How to add a Blog Post to the Website:

1. Log in to the Minnesota ENA wesbite at www.minnesotaena.com/login
2. Click on the tab in the upper left corner to take you to the Dashboard
3. Click on the tab titled “Posts”
4. To create a new post, click on the blue button titled “Add New”
5. Enter the title in the “Enter Title Here” field. This is the field that will show up on the website so that members can get a broad idea of what the blog entry is in regards to.
6. Enter text in the text field on the page. This is the giant white box in the middle of the screen that has a few document/text formatting buttons above it.
7. If you have additional media to add, click on the “Add Media” button that is between the title and the text window.
    a. To upload a file (spreadsheet, document, photos), click on the tab that says upload file. Files can either be searched via the website or through the drag and drop.
    b. To add an existing file, search through the uploaded database for the item.
    c. Click on the item and follow the instructions to enter more information such as title, description, caption, etc.
    d. Click “Insert into Post”
8. Once you have the title, description and relevant files added, scroll down and look on the right side for the relevant “Category: in which you want your post to appear. For most of you, there will only be the chapter that you represent available. To reach a larger audience, Lynn would have to edit it as she has permissions to change the posts categories.
9. Scroll back up to the top on look for a blue button titled “Publish”. There also should be a button near it that will allow you to preview your post and another one to save it as a draft.

To Edit an Existing Post

10. To edit an existing post, either do a search and look through all of the post titles until you find yours.
11. Choose between whether or not you need to edit or quick edit the post.
    a. QUICK EDIT - The quick edit allows you to change the following attributed without having to open the whole post. You can change the following:
        i. TItle
        ii. Category
        iii. Time & Date
        iv. Author
        v. Tag(s)
    b. EDIT - The edit function allows you to change anything that exists in the post. The main difference between this and the quick edit, is that it allows you to change the description or body of the post.

How to add an Event to the Website:

1. Log in to the Minnesota ENA wesbite at www.minnesotaena.com/login
2. Click on the tab in the upper left corner to take you to the Dashboard
3. Click on the tab titled “Events”
4. To create a new event, click on the blue button titled “Add New”
5. Enter the title in the “Enter Title Here” field. This is the field that will show up on the website so that members can get a broad idea of what the event is in regards to.
6. Enter your description of the event in the text field on the page. This is the giant white box in the middle of the screen that has a few document/text formatting buttons above it.
7. If you have additional media to add, click on the “Add Media” button that is between the title and the text window.
    a. To upload a file (spreadsheet, document, photos), click on the tab that says upload file. Files can either be searched via the website or through the drag and drop.
    b. To add an existing file, search through the uploaded database for the item.
    c. Click on the item and follow the instructions to enter more information such as title, description, caption, etc.
    d. Click “Insert into Event”
8. Once you have the title, description and relevant files added, scroll down and look on the right side for the relevant “Category: in which you want your post to appear. For most of you, there will only be the chapter that you represent available (or TNCC, ENPC for Karen). To reach a larger audience, Lynn would have to edit it as she has permissions to change the posts categories.
9. Up to this point, there really was no difference between adding an event versus adding a blog post. Going forward is where it will allow you to add more detailed specifics under the section called “The Events Calendar”.
    a. TIME and DATE
        i. This section is where you can put the start and end times as well as what date the event is being held. It is all done via drop down menus.
    b. LOCATION
        i. This section is where you can put detailed specifics regarding where the event is being held.
        ii. This section is tied to Google Maps so whatever address you put in will be mapped out on the events page with a small map that you can click on to show you where the venue is.

iii. This section also allows you to save venues for future use. Just click on the drop down menu that says “Use New Venue” for a list of all of the saved venues. This will come in handy for chapter meetings and ENPC/TNCC courses as I noticed a lot of venues used multiple times.

c. ORGANIZERS
    i. This section is where you can put detailed specifics regarding who is hosting the event.
    ii. This section also allows you to save organizers for future use. Just click on the drop down menu that says “Use New Organizer” for a list of all of the saved organizers. This will come in handy for ENPC/TNCC courses as I noticed a lot of organizers used multiple times.
d. EVENT WEBSITE
    i. This will allow you to link a specific website link to the event should it have one. This would likely be where you would put in the link to any event that you are hosting through a third party program like EventBrite.
e. EVENT COST
    i. This section allows you to assign a monetary amount, if there is one, to an event. If not, it can be kept blank. Please note that this just allow you to put a value, and does not have any functionality to accept money with this field.

10. Scroll back up to the top on look for a blue button titled “Publish”. There also should be a button near it that will allow you to preview your event and another one to save it as a draft.

To Edit an Existing Event

1. To edit an existing event, either do a search and look through all of the event titles until you find yours.
2. Choose between whether or not you need to edit or quick edit the event.
    a. QUICK EDIT - The quick edit allows you to change the following attributed without having to open the whole event. You can change the following:
        i. TItle
        ii. Category
        iii. Time & Date
        iv. Author

v. Tag(s) - here you can assign keywords that the search function of the website will correlate with this event to make it easier to find while searching.

b. EDIT - The edit function allows you to change anything that exists in the event. The main difference between this and the quick edit, is that it allows you to change the description or body of the event, along with the location and organizers..

