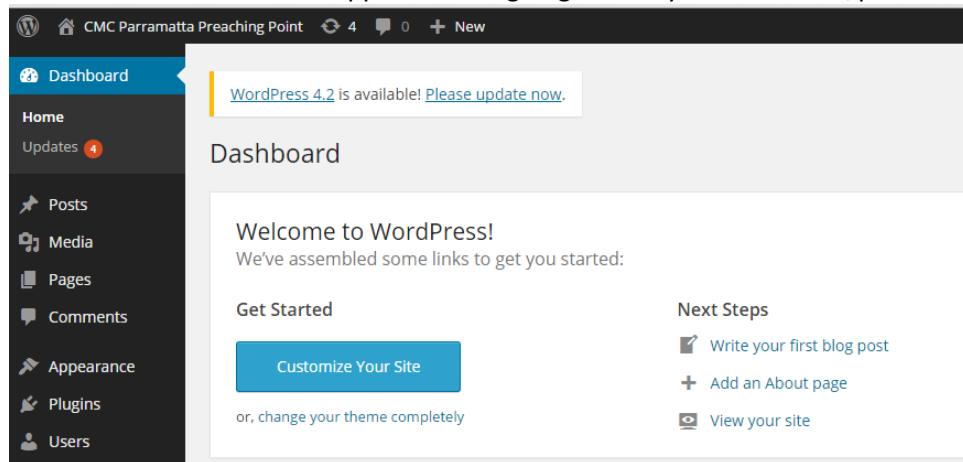


Posting an event

1. Login to your admin centre to edit or create a new post.
2. Open you browse to the admin centre as given above and key in the username and password:
Username: abc
Password: xyz

This Dashboard screen will appear after signing in with your username/password:



3. On the left hand side menu, look for "POST" → "Add New" for creating a new post.
4. Give the new post a title and the content.
5. Before hitting the "Publish", remember to select what category. There are 3 categories:
 - Past Events, Upcoming Events and Memory Lanes.
 - For new posting click and select "Upcoming Events". When it is over, login and edit that posting by selecting "Past Events" and "Publish"
 - Memory Lanes are past years' events (after one year later).
6. Once posted, it will appear on the main page and all other secondary pages (on the right hand menu)