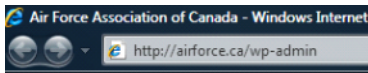


April-23-10  
10:49 AM

## Modifying the Web-site Calendar



Screen clipping taken: 23/04/2010, 10:50 AM



Step 1 - Open your web browser (Internet Explorer, Safari, Firefox, etc...) and enter <http://airforce.ca/wp-admin> in your navigation address bar.



Step 2 - Enter your username and password

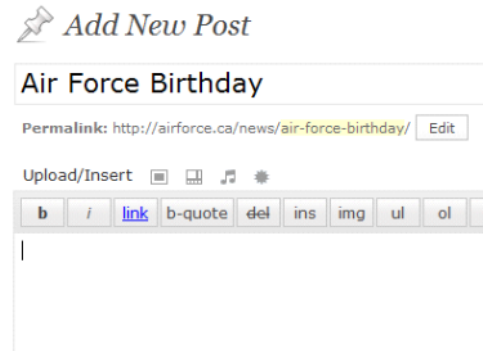
Air Force Association of Canada > Log In  
[http://airforce.ca/wp-login.php?redirect\\_to=http%3A%2F%2Fairforce.ca%2Fwp-admin%2F](http://airforce.ca/wp-login.php?redirect_to=http%3A%2F%2Fairforce.ca%2Fwp-admin%2F)  
Screen clipping taken: 23/04/2010, 10:58 AM



Add New Post < Air Force Association of Canada — WordPress  
<http://airforce.ca/wp-admin/post-new.php>  
Screen clipping taken: 23/04/2010, 11:19 AM

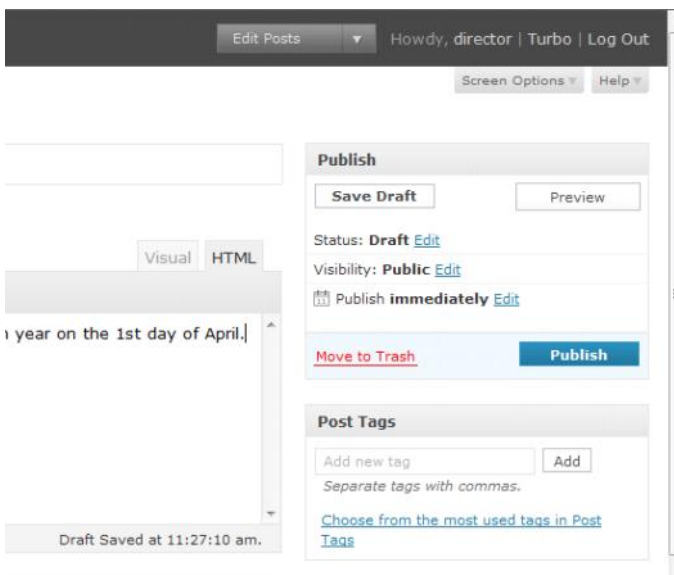
Step 3 - Select the "Posts" - "Add New" option to reach the screen (left) shown

Step 4 - Insert a short title for your new post. For example: Air Force Birthday (see below)

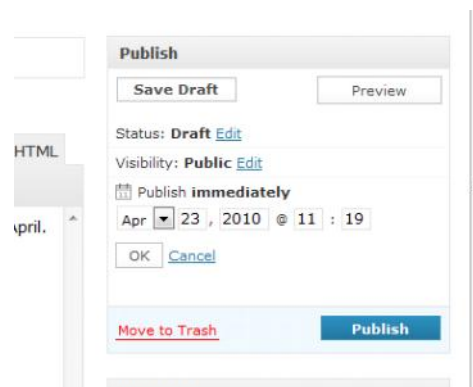


Step 5 - If desired, enter a description for the event, and any other details required, in the "Visual" or "HTML" window. (see right). If the window is not large enough, you can pull down on the bottom right hand corner to enlarge the window, but you have to be in "Visual" mode to do this. Once you have enlarged the window (in "Visual" mode) you can then select or return to the "HTML" window to continue your editing, at which time you will notice that the window is now larger.

