Victorian Engineering Senate

Adding private member resources

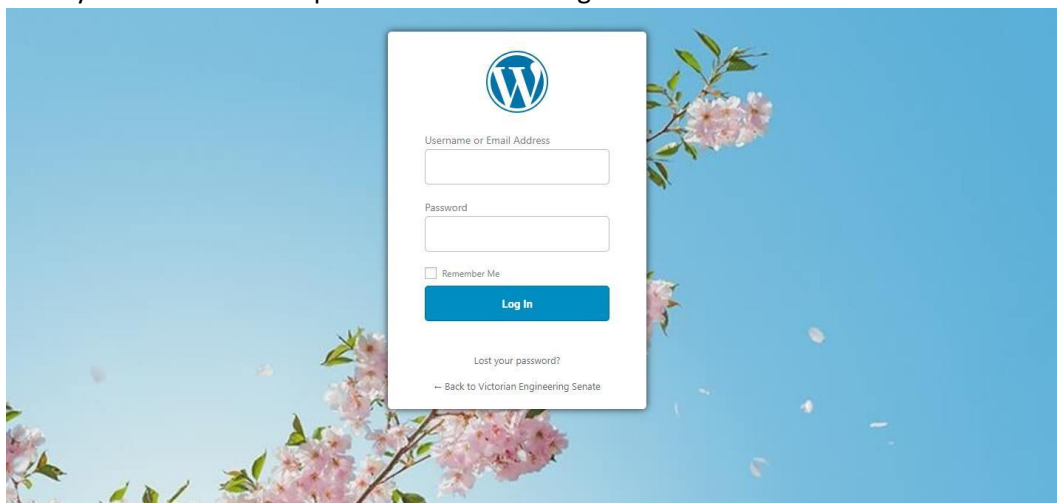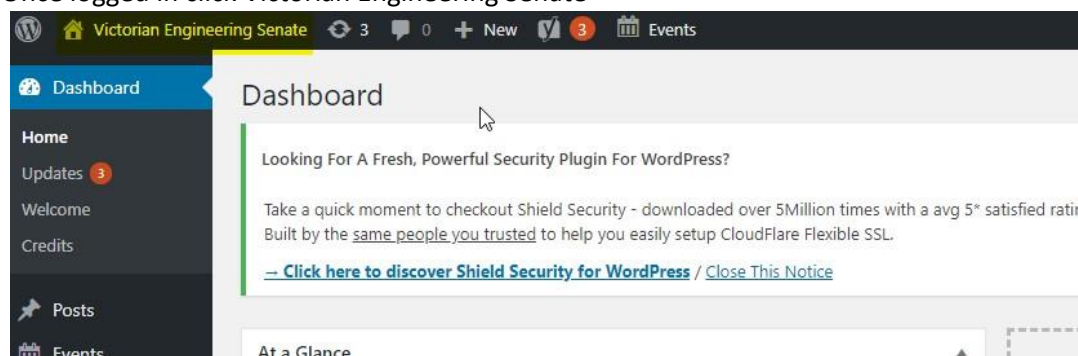**Document Version: 2/03/2019**

