



How to add a new post or event faith-health.org

FOR COLLABORATORS OF THE FAITH-HEALTH.ORG NETWORK

This guide will show you how to correctly and properly upload a new post/article etc., on the faith-health.org website – a central function for the network to work efficiently. The network is spread over large areas and many different institutions, making it difficult to navigate all the news and publications – thus the need for this guide.

The website uses *WordPress* to manage the content and layout.

Table of Contents

<i>Log In to faith-health.org’s WordPress-site</i>	2
<i>The WordPress Dashboard</i>	2
<i>Adding a new post</i>	3
Categorizing your post and adding a “featured image”	3
Publish your post	4
<i>Adding a new event</i>	4

Log In to faith-health.org's WordPress-site

In your URL-bar, type

faith-health.org/login

Type in your username for the site, and press Log In.

If you don't have a user for the site please write the webmaster at tkstripp@health.sdu.dk or info@faith-health.org.

The WordPress Dashboard

This is the dashboard or cPanel of the website. As a user with "Contributor"-privileges you will have limited access to the site. This is to ensure that you cannot make any harm to the site 😊

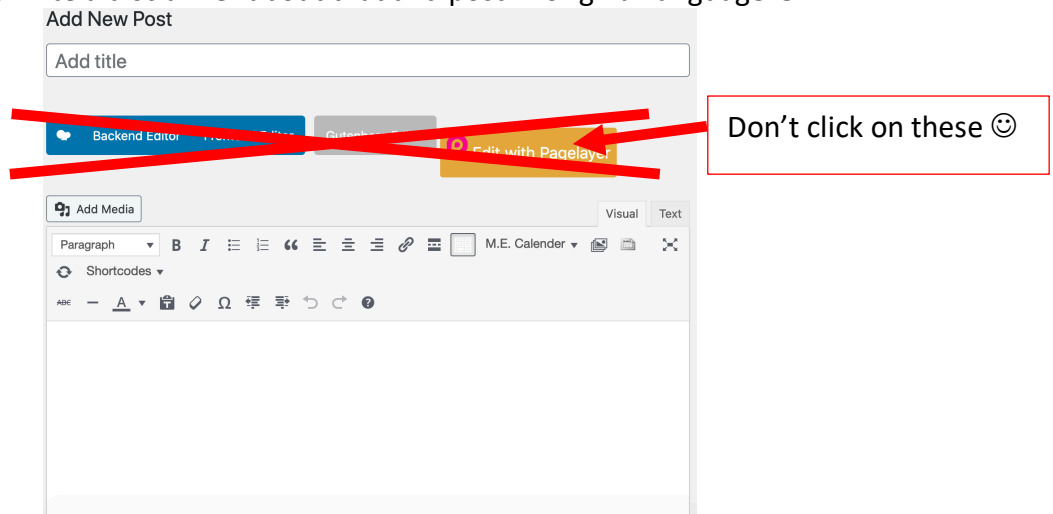
As a contributor the relevant panels for you to use will be:

1. **Posts>Add New**
 - a. this will enable you to make new posts
2. **M.E.Calendar>Add Event**
 - a. this will enable you to upload events in the site's calendar

Adding a new post

Go to the top left corner and click on **Posts>Add New**.

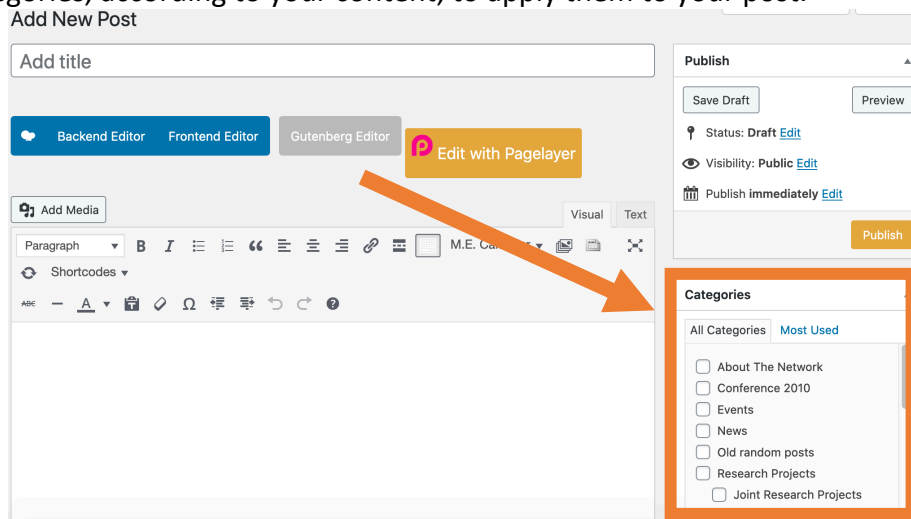
Now it is time to write your post. It could be about a new article, project, an upcoming activity etc. Here you will find the Add New Post navigation system and text editor. Write a title, and a text body. Feel free to add pictures, links etc. to make your post exciting and awesome! It is *your* post! Please write in English so all collaborators can understand. If something is only published in a Nordic language, just write a disclaimer about that and post in original language 😊



