



HAMILTON VALLEY SCOTTISH RITE WEB SITE INSTRUCTIONS To CREATE A BLOG/STORY, NEWS, CALENDAR, POST ITEM OR COMMENT

**AFTER REVIEWING THESE INSTRUCTIONS IF YOU ARE STILL HAVING ISSUES
SEE THE LAST SECTION "CONTACT US"**

To Register

Register

First name:

Last name:

Email:

Password:

Password strength:

Confirm password:

Click on the Login icon.

If you have not already received a login and password fill out the form and submit. You will receive confirmation by email.

To Login and change password.

Login

User name:

Password:

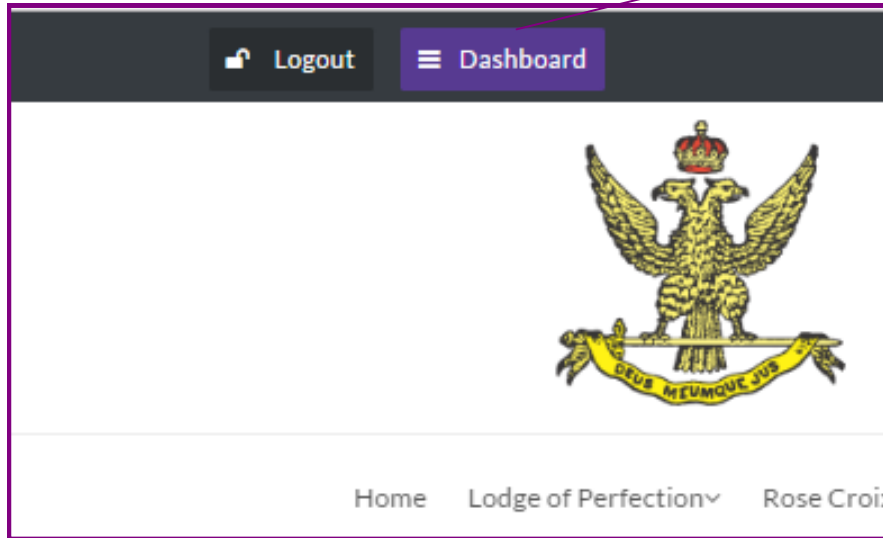
Stay logged in on this computer

[Forgotten password](#)

To login fill in your User Name and Password.

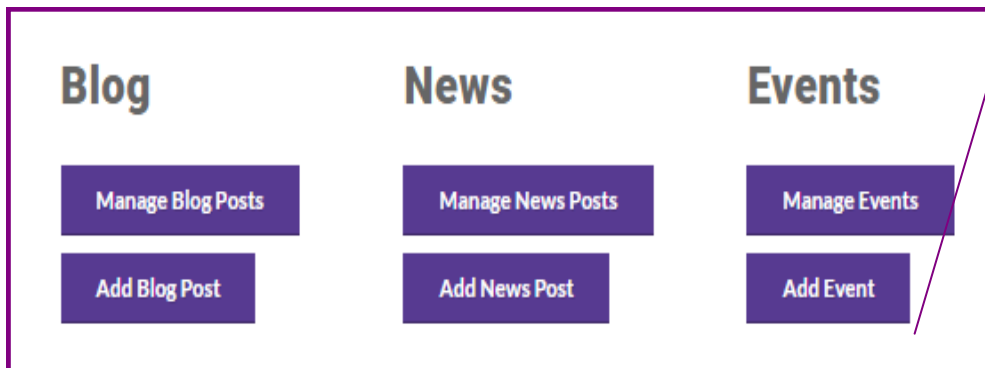
If you have forgotten your Password or wish to change it fill in your User Name, leave the Password blank and click on Forgotten Password.

To Start your Post



After you have obtained your login and password click of the 'Dashboard Icon' at the top of the web page.

Choose Section



Select Add from the area you wish to create.
Blog Post include pictures
News are for text items.
Events are placed on the calendar

Follow the Steps

Add Blog Post

Step One
Please choose your Section, Title and Post Date.

