

How to add an announcement post to The Cedar Fall AAUW Branch Website cedarfalls-ia.aauw.net

The announcement will show up in the NEWS section,
always newest announcement first.

Step 1: Login
Scroll down to the bottom of the page.
Click here.
Enter your username and password.



AAUW
Cedar Falls (IA) Branch

HOME MEMBERSHIP PROGRAMS ACTIVITIES **NEWS** RESOURCES EVENTS PUBLIC POLICY CONTACT US

Welcome to the Cedar Falls (IA) Branch of AAUW!

AAUW LINKS
AAUW Iowa
AAUW National
College/University Partners
Give to AAUW
Membership Benefits

AAUW UPDATES
Women Who Inspire Us on International Women's Day
It's Never Too Early to Fight Discrimination — Just Ask These 16-Year-Olds

LEGISLATIVE ALERTS
Fall the Senate: Don't Discriminate with Our Tax Dollars
Mr. President, Don't Stop There

Thank You for your interest in the Cedar Falls Branch of the American Association of University Women! We have a membership of about 100 and are the largest branch in the state of Iowa. We are affiliated with the University of Northern Iowa and Hawkeye Community College.

We meet monthly at the Cedar Falls Woman's Club on the corner of Clay and Third Streets for dinner and a program. Our program theme this year is **"Perspectives on the Glass Ceiling"**.

We also provide funding for educational scholarships, legal advocacy, research and lobbying to promote equity for women and girls. Members are involved in numerous interest groups and community projects.

MISSION

The American Association of University Women advances equity for women and girls through advocacy, education, philanthropy, and research.

VISION

The American Association of University Women Cedar Falls Branch will be recognized in the community for promoting the status of women and girls.

DIVERSITY STATEMENT

In principle and in practice, the American Association of University Women values and seeks diversity. There shall be no barriers to full participation in this organization on the basis of gender, race, creed, age, sexual orientation, national origin, disability, or class.

