

Adding private member resources

Document Version: 2/03/2019

1. Navigate to <u>https://engineeringsenate.org.au/</u> then click login



2. Enter your username and password then click login.



3. Once logged in click Victorian Engineering Senate

| W 🔐 Victorian Engin | eering Senate 😳 3 📕 0 🕂 New 🕅 🚱 🎹 Events |
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| ② Dashboard | Dashboard |
| Home Updates 🚳 | لی Looking For A Fresh, Powerful Security Plugin For WordPress? |
| Welcome Credits | Take a quick moment to checkout Shield Security - downloaded over 5Million times with a avg 5* satisfied ratin Built by the <u>same people you trusted</u> to help you easily setup CloudFlare Flexible SSL. |
| ✤ Posts ₩ Events | At a Glance |



4. Once on the homepage click Create a new Resource.

5. You will see the new post screen.

| Add New Post | Screen Options V Help V | | | |
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| This is a test | Publish 🔺 | | | |
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| A Excepts are optional hand-crafted summaries of your content that can be used in your theme. Learn more about manual excepts. | | | | |
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| Add New Custom Field: | | | | |
| Name Value | | | | |
| Select | | | | |
| Enter new | | | | |
| Custom fields can be used to add extra metadata to a post that you can use in your theme- | | | | |

- 6. From here you can: Set a post title. Add any media such as images and documents. Write your content. Specify if the post is intended for the Public or a Member only resource. Add your organisation in the Tags section. When done click Submit for Review.
- 7. Once the post is saved and has been approved click on the Member Posts section to view your completed post.

| | Events Member Posts Create a new Resource Login Register My Profile |
|------------------------------|---|
| Victorian Engineering Senate | The Victorian Engineering Senate About Us Contact Us 🔎 |
| | |
| Title | Status |

8. You will see your post click the title to view the full post.

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| | Submit a Comment | | | | | |
| | Logged in as Tomas31. Log out? | | | | | |
| | Comment | | | | | |
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