

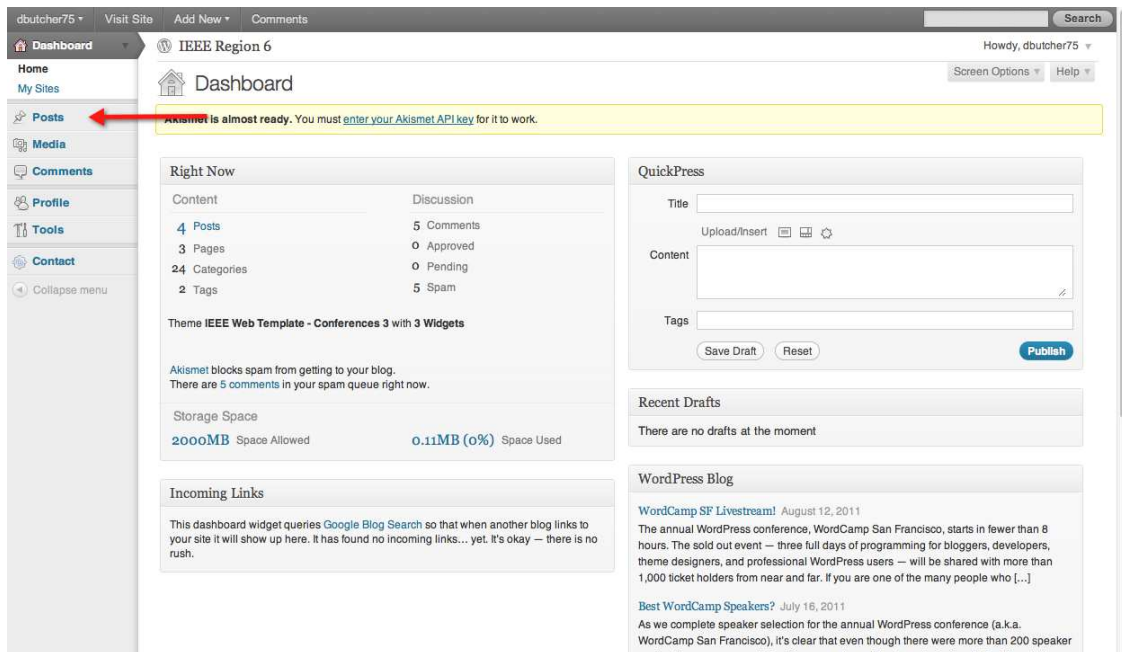
How to Post to the Region 6 WordPress Site

Open your browser and navigate to: <http://sites.ieee.org/r6/wp-admin>

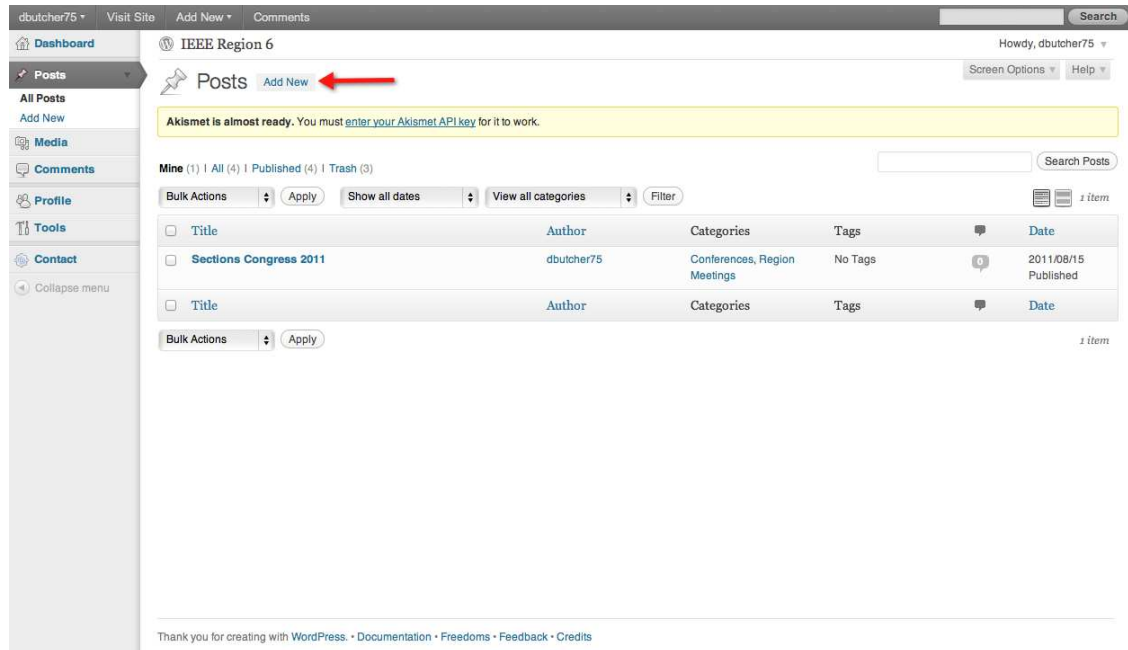
Login using your Region 6 WordPress user and password. You should have received an email inviting you to create an account. If you need an account, contact Dave Butcher (dbutcher@ieee.org).



