friends of Rose Hill

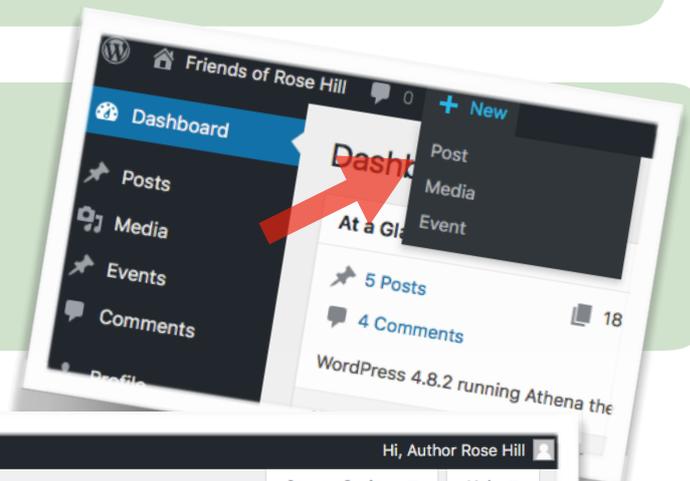## www.friendsofrosehill.org
Quick Guide

Browse to www.friendsofrosehill.org and choose **Login** from the **About Us** menu, at the top of the page.

Type your username (email) and password in the boxes and choose **Log in.**

To request a username and password, email:

g.scargill@friendsofrosehill.org

When you've logged in and you can see the Dashboard, choose **+New** at the top of the page and select **Post** from the menu
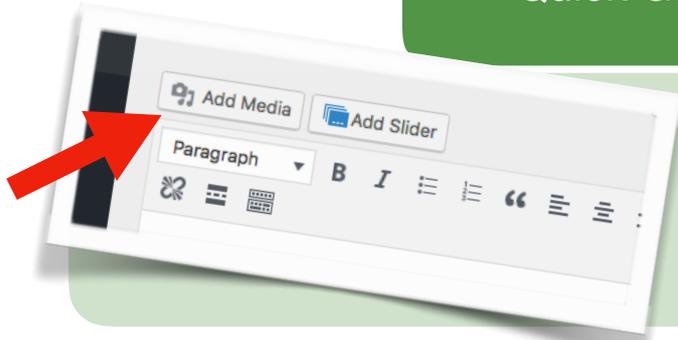
Add a title and your post and remember to **Save Draft.**

You can view your Post using the **Preview** Button.

Don't worry about fonts, the website will do all of that, but use the **formatting panel** to add bold, italics and bullets.

We've even made adding film easy! If you've seen a video on YouTube you want to include, copy the web address and paste the address in the main text box!
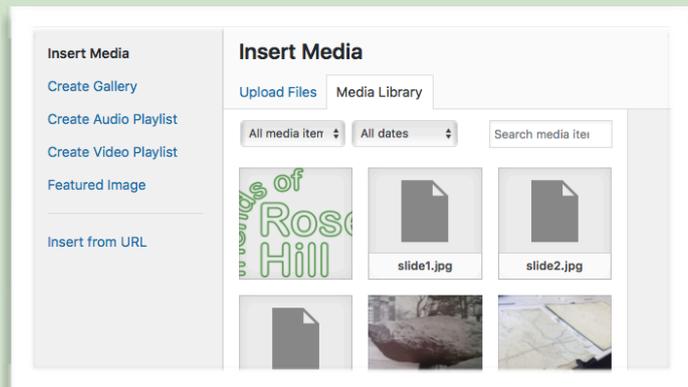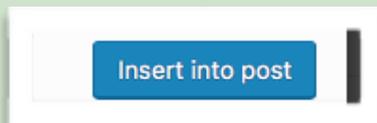
A picture tells a thousand word and we would to see images with your posts.

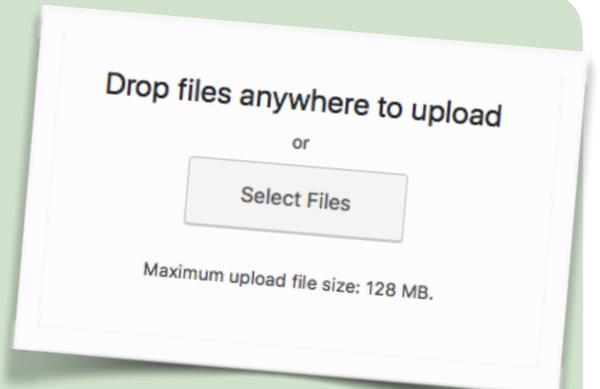To add images, choose the Add Media button above the formatting panel.

There are some photos already loaded, so if you've already seen an image on the site that you want to include, just search for the image, select it by tapping on it with your mouse and choose **Insert into post.**

You may have taken a recent photo at Balsam Bashing that you want to include, which isn't in the image database. Don't worry, if its on your computer you can add it by choosing the **Upload Files** tab, located under the title, Insert Media.

If your image is on your desktop, you can quickly drag it to the page and let the website load it for you, or you can choose, **Select File** and search your computer for the image you want to add.

When the image is loaded, hit **Insert into post.**

What if the image is on your phone?

That's not a problem. Use your phones internet browser to login into friendsofrosehill.org. When you reach the Dashboard, tap the **+** button at the top, then choose **Select Files** and choose a photo from your phones library or cloud storage.

Or, you can chose to take a photo and load it direct to the website.

If you get stuck, email: **info@friendsofrosehill.org**