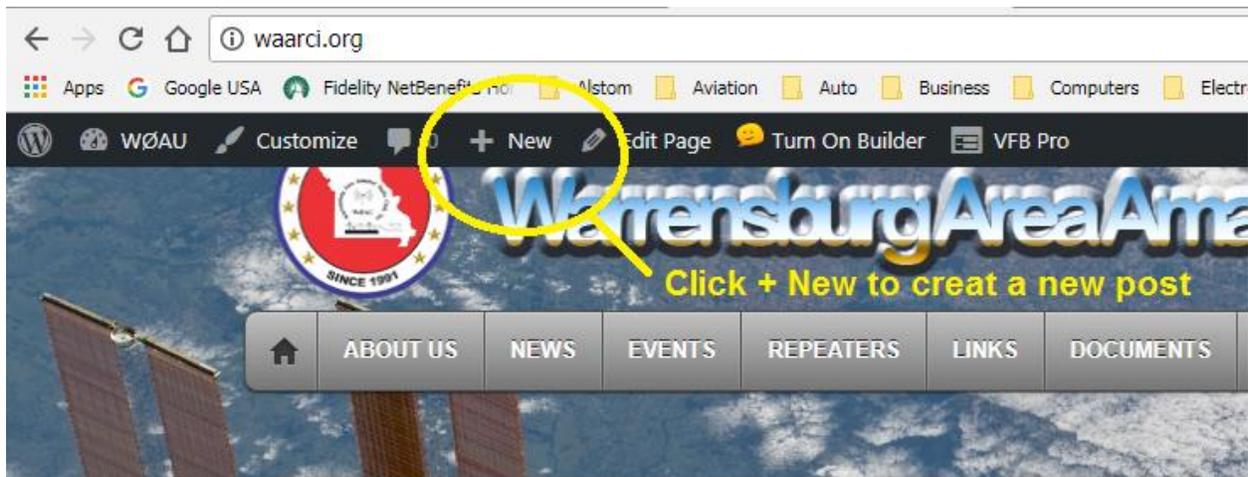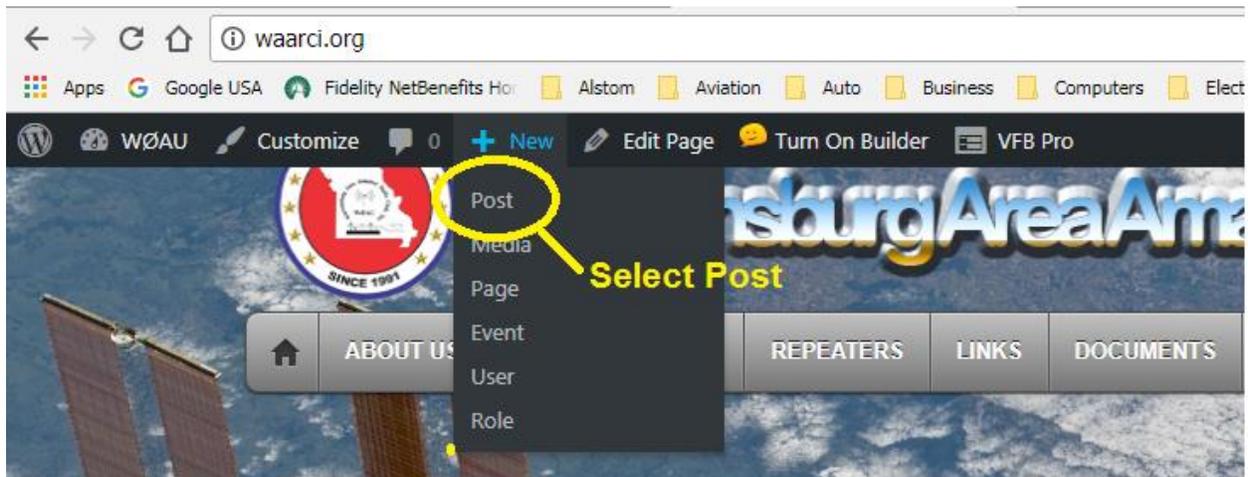# WAARCI Web Posting Instructions

If you are a registered user and logged in you can make a post on the WAARCI Home Page. The following is instructions on how to do this.