Once you have successfully authenticated with WordPress, you will be presented with the dashboard. On the left menu select “Posts.”

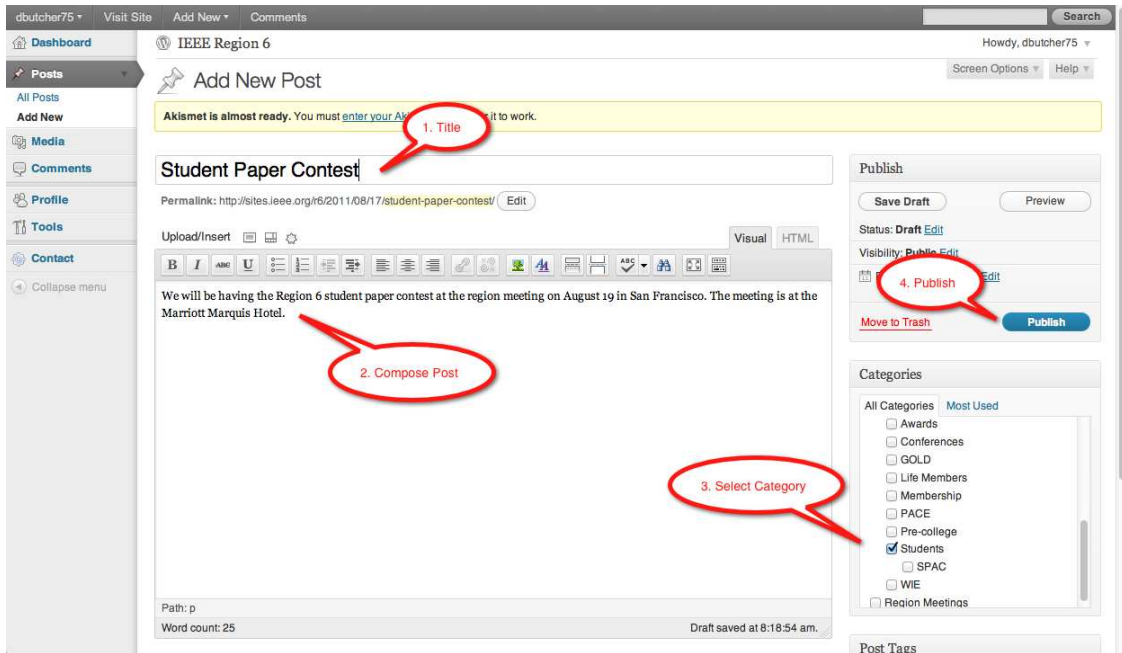


You will be presented with a list of all of your posts (if you have previously created posts). You can edit the previous posts here. To create a new post, click on the “Add New” button.