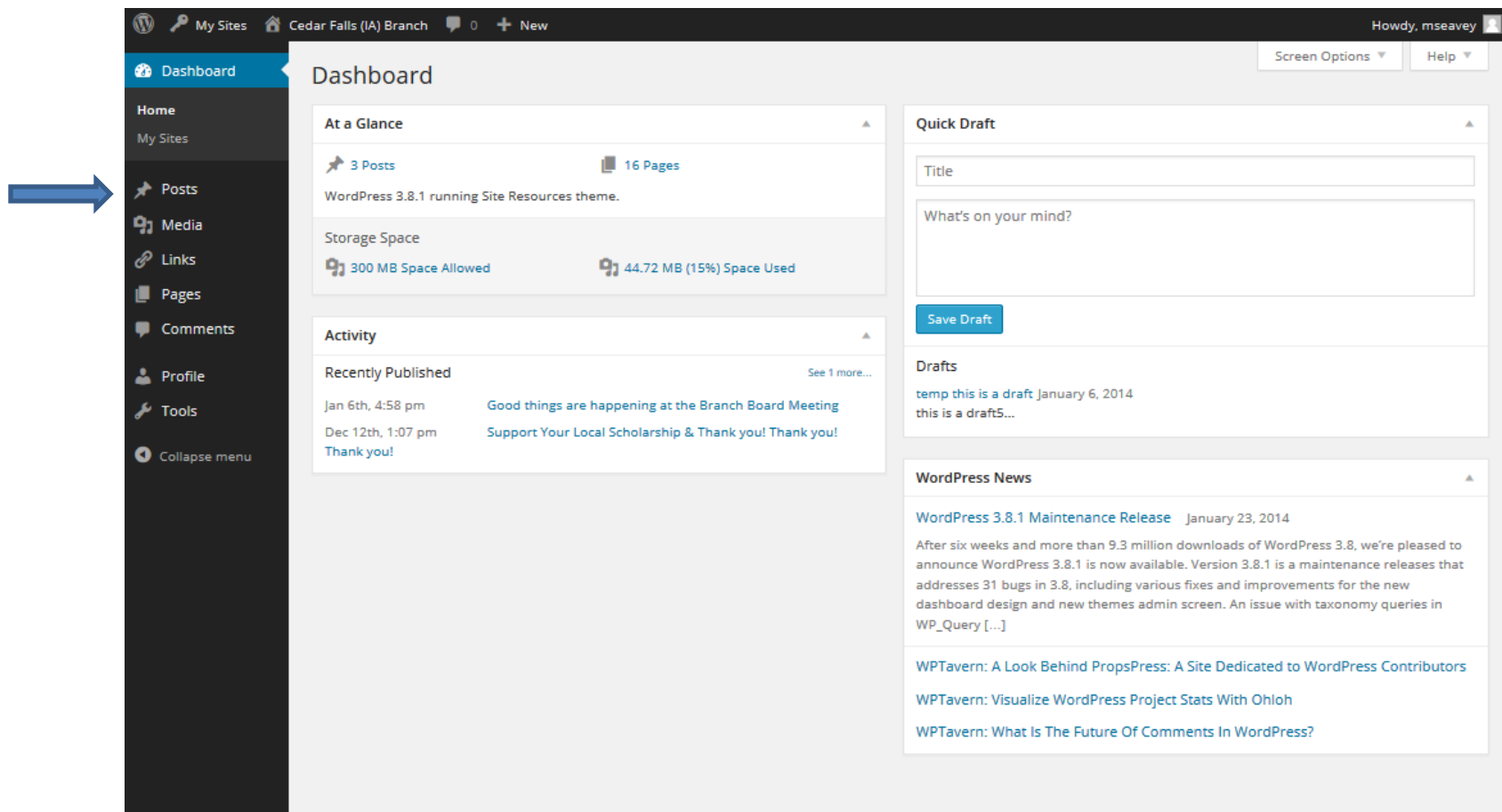
VALUES

- Advocacy and equity for women and girls
- Life long education
- Research
- Diversity
- Sense of community
- Community action (from local through global)
- Voter education
- Public policy advocacy
- Social Justice
- Legal advocacy
- Leadership (within our organization, our community, and beyond)
- Coalitions/networks among diverse organizations with similar missions

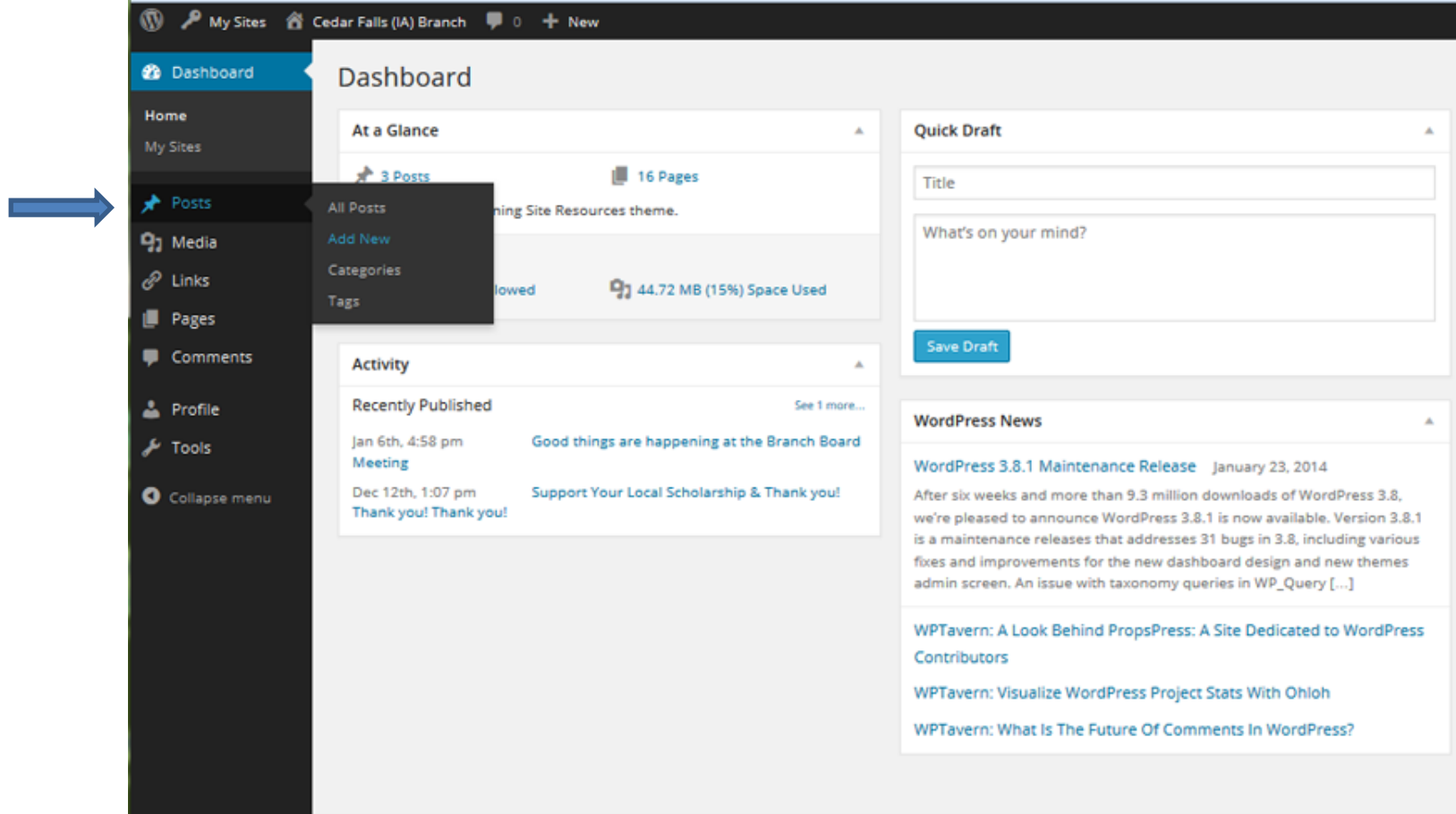
2013-2014 Board Members pictured above:
Back row from L-R: Susan Kimball, Co-Vice President for Program; Dee Lynch, Secretary; Pam Hays, Public Policy Director; Carol Hedberg, Co-Vice President for Program;
Darline Balm-Demme, Co-Vice President for Fundraising
Front row L-R: Nancy Henderson, Treasurer; Barb Feuerhake, President; Ardele Brown, Communications Director
Not pictured: Jean Richardson, Pauline Horning, Co-Vice President for Membership and Mary Fogarty, Co-Vice President for Fundraising

