<u>How to post on Community page for editors</u>

On the Members Community Center & News page

Click "+ New" at the top

Click "Add Post"

Then type in the name of the event or information in the title – it may look better not to put the date event in the title. This automatically creates a web page with the heading as the link.

Then create some text for the web page

Press Preview to see what it will look like

Press Save Draft or

Update to add post

If you are drawing attention to an event on the calendar be sure and state "Check the Club Calendar for more information" as there will now be 2 different links to the event…