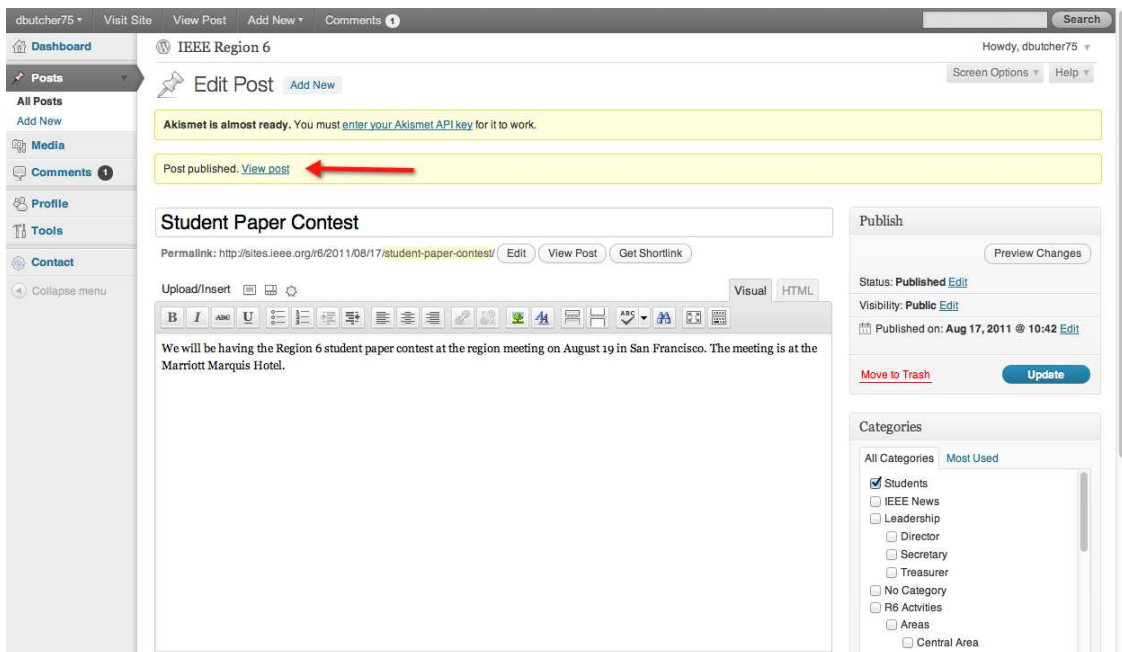


Create your post:

1. First you need a title. Type the title into the top text box.
2. Next type your post into the text area. Use the formatting buttons above the text area to format your text. Note: cutting and pasting formatted text (e.g. cut from Word) usually results in a mess. Cut plain text and then use the WordPress formatting buttons.
3. Choose one or more categories for your post. In my example, I have an article on the student paper contest. For my post, I checked the category, Students. Categories map to Region 6 activities, therefore it is likely that the category for your post will be your role within the region (e.g. Student Activities Chair = Students, PACE Chair = PACE). A list of categories is at the end of this document. If you feel we are missing a category, please contact Dave Butcher (dbutcher@ieee.org).
4. When everything looks good, hit the “Publish” button. If you find a mistake later, you can still edit your post from the “Posts” menu.



It is that simple to create posts in WordPress. If you would like to view your post after publishing, hit the “View Post” link at the top of the page after publishing.



And here is my post:

The screenshot shows the IEEE Region 6 website. At the top, there is a navigation bar with links to IEEE.org, IEEE Xplore Digital Library, IEEE Standards Association, IEEE Spectrum Online, and More IEEE Sites. Below this is the IEEE Region 6 logo and the IEEE logo. A secondary navigation bar contains links for Region Meetings, R6 Roster, Areas, Sections, and R6 Virtual Community. A search bar and social media follow buttons (Facebook, Twitter, YouTube, LinkedIn) are also present.

The main content area features a breadcrumb trail: Home > R6 Activities > Students > Student Paper Contest. Below this is a blue header for the post titled "Student Paper Contest". The post text reads: "We will be having the Region 6 student paper contest at the region meeting on August 19 in San Francisco. The meeting is at the Marriott Marquis Hotel. This entry was posted on Wednesday, August 17th, 2011 at 10:42 am and is filed under Students. You can follow any responses to this entry through the RSS 2.0 feed. You can leave a response, or trackback from your own site. Edit this entry."

Below the post text is a "Leave a Reply" section. It shows the user is logged in as "dbutcher75" and provides a "Log out" link. There is a large text input area for the comment and a "Submit Comment" button.

On the left side of the page, there are two sidebar sections: "View Region Activities" with a "Select Category" dropdown, and "Recent Posts" listing several articles including "Student Paper Contest", "The Institute Online - Re-designed", "IEEE USA Awards Deadline Extended", "Sections Congress 2011", and "2011 Expense Report".

At the bottom of the page, there is a footer with a row of small links: "Weird UAV Demos: Lockheed Martin's Samarai and Aerov's Flexrotor", "Environmental Protest in China Triggers Wave of Online Censorship", "DOE Will Spend \$67 Million on Novel Carbon Capture Technologies", "Russia's First Floating Nuclear Plant Seized by Court Order", "Nanotechnology's Role in the Lithium-ion Battery Anode and Cathode", and "MABEL Bipedal Robot is Fast Enough to Run You".

Appendix: Region 6 Categories

IEEE News – General IEEE News

Leadership – Grouping for R6 Officers

 Director – Director posts

 Secretary – Secretary posts

 Treasurer – Treasurer posts

R6 Activities – Grouping for all Region 6 activity chairs

 Areas – Grouping for area chairs

 Central Area – News for the R6 Central Area

 Northeast Area – News for the R6 Northeast Area

 Northwest Area – News for the R6 Northwest Area

 Southern Area – News for the R6 Southern Area

 Southwest Area – News for the R6 Southwest Area

 Awards – News about awards

 Conferences – News about R6 conferences

 GOLD – News about GOLD

 Life Members – News for Life Members

 Membership – News from the MD chair

 PACE – News from the PACE chair

 Pre-college – News about pre-college education