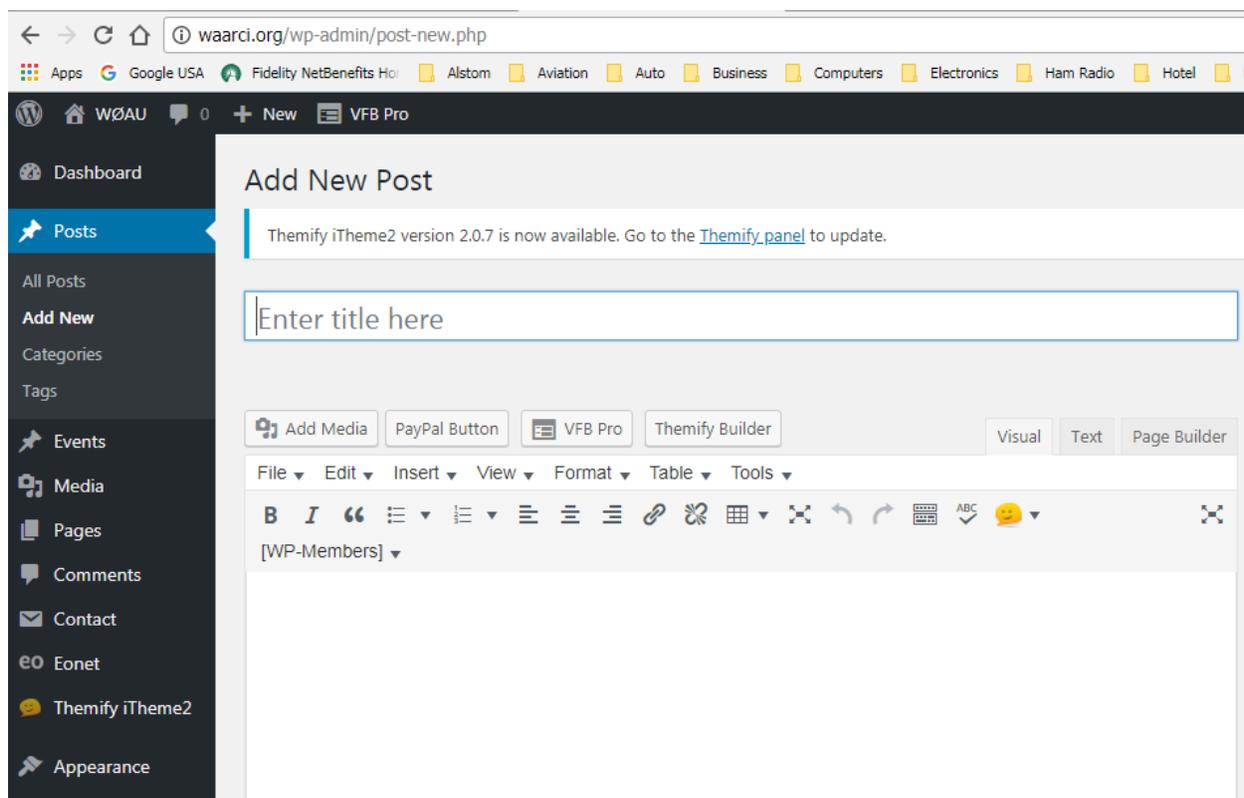You MUST BE logged to post verify by checking the top of the menu bar and it will look like this.
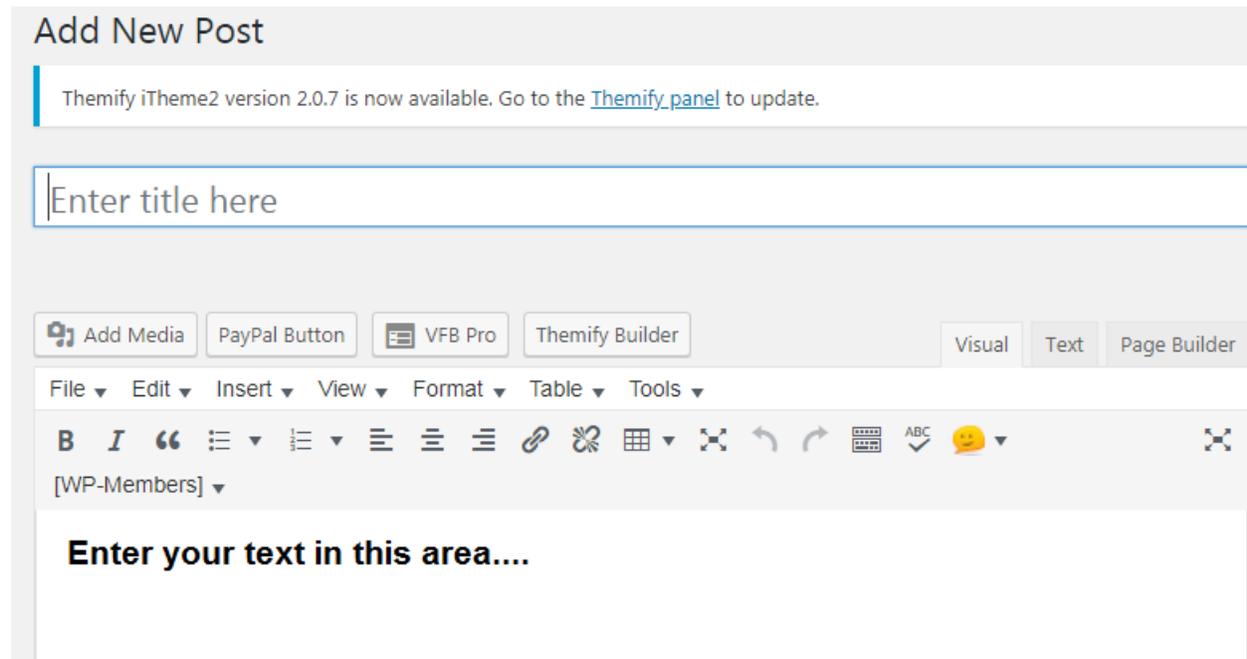

