roll your mouse over **POSTS** and you will see **ADD NEW**
- 4) There are two CATEGORIES for the posts. One is called HOME PAGE POSTS and the other is called SAJAC REPORTER. When creating posts, you will select and assign your post mostly to the HOME PAGE POSTS category as below.
- 5) Once you have selected to ADD a new post, you will need to NAME the post where it says **ADD TITLE**

Add New Deet			Screen Options 🔻	Help 🔻
Add New Post				
My New Post			Publish	*
Permalink: https://www.sajac.com/2019/06/05/my-new-post/			Save Draft	Preview
93 Add Media	Visual	Text	9 Status: Draft Edit	
b i link b-quote dei ins img ul ol ii code more close tags Smart Silder		\times	Visibility: Public Edit	
My New post info goes here			Publish immediately Edit	
			🗹 Readability: OK	
			🗹 SEO: Not available	
			Move to Trash	Publish
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			Categories	*
			All Categories Most Used	
Word count: 6 Draft	saved at 1:16:00	am.	Home Page Posts	
Yoast SEO		Ŧ	Uncategorized	
			+ Add New Category	
			Tags	
				Add

- 6) You can **ADD CONTENT (text, images, etc)** to the box right below the ADD MEDIA button and all of the icons.
- 7) In order for this post to appear on the home page, we have to put a check box next to **Home Page Posts** on the right side of the screen under the **CATEGORIES** box.

Categories	
All Categories	Most Used
 Home Pag Sajac Rep Uncategor 	je Posts orter rized
+ Add New Cate	<u>egory</u>

8) Lastly, if you are finished editing this post, you select the **PUBLISH** button for the post to appear on the home page. It will then be the latest post visible on the home page. if you do not add the check box to the category Home Page Posts, the post will be added but not appear on the home page.

EDITING EXISTING POST

9) Once logged into the Wordpress Admin, Select POSTS on the left side menu 10) You will now see a list of all of the posts.

New Jewish Cemetery Consecration 5.26.19 @ 10.30 am	Pamela Nathan	Home Page Posts	_	Published 2019/05/21	0	•	•	1880
The 26th Annual Lipinsky Family San Diego Jewish Arts Festival	Pamela Nathan	Home Page Posts	_	Published 2019/05/21	0	•	•	1884
(no title) — Draft	Pamela Nathan	Uncategorized	_	Last Modified 2019/05/17	0	•	•	1876
Talk About Event: South Africa's 25th Anniversary of Freedom 5.7.19	Pamela Nathan	Uncategorized	_	Published 2019/04/13	0	•	•	1757

11) Simply click on any post to edit it. Perhaps you don't want to have a post viewable on the front page or the content is incorrect.

- 12) **REMOVE POST FROM HOME PAGE:** If you don't want the post to appear on the home page, simple **DESELECT** the check box next to **Home Page Posts** then select **UPDATE** on the top right of the post.
- 13) **MAKE THE POST A DRAFT:** There are instances when you are not finished editing the post or not ready to post the post live on the website. You can simply click on the post that you would like to edit. Then on the top next to **STATUS** you can select EDIT and then you will see the drop down to make it a DRAFT. Simple select DRAFT then select UPDATE and you are done.

Publish	*	
	Preview Changes	
9 Status: Publishe	d	
✓ Published	OK <u>Cancel</u>	
Pending Review Draft	dit	
Revisions: 4 Brow	vse	
IIII Published on: May 21, 2019 @ 21:38 Edit		
🚺 Readability: Need	ds improvement	
🕥 SEO: Not availab	le	
Move to Trash	Update	

NOTE: DELETING A POST you can roll your mouse over a post and select **TRASH** this will send the post to a TRASH link that you will now see above the posts, in the event that you would like to restore the post or made a mistake.



Bulk Actions 💠 Apply All date	All Categories	All SEO Scores
Title	Author	Categories
My New Post Restore Delete Permanently	afterdark	Home Page Posts
Title	Author	Categories
Bulk Actions	Frash	

Select the TRASH link, roll mouse over the post and select RESTORE.