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Logging in opens the dashboard. Lots of options however, you are going to use the POSTS Section.



The screenshot shows the WordPress dashboard interface. At the top, the navigation bar includes 'My Sites', 'Cedar Falls (IA) Branch', and a 'New' button. The user's name 'Howdy, mseavey' is visible in the top right corner. A sidebar on the left contains a menu with items: 'Dashboard', 'Home', 'My Sites', 'Posts', 'Media', 'Links', 'Pages', 'Comments', 'Profile', 'Tools', and 'Collapse menu'. A blue arrow points to the 'Posts' menu item. The main dashboard area is titled 'Dashboard' and features several widgets: 'At a Glance' showing 3 Posts and 16 Pages; 'Storage Space' showing 300 MB Space Allowed and 44.72 MB (15%) Space Used; 'Activity' with a 'Recently Published' section listing two posts; 'Quick Draft' with a 'Save Draft' button; 'Drafts' showing a draft from January 6, 2014; and 'WordPress News' with a recent article about the 3.8.1 maintenance release.



Step 2: Start your post
Mouse over Posts.
Click on Add New.

Step 3: Create your post

Type in a title here.

Type or paste the message here.

The screenshot shows the WordPress 'Add New Post' editor. The title field contains 'Type your Title Here'. The main content area has a text editor with a toolbar and a paragraph of text: 'Type a message here. You can bold, italic, add bullets, change text color using the menu above'. Below the text is a link: 'http://cedarfalls-la.aauw.net/'. The right sidebar contains several sections: 'Publish' (Save Draft, Preview, Status: Draft, Visibility: Public, Publish Immediately, Move to Trash, Publish), 'Format' (Standard, Aside, Image, Link, Quote, Status), 'Categories' (All Categories, Most Used, announcement), 'Tags' (Add, Separate tags with commas, Choose from the most used tags), and 'Featured Image' (Set featured image).