Click on the "+ New" to create a new post.
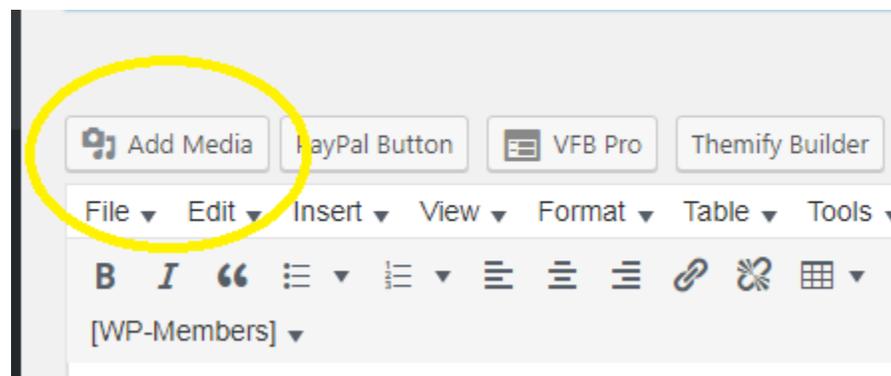

Click on "Post"

The screen below will open up.

Enter a Tile of what you are posting such as For Sale, Wanted, Trade or whatever the post is about.

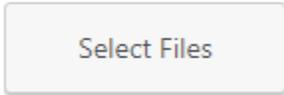You will then add your text and any images in the area as shown below.

