

Posting and Sending *Whittier Weekly* from whittierschoolpta.org

Go to <http://whittierschoolpta.org/wp-login.php>

Log in using the username and password you received via email when you registered for our PTA website.

If you've forgotten your password or username, you'll find instructions at

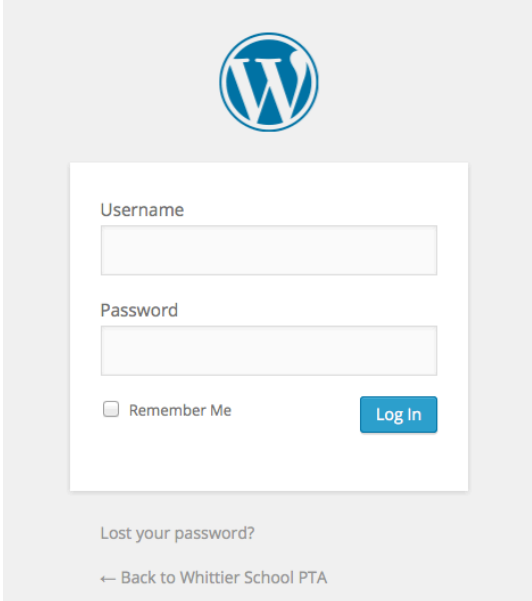
<http://whittierschoolpta.org/manage-my-account/>

Haven't registered yet? Go to

<http://whittierschoolpta.org/register-ww>.

After you submit your registration, we'll approve you ASAP (an extra measure to keep PTA information private), and you'll receive an email from WordPress confirming your username and providing a password.

You now can return to the login website at the top of this page, and proceed to the admin side of our website.



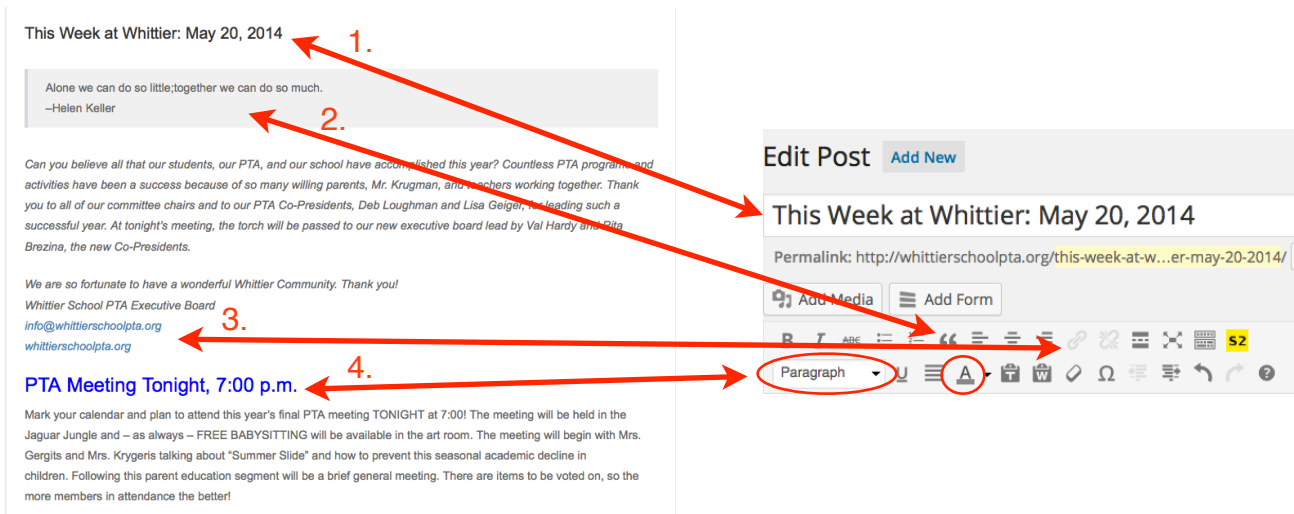
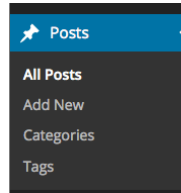
The image shows a screenshot of the WordPress login page. At the top center is the WordPress logo (a blue 'W' inside a circle). Below the logo is a white login form with a light gray border. The form contains two input fields: 'Username' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember Me'. To the right of the 'Remember Me' checkbox is a blue button with white text that says 'Log In'. Below the login form, there is a link that says 'Lost your password?' and a link that says '← Back to Whittier School PTA'.

Posting Whittier Weekly or Other News

Our PTA **News** page is actually a blog, and allows us to post updates to the site as needed—and automatically send those updates to all registered users of the website.

News is a useful and appropriate way to send *Whittier Weekly* to PTA members. To post *Whittier Weekly*, click on **Posts** and choose **Add New**.