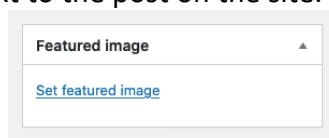
Categorizing your post and adding a “featured image”

After you have written the post and are fairly content with what you have made, you will need to categorize it accordingly so it will show in the right panels on the website.

In the righthand side of the screen you will find a panel called “**Categories**” – here you will see a list of all the categories the site uses – some will be irrelevant for your upload. Click the relevant category/categories, according to your content, to apply them to your post.



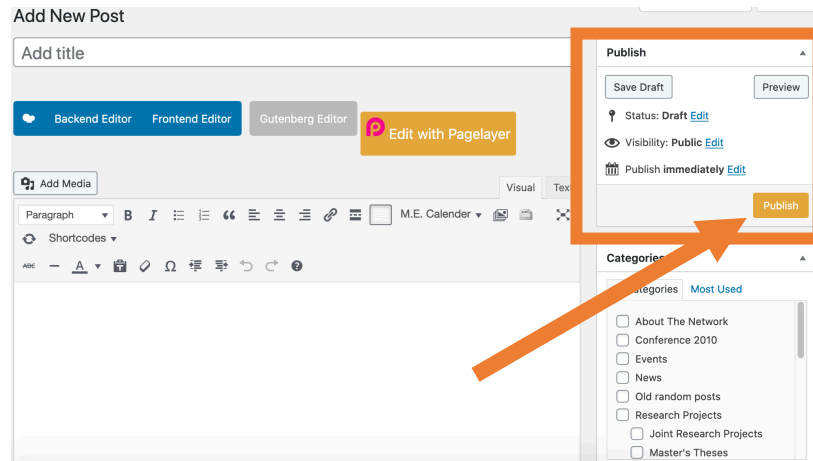
You can also add a “featured image” if you scroll down a bit on the right-hand side of the screen. The featured image will show up next to the post on the site. This step is not necessary 😊



Publish your post

Now it is time to upload your post. You will be able to sneak peek on how it will appear on the website by clicking “Preview”.

Click “**Publish**”.

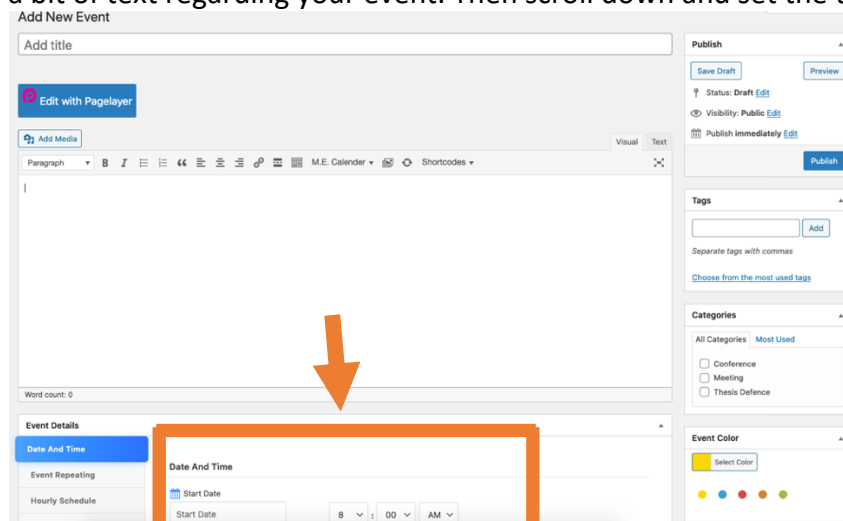


Make yourself a nice cup of coffee or tea, go the faith-health.org, find the menu tab to where you categorized your post, and enjoy your work!!

Adding a new event

This works almost exactly like adding a new post. Go to **M.E.Calendar>Add Event** in the cPanel.

Write a title and a bit of text regarding your event. Then scroll down and set the time of the event:



Click “Publish”. Go to the Event page on the site and enjoy your work!

*If you have any questions, ideas or other inquiries regarding the site don't hesitate to contact:
info@faith-health.org*

Sincerely,

The Faith-Health.org Team