If you are adding pictures you will do the following. Click on "Add Media". If not continue to the posting information later in the manual.
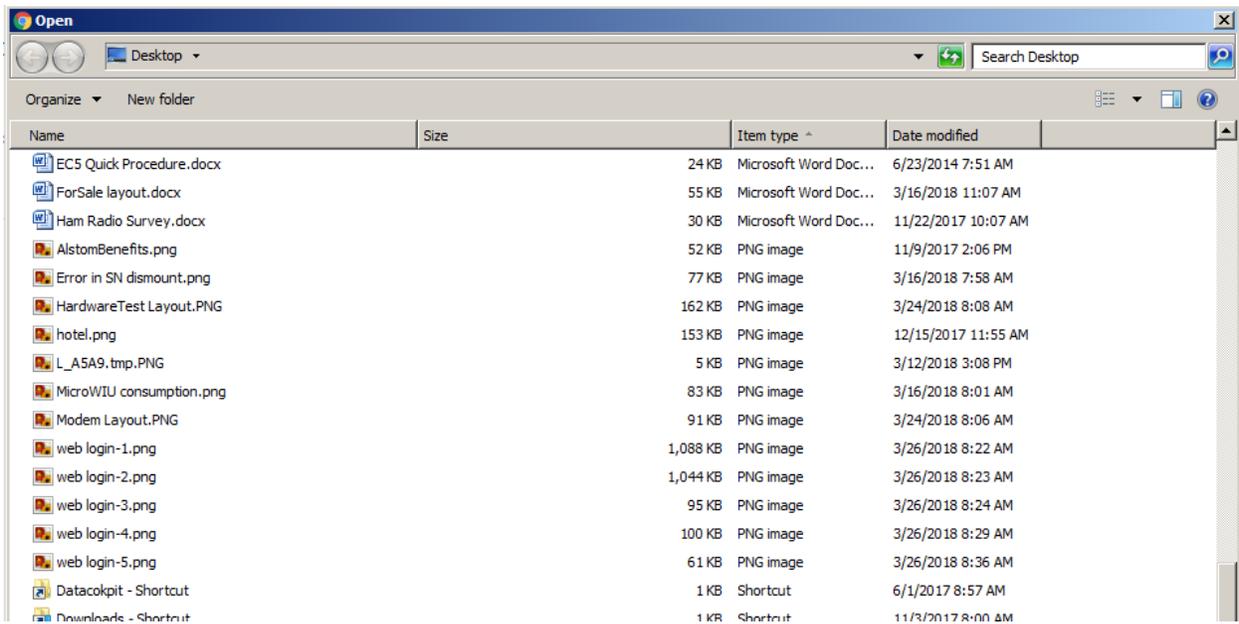
The box below will then open. Click on "Select File" and the box below will open.
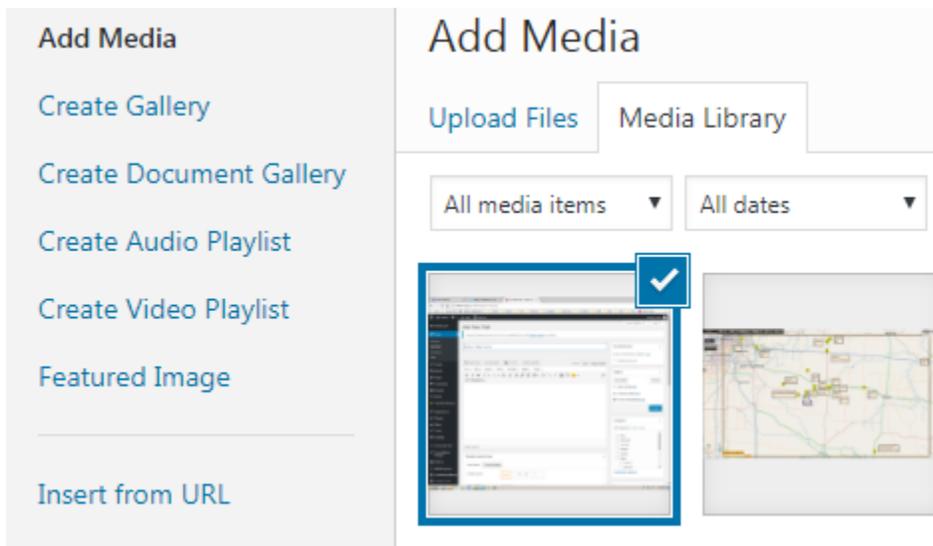
Drop files anywhere to upload

or

Select Files

Maximum upload file size: 100 MB.

Select the file you want to upload. You can add more than one image to the post.

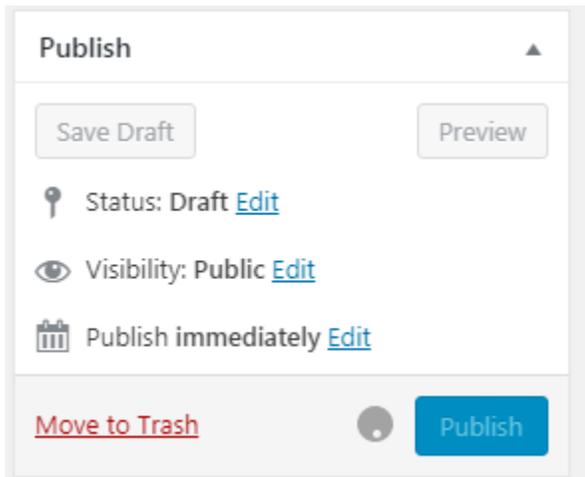| web login-1.png | 1,088 KB | PNG image | 3/26/2018 8:22 AM |
web login-2.png	1,044 KB	PNG image	3/26/2018 8:23 AM
web login-3.png	95 KB	PNG image	3/26/2018 8:24 AM
web login-4.png	100 KB	PNG image	3/26/2018 8:29 AM
web login-5.png	61 KB	PNG image	3/26/2018 8:36 AM

The Add Media box will open as below.

Once all the images or data you plan to add are selected then in the lower right corner of the page you will click on "Insert into post" .

The final step is to publish your post. You will click on the "Publish" and an animated grey circle will spin letting you know it's uploading the information.

After you have clicked on "Publish" I would open another Tab and go to the Home Page to make sure it uploaded. If it didn't go back and click "Publish" again until you know it was published. If something is not as you would like it you can go back to your post an edit it again.

If you are posting a For Sale, Wanted, or Trade please in your post add your Full Name, Call Sign, Email Address, and Phone Number so someone can contact you.

I hope this document will help you. If you are having problems with these instructions or something is missing please let me know at admin@waarci.org.

73
Larry Vandivier
W9XE
Web Master