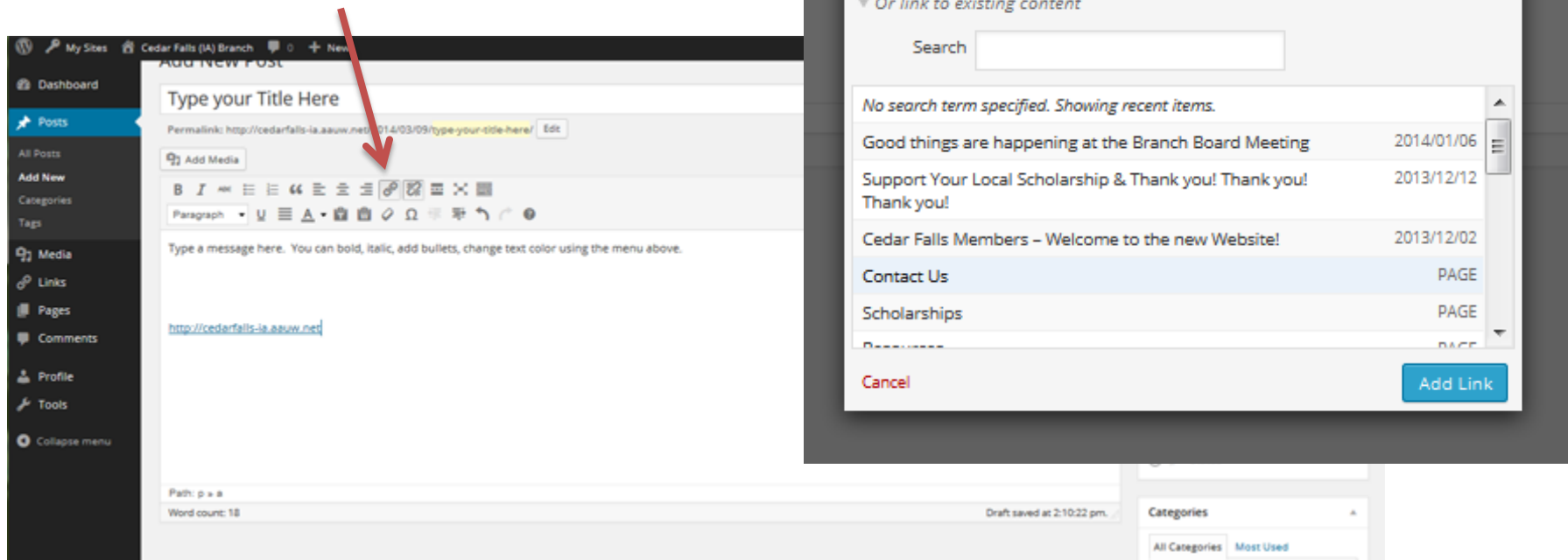
Leave format as “standard”

Check the box next to announcements.

Type any search terms you want for this post here.

Optional: Add a link to a website or Another page in this website.

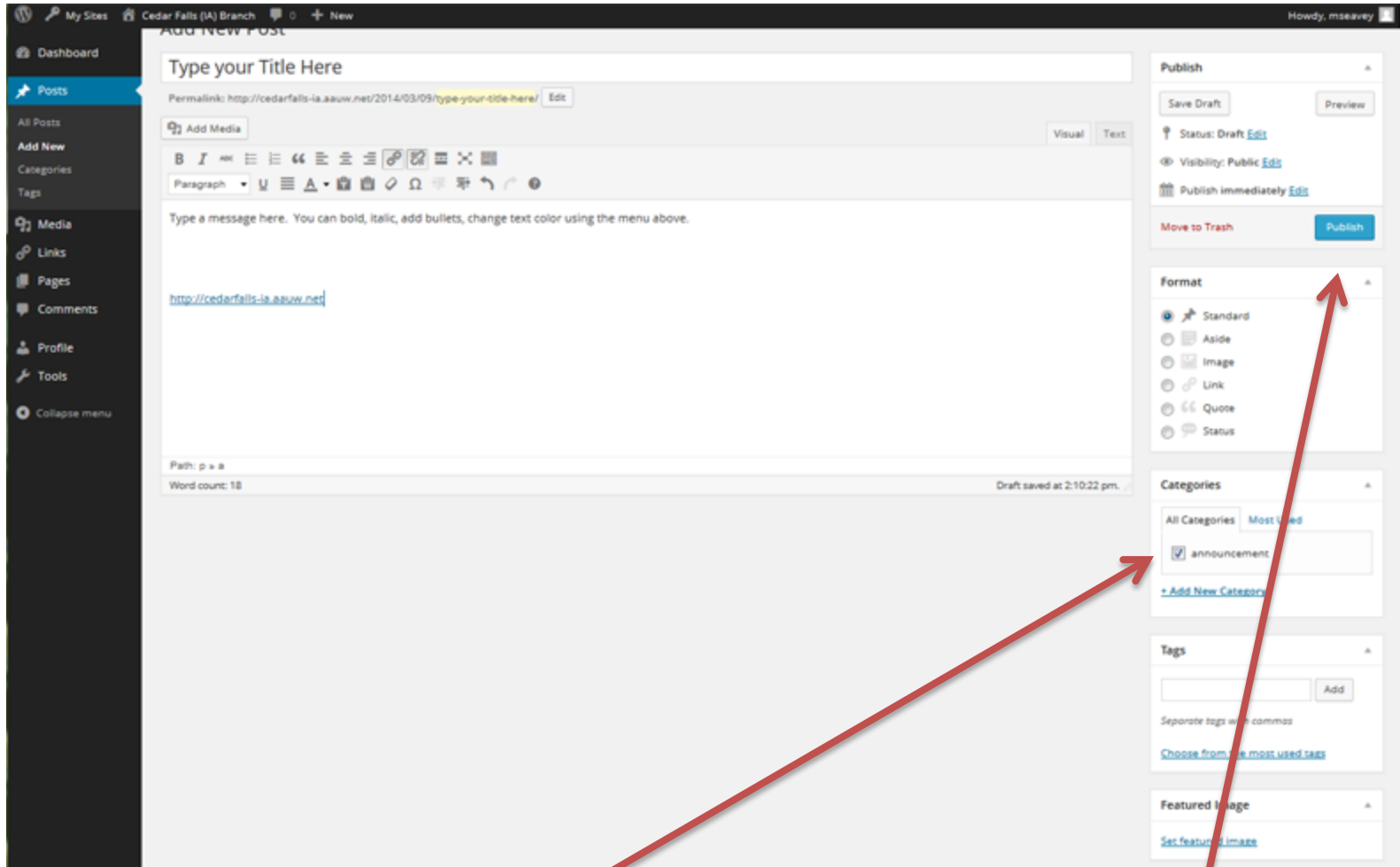
Select text in the post and then click on the Link symbol.