I'd suggest formatting **Posts** the same way I've been formatting them, for consistency, but use your best judgment. Here's how I've been doing it:



This Week at Whittier: May 20, 2014

Alone we can do so little; together we can do so much.
—Helen Keller

Can you believe all that our students, our PTA, and our school have accomplished this year? Countless PTA programs and activities have been a success because of so many willing parents, Mr. Krugman, and teachers working together. Thank you to all of our committee chairs and to our PTA Co-Presidents, Deb Loughman and Lisa Geiger, for leading such a successful year. At tonight's meeting, the torch will be passed to our new executive board lead by Val Hardy and Rita Brezina, the new Co-Presidents.

We are so fortunate to have a wonderful Whittier Community. Thank you!
Whittier School PTA Executive Board
info@whittierschoolpta.org
whittierschoolpta.org

PTA Meeting Tonight, 7:00 p.m.

Mark your calendar and plan to attend this year's final PTA meeting TONIGHT at 7:00! The meeting will be held in the Jaguar Jungle and – as always – FREE BABYSITTING will be available in the art room. The meeting will begin with Mrs. Gergits and Mrs. Krygeris talking about "Summer Slide" and how to prevent this seasonal academic decline in children. Following this parent education segment will be a brief general meeting. There are items to be voted on, so the more members in attendance the better!

Edit Post Add New

This Week at Whittier: May 20, 2014

Permalink: <http://whittierschoolpta.org/this-week-at-whittier-may-20-2014/>

Add Media Add Form

Paragraph **A**

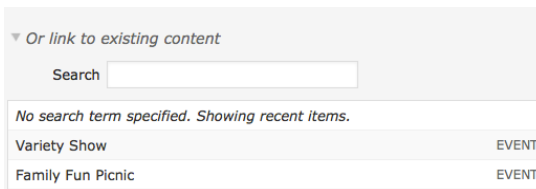
1. The title is what it is, and can't be formatted. If you'd like to add a second title (so it appears in emails; it will be a little redundant on the website), you can format it using the *Paragraph* formatting option above (circled—*Headline 1* would be appropriate) and the *Text* option above (the circled **A**—choose the blue in the second row).

2. Quotes have been formatted with the quote button (you have to highlight the quote with your mouse before selecting the button).

3. The message from the PTA exec committee has been italicized, and our PTA email address and website have been linked: first, highlight the email address with your mouse, then click the link button.



For email addresses, change the URL to *mailto:info@whittierschoolpta.org* (note there's no space after the colon). For a URL, add the website address, *www.whittierschoolpta.org*. Choose a title (e.g., *email Whittier School PTA* or *Whittier School PTA website*). Click *Open link in a new window/tab*, too.



If you're linking to a page or post on the website, you can use the search function instead of entering a URL.

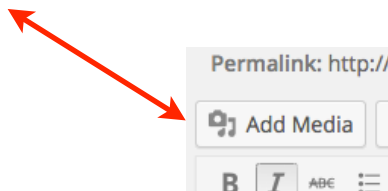
4. Each heading within *Whittier Weekly* is selected, and changed from *Paragraph* to *Heading 2*, then colored bright blue (the circled **A**).

Finally, *Mark Your Calendars* is formatted the same way as the other headings (3.), but italicized as well, and linked to the **Calendar** page. Highlight *Mark Your Calendars* with your mouse, then click the link button. The bottom half of the popup window will allow you to easily link to existing content.

Search for **Calendar**, and click on the **Calendar** page that will appear.

The list of events following *Mark Your Calendars* can be bulleted, and you can link specific events to events on the **Calendar** page the same way I described linking to the **Calendar** page, above.

I almost forgot! You may want to **link to a document or add a photo**. I highly recommend only using PDF documents. Position the cursor where you'd like to add the document or photo. Click the *Add Media* button and you'll be able to upload a file.



Title the file however you want it to appear on the page —if you need help creating this link, please let me know: it's a little tricky the first time.

Finally, you'll be ready to publish the **Post**. But first, choose the *Category* for your post. In this case, choose *Weekly eNews*. That way, someone can visit the **News** page and choose to view all the *Weekly eNews Posts*.

Remember that when you publish the **Post**, it will immediately be emailed to all registered users of our PTA website, so be sure to *Preview* your **Post** first! When you're ready, click *Publish*. And *Whittier Weekly* will be emailed to the masses.

You'll notice that there are additional publishing options related to *Visibility* and scheduling when the **Post** will be published. Changing the *Visibility* of the **Post** will be used if you want the **Post** to be private (for registered users of the website only). If you'd like to do this, please [contact Andrea Knudsen](#). I also can help if you'd like to schedule the publishing of a **Post** in advance.

