

INSTRUCTIONS FOR: Adding a “Wanted Item” or “Free Stuff” Post

Requirements for each new post:

After a member has submitted the request and the email has been received:

1. Download the attached photo, remind the member to get you one or find one for them.
2. Make a note of the description of the item
3. Capture the members email address.

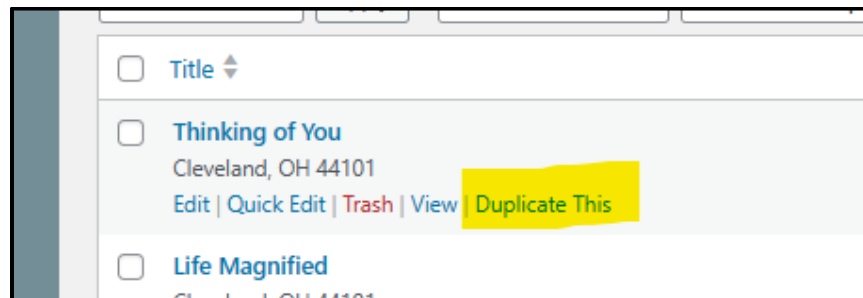
Log in to the website (you will need admin access to the site).

In the WordPress banner at the top of the screen, click on “Greater Mound City Stamp Club”

Click on Products -> All Products

Click on “Select a Category,”

select one of the following based on what you are adding; “Free Stuff,” or one of the Subcategories under Wanted, “Covers,” “Ephemera,” “US Stamps,” or “Worldwide Stamps,” from the dropdown, and click “Filter” (see Fig. 1)



1. Post Menu View after Filtering

Using the post at the top of the list, Click on “Duplicate This”

A new post will open.

Replace the old title with the name of the new item.

Update the information in the text area and update the Mailto: link to the new requestor.

AT THIS POINT the post is complete as to what will be seen. Next, we have to complete the admin actions needed for the post to behave properly.

Scroll down the *Post Menu* until you locate “Featured Image”

Click on the picture and Click “Replace” When the *Feature image* pop-up opens click on the “Upload files” tab. Click “Select Files” and then find and select the image of the new item. For best results crop square and scale to 450x450.

Click on Publish