The image shows a screenshot of a WordPress 'Add New Post' page. A red arrow points to the 'Link' icon in the text editor toolbar. An 'Insert/edit link' popup box is open, showing the 'Enter the destination URL' section with a URL field containing 'http://', a Title field, and a checked checkbox for 'Open link in a new window/tab'. Below this is the 'Or link to existing content' section with a search field. A list of recent items is displayed, including 'Good things are happening at the Branch Board Meeting' (2014/01/06), 'Support Your Local Scholarship & Thank you! Thank you! Thank you!' (2013/12/12), and 'Cedar Falls Members - Welcome to the new Website!' (2013/12/02). The 'Contact Us' and 'Scholarships' items are marked as 'PAGE'. The popup has 'Cancel' and 'Add Link' buttons at the bottom.

A popup box will open. Type/paste in a website URL –or– select a page within Our website from the list at the bottom. Click Add Link. Now the selected text in The post will be an active link.

Step 4: Publish your post.



The screenshot shows the WordPress 'Add New Post' editor interface. The main content area contains a title field with the placeholder 'Type your Title Here', a permalink field with the URL 'http://cedarfalls-ia.aauw.net/2014/03/09/type-your-title-here/', and a rich text editor with a paragraph of text: 'Type a message here. You can bold, italic, add bullets, change text color using the menu above.' Below the text is a link: 'http://cedarfalls-ia.aauw.net/'. The right sidebar contains several panels: 'Publish' with buttons for 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', 'Publish Immediately', 'Move to Trash', and 'Publish'; 'Format' with options for 'Standard', 'Aside', 'Image', 'Link', 'Quote', and 'Status'; 'Categories' with a checked box next to 'announcement'; 'Tags' with an 'Add' button; and 'Featured Image' with a 'Set featured image' link. Two red arrows point from the text below to the 'announcement' checkbox and the 'Publish' button.

Double check to be sure that there is a check next to announcements.
Click on the Publish button.

My Sites Cedar Falls (IA) Branch New Edit Post Howdy, mseavey

AAUW Cedar Falls (IA) Branch

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Type your Title Here

Type a message here. You can bold, italic, add bullets, change text color using the menu above.

<http://cedarfalls-ia.aauw.net>

This entry was posted in [announcement](#) on [March 9, 2014](#) [Edit](#)

-- Good things are happening at the Branch
[Board Meeting](#)

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View, Edit, and Logout

After the post is published,
Click on view post to go to the posts own page (above) or on News >> Announcements.

If you see a mistake, click on the edit post link on the dash board *

To logout mouse over your name in the upper right and select logout.