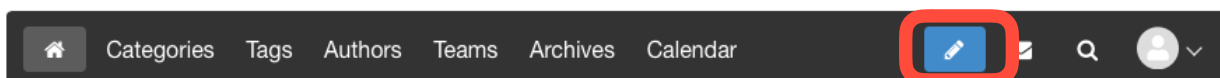


How to post to Latest News on the LWA website

To post an article, you must be an active member of LWA. Members who are designated as an “Author” have the authority to self-post. This is similar to Organizer status on Meetup, which enable you to post rides on the calendar. To request this status, please contact the webmaster.

Members without Author status may submit an article for approval as follows:

1. Log-in to the website and select the “Latest News” from the main menu bar.
2. Click the edit icon in the ensuing Menu bar:



You will see a screen that allows you to enter a title. If you want to insert a photograph directly below the title, click the “Post Cover” tab at the top and upload an image of your choice. You can add a caption to the photo if you like. (The Cover image will not show on your screen, but it will be there when the post is submitted for approval.)

3. Next, enter your text (below “Permalink: Edit”). If want to include additional images in your post, use the “Media” tab to upload them. The truncated editor you are using does not allow insertion of these images, so insert a note in the body of the post which indicates how you want to do this. For example:

“Insert photo of rider in red jersey here.”

4. You may select or deselect from among the current categories. When you are finished, click “Submit for Approval” at the upper right. You will receive an email confirmation. The webmaster will contact you if any further information is needed.

5. When you submit your first post, you can create your profile - add a photo that will be included with each of your posts, specify a name under which to post, etc.