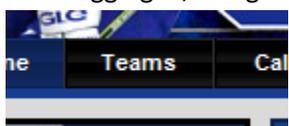


How to post articles and calendar items

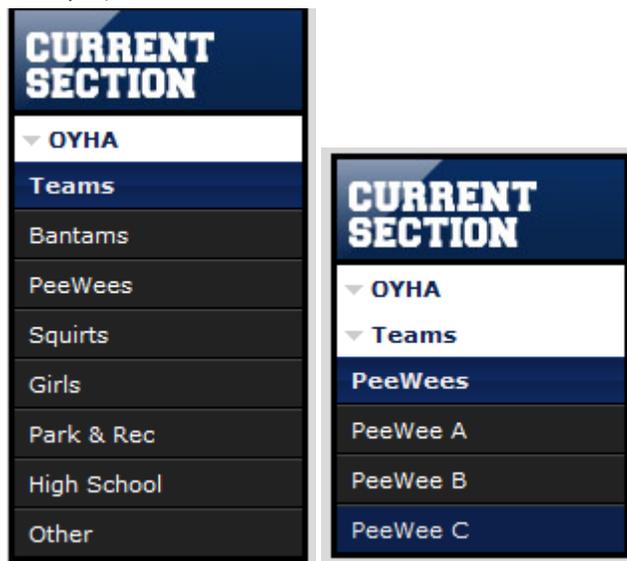
- 1) Log in to the website by clicking on the Login button in the upper left corner and filling in your username and password



- 2) After logging in, navigate to your teams page by clicking on the teams tab



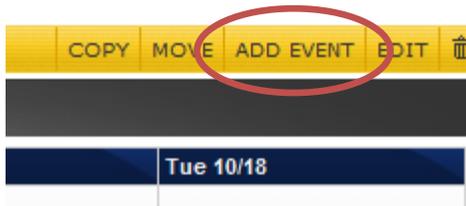
- 3) On the left side of the teams page, select the appropriate section (PeeWees, Girls, etc.) and then your team (PeeWee A, Squirt B, etc.) if needed in the left navigation pane. Note that some pages may not have subpages so you only need to click on the section (Park & Rec is one example)



- 4) Once you're on your team page, make sure the User/Edit mode switch in the top right corner is in Edit mode



- 5) To add an event to your team calendar, click on “add event” at the top right of the calendar page element



- 6) Fill in the details for your event (name, date, time, location, description), scroll down, click Create Event
- 7) To add a new article to your team page, click on “add article” at the top right of the new page element



- 8) Set the status of the article to published, fill in the remaining information for the topic, scroll down and click create this new article.