Add New Post < Air Force Association of Canada — WordPress  
<http://airforce.ca/wp-admin/post-new.php>  
Screen clipping taken: 23/04/2010, 11:23 AM



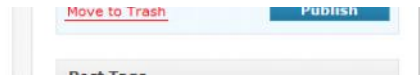
Step 6 - After editing whatever text or description you might wish to add (or after uploading images or documents to your new post) it is now time to publish your post so that it will appear in the calendar. To publish a post, select or "click" the "Edit" link next to where it says "Publish immediately". A small calendar (month, day, year and time) window will appear. (see below).



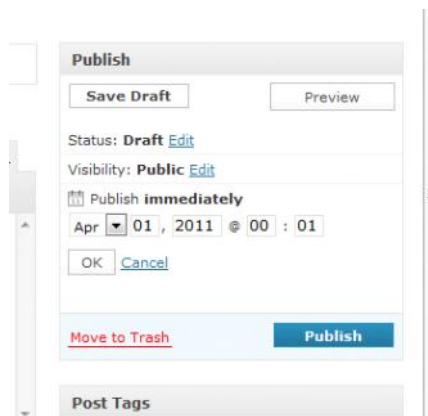
Add New Post < Air Force Association of Canada — WordPress



Add New Post < Air Force Association of Canada — WordPress  
<http://airforce.ca/wp-admin/post-new.php>  
Screen clipping taken: 23/04/2010, 11:28 AM

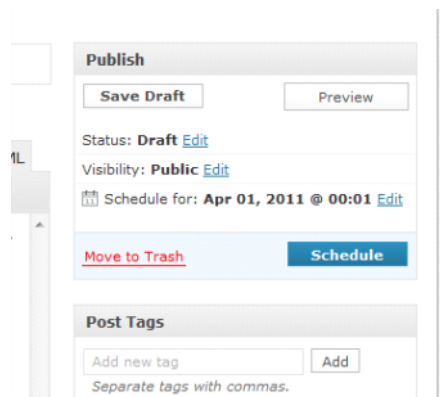


Add New Post < Air Force Association of Canada — WordPress  
<http://airforce.ca/wp-admin/post-new.php>  
Screen clipping taken: 23/04/2010, 11:30 AM



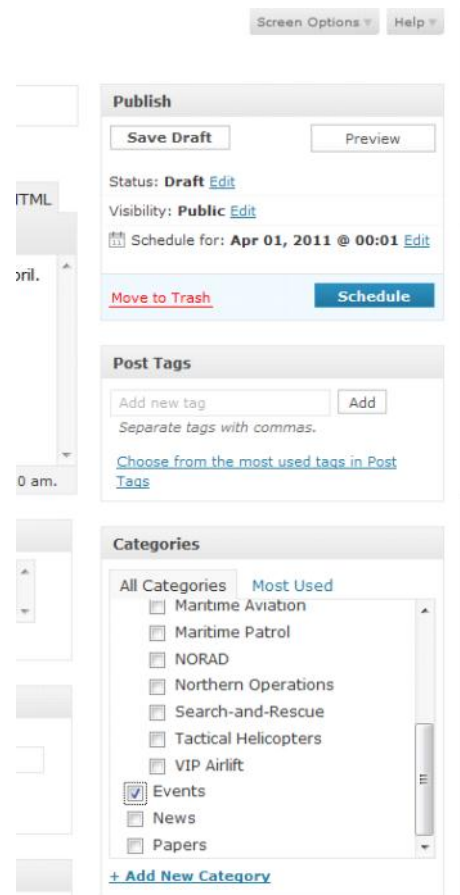
Add New Post < Air Force Association of Canada — WordPress  
<http://airforce.ca/wp-admin/post-new.php>  
Screen clipping taken: 23/04/2010, 11:31 AM

Step 7 - Change the date and time so that the information is relevant to the activity or event you are posting about. (see left). Once you are satisfied with the date and time information "click" on the "OK" button. The edited information will then appear as below:



Add New Post < Air Force Association of Canada — WordPress  
<http://airforce.ca/wp-admin/post-new.php>  
Screen clipping taken: 23/04/2010, 11:33 AM

Step 8 - The final step will require you to publish the event. However, you must select a category for your post, before you publish it. Move down to the "Categories" window, (see below) scrolling if necessary, to reveal the "Events" box. Select the "Events" box, and then return to the "Publish" window and "click" on the "Schedule" button. Your event will now be published, and should appear on the calendar.



Add New Post < Air Force Association of Canada — WordPress  
<http://airforce.ca/wp-admin/post-new.php>  
Screen clipping taken: 23/04/2010, 11:35 AM