Site Section:
---Please Select---

Title:

Post date:
4/8/2017 12:32:33 PM

Now

Select the area you wish to post in i.e. Rose Croix

Create Your Title

Select the date you want to publish by clicking on the calendar if different than default date.

Step Two
Please choose a teaser image for your post. This will appear at the top of your post.
* After you select a file press the "Save" button to upload the image.

Principal Image:

Canadian Eagle.png Change Remove Save


Describe your photo:

Select an image from your computer and click the Save button.

Write a brief description of your Image

Step Two
Please choose a teaser image for your post. This will appear at the top of your post.
* After you select a file press the "Save" button to upload the image.

Principal Image:



Canadian Eagle.png Change Remove Save

Describe your photo:

The Scottish Rite of Canada Symbol

SAMPLE
You should see the image that you uploaded.


Step Three
A brief description of your post.

Post summary:

Write a brief description of your post.

Step Four

Use the menu below to add sections to your post.

* Move or delete sections using the  and  toggles.

Add New Section ▾

- Image
- Image with Caption
- Quote
- Sub Title
- Text

Open the Add New Section Window and select what you wish to add. This can be done multiple times.

You can cut and paste from another document and keep its format only in 'Text'.

and "Publish From" date.

Step Five

Choose a "Publish To" and "Publish From" date.

* If left blank, the post will be published indefinitely.

Insert a 'Publish From': and 'Publish to: date by clicking on each calendar. If you do not select a date it will be published now and have no end date.

Publish from:

  **Now**

Publish to:

  **Now**

Step Six

Clicking Save will save your draft post. To submit it, or continue working on it, please go to Manage Blog Posts. Once complete, click Submit.

Save

Click on the 'Save' button. If you do not leave the page there is an important field left blank. Scroll up and find the **RED** text and make your correction. Scroll back down and hit 'Save' again.

Blog	News	Events
Manage Blog Posts	Manage News Posts	Manage Events
Add Blog Post	Add News Post	Add Event

You will automatically be returned to this page. Where you will choose the 'Manage Option'

Sort by: **All** Published Action Required By Date
Name

Sort by keyword:

Name:	Published:	Last Modified:	Workflow Step:	Actions:
The Scottish Rite Eagle	No	4/8/2017 1:06:34 PM	Edit	Edit

Your post will appear in the 'Manage Section'. Click on the 'Edit'.

Save	Submit for approval	Spell check	Delete
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Page is currently using Consistory Blog workflow and is in Edit step.

Our post will reappear with this Menu at the top. Use the 'Spell check' option. Next click 'Submit for approval'. This will be sent to the section editor who will review and 'Publish'.

To Make a Comment

[Leave comment](#)

At the end of every article you will find a button to Leave Comment. This will allow you to leave your thoughts on any of the articles.

Leave comment

Name:

Please enter a name.

Email:

Comments:

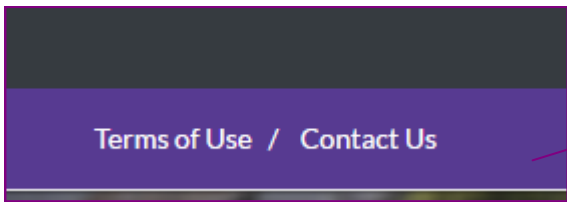
Add

After clicking on the “Leave Comment” icon this window will open.

It will automatically populate the Name and Email fields.

You can then write your comment. Your name will be displayed as the author, but your email address **WILL NOT BE DISPLAYED**

Contact Us – Get Help



At the very bottom of the Home Page click on “**Contact Us**”

Section:
Lodge of Perfection ▼

First Name:

Last Name:

E-Mail:

Phone Number:

Website:

Comments:

Send Inquiry

Choose the section in which you wish to post.

Fill out the form completely and click on “**Send Inquiry**”

The editor for that section will contact you shortly.