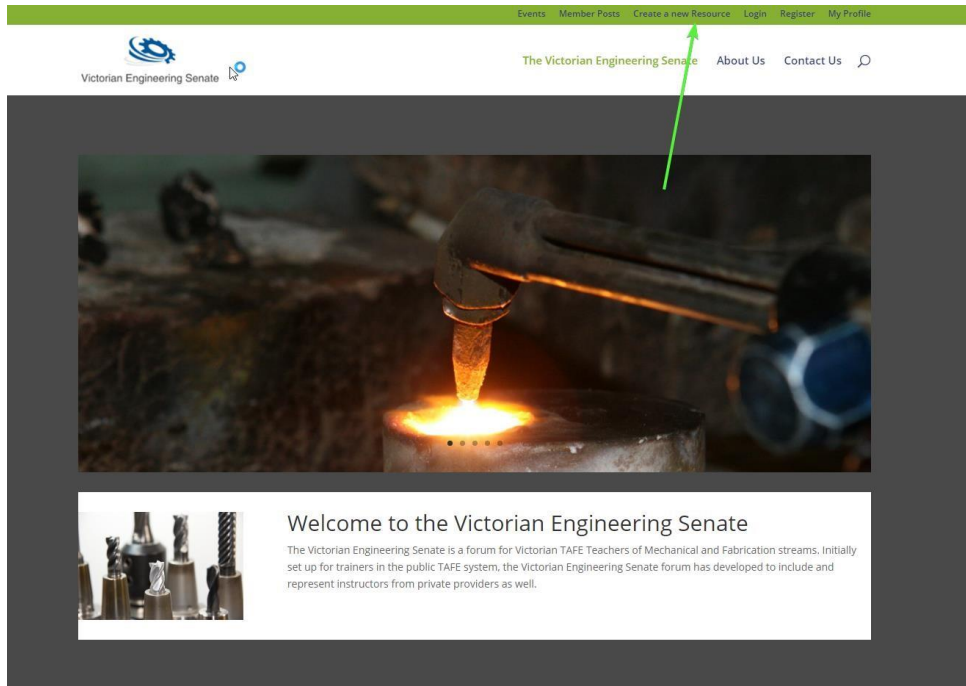1. Navigate to https://engineeringsenate.org.au/ then click login
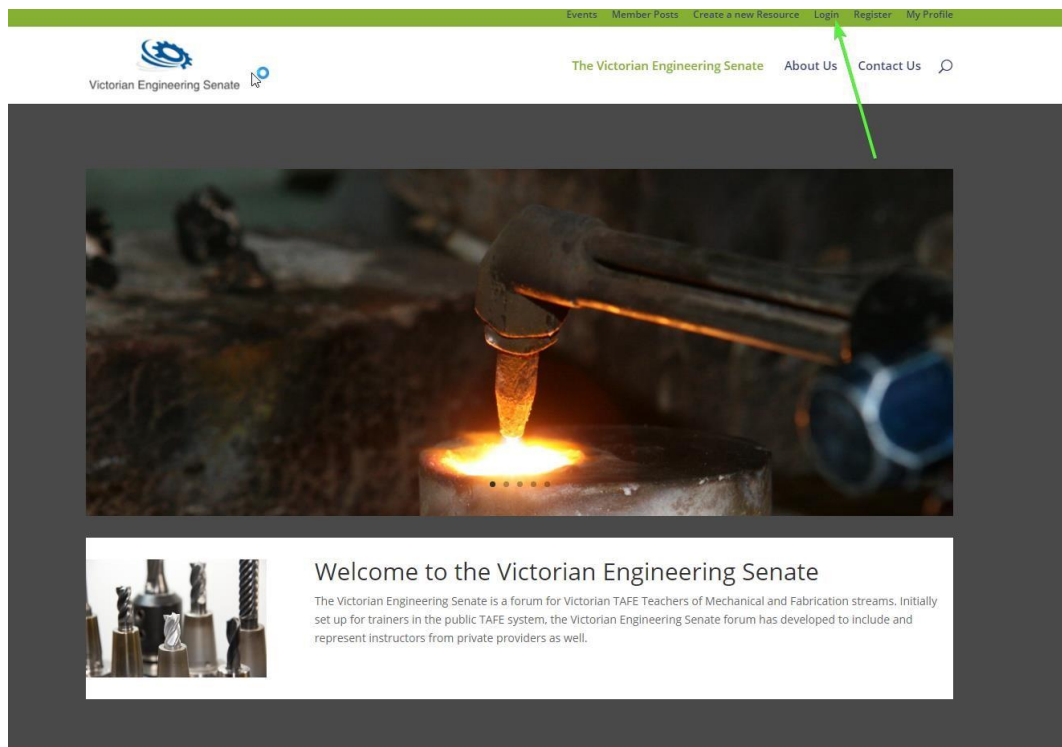
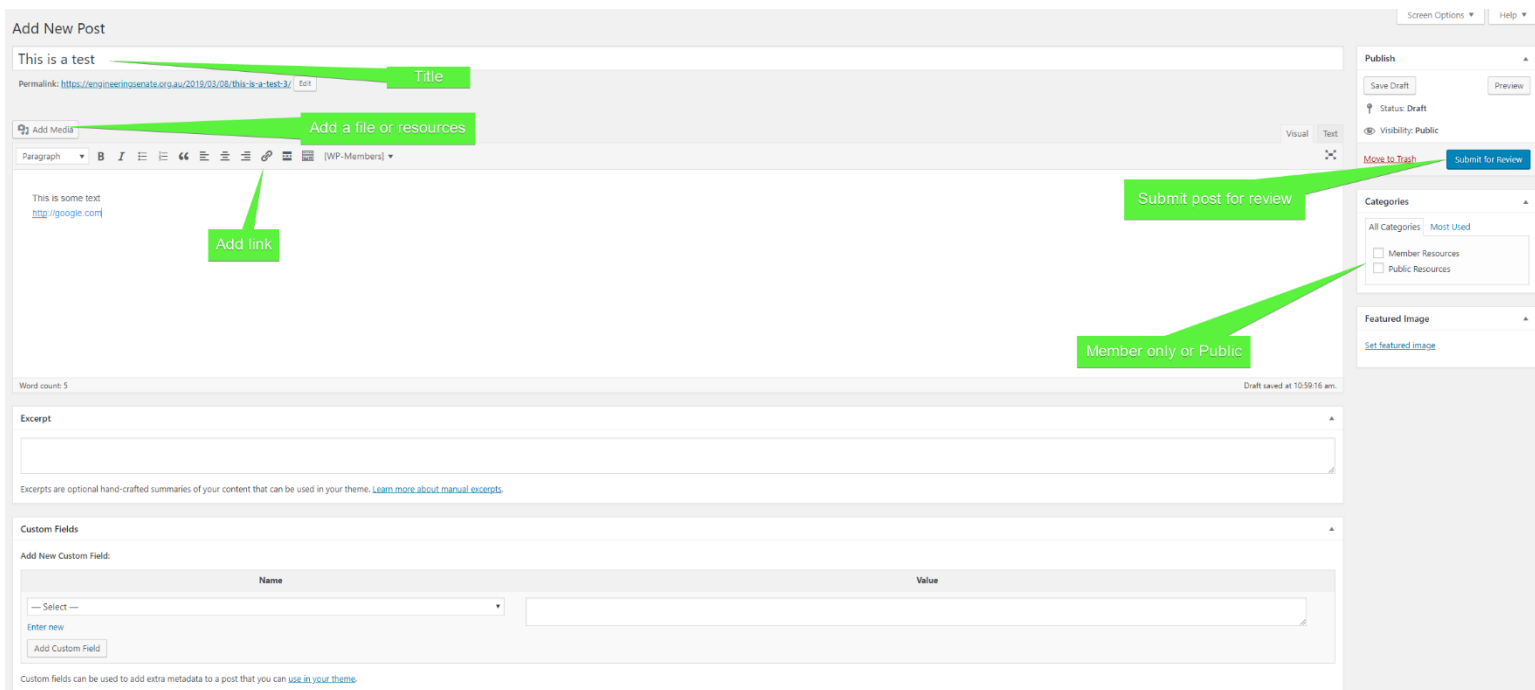2. Enter your username and password then click login.

3. Once logged in click Victorian Engineering Senate

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

5. You will see the new post screen.

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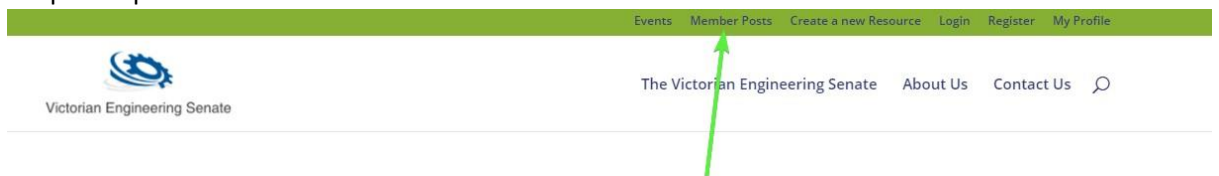
8. You will see your post click the title to view the full post.