How to add an Advanced Blog Post to the Website:

1. Log in to the Minnesota ENA wesbite at www.minnesotaena.com/login
2. Click on the tab in the upper left corner to take you to the Dashboard
3. Click on the tab titled “Posts”
4. To create a new post, click on the blue button titled “Add New”
5. Enter the title in the “Enter Title Here” field. This is the field that will show up on the website so that members can get a broad idea of what the blog entry is in regards to.
6. Select the advanced options by pushing on the “Fusion Builder” button. Fusion Builder has multiple template options:
    a. .Column Options - This is to allow you to break up the description into columns of pre-determined size.
        i. To add columns just select how you would like the section broken down. If you want to do 2 columns, select the ½ button twice and put them side by side. If you want 2 columns of varying size, then select the ⅓ and ⅔ buttons. You can drag and drop them where you want them.
        ii. Once you have the columns selected, you will see 3 icons within them
            1. Edit Element - Edits the functionality of the Element, which in this case is the column.
            2. Clone Element - Clones the Element, which in this case is the column.
            3. Delete Element - Deletes the Element, which in this case is the column.
    b. Builder Elements - This is where you will be spending most of your time, as it has many building elements that will allow you to add advanced features into your postings such as RSS feeds, charts, etc. This is also where you add additional titles, text, and photos.
    c. Custom Templates - Templates here can be created so that you can use them for future posts.
    d. Pre-Built Templates - These are pre-built pages so basically pointless for you to use.
7. Once you have the Columns set up to your liking, you can add Builder Elements.
    a. Builder Elements are added by drag and drop into the respective column that you would like the element to be. This means that if you would like to add a text box into the first column, you select the Text button (has a giant T on it) and drag it into the first column.

    b. Where this gets tricky is that you now have the Edit Element, Clone Element, and Delete Element for the column. Within that column, you have Edit Element, Clone Element, and Delete Element for the building element.
    c. Click on the Edit Element within the building element that you are working on. This will allow you to put the requisite information with that field. Once completed, save this element and move to the next one.
8. Once you have the title, description and relevant files added, scroll down and look on the right side for the relevant "Category: in which you want your post to appear. For most of you, there will only be the chapter that you represent available. To reach a larger audience, Lynn would have to edit it as she has permissions to change the posts categories.
9. Scroll back up to the top on look for a blue button titled "Publish". There also should be a button near it that will allow you to preview your post and another one to save it as a draft.

To Edit an Existing Post

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2. Choose between whether or not you need to edit or quick edit the post.
    a. QUICK EDIT - The quick edit allows you to change the following attributed without having to open the whole post. You can change the following:
        i. TItle
        ii. Category
        iii. Time & Date
        iv. Author
        v. Tag(s)
    b. EDIT - The edit function allows you to change anything that exists in the post. The main difference between this and the quick edit, is that it allows you to change the description or body of the post.

How to add an Event to the Website:

1. Log in to the Minnesota ENA wesbite at www.minnesotaena.com/login
2. Click on the tab in the upper left corner to take you to the Dashboard
3. Click on the tab titled “Events”
4. To create a new event, click on the blue button titled “Add New”
5. Enter the title in the “Enter Title Here” field. This is the field that will show up on the website so that members can get a broad idea of what the event is in regards to.
6. Select the advanced options by pushing on the “Fusion Builder” button. Fusion Builder has multiple template options:
    a. .Column Options - This is to allow you to break up the description into columns of pre-determined size.
        i. To add columns just select how you would like the section broken down. If you want to do 2 columns, select the ½ button twice and put them side by side. If you want 2 columns of varying size, then select the ⅓ and ⅔ buttons. You can drag and drop them where you want them.
        ii. Once you have the columns selected, you will see 3 icons within them
            1. Edit Element - Edits the functionality of the Element, which in this case is the column.
            2. Clone Element - Clones the Element, which in this case is the column.
            3. Delete Element - Deletes the Element, which in this case is the column.
    b. Builder Elements - This is where you will be spending most of your time, as it has many building elements that will allow you to add advanced features into your postings such as RSS feeds, charts, etc. This is also where you add additional titles, text, and photos.
    c. Custom Templates - Templates here can be created so that you can use them for future posts/events.

    d. Pre-Built Templates - These are pre-built pages so basically pointless for you to use.
7. Once you have the Columns set up to your liking, you can add Builder Elements.
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    b. To add an existing file, search through the uploaded database for the item.
    c. Click on the item and follow the instructions to enter more information such as title, description, caption, etc.
    d. Click “Insert into Event”
9. Once you have the title, description and relevant files added, scroll down and look on the right side for the relevant “Category: in which you want your post to appear. For most of you, there will only be the chapter that you represent available (or TNCC, ENPC for Karen). To reach a larger audience, Lynn would have to edit it as she has permissions to change the events categories.
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    i. This section allows you to assign a monetary amount, if there is one, to an event. If not, it can be kept blank. Please note that this just allow you to put a value, and does not have any functionality to accept money with this field.

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    b. EDIT - The edit function allows you to change anything that exists in the event. The main difference between this and the quick edit, is that it allows you to change the description or body of the event, along with the location and organizers..