

POSTS

Posts are good for weekly or monthly changing information. Posts are automatically inserted into BLOGS which are modules added to the page LAYOUT or you can add a CATEGORY as a menu item.

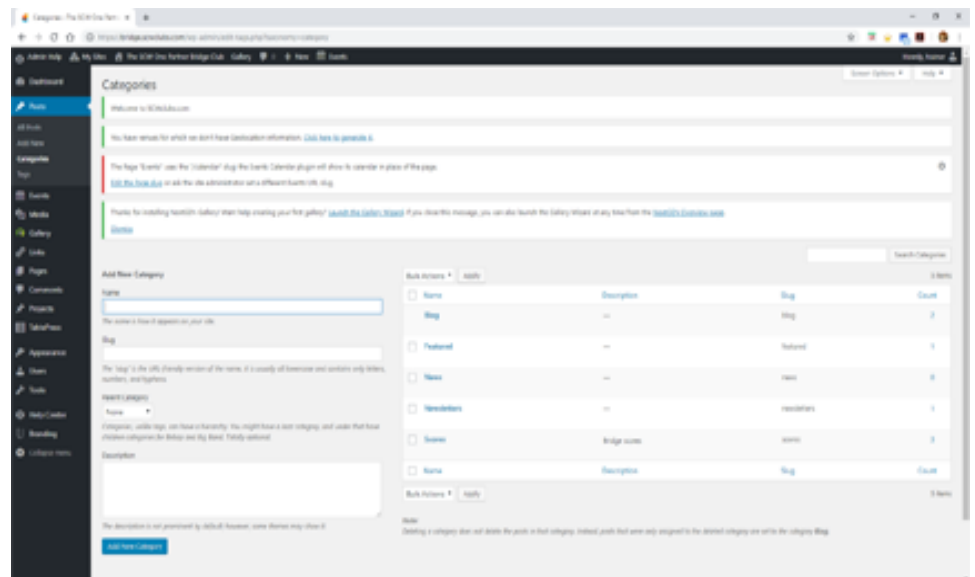
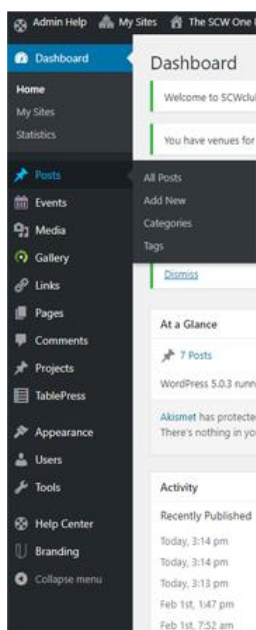
Posts can be classified as CATAGORIES and a BLOG can be limited to one or several CATEGORY POSTS

Showing the post 2 ways either in a blog or as a Sub-Heading under a CATEGORY in the MENU*.

BLOGS Is where you can put posts. You can choose which type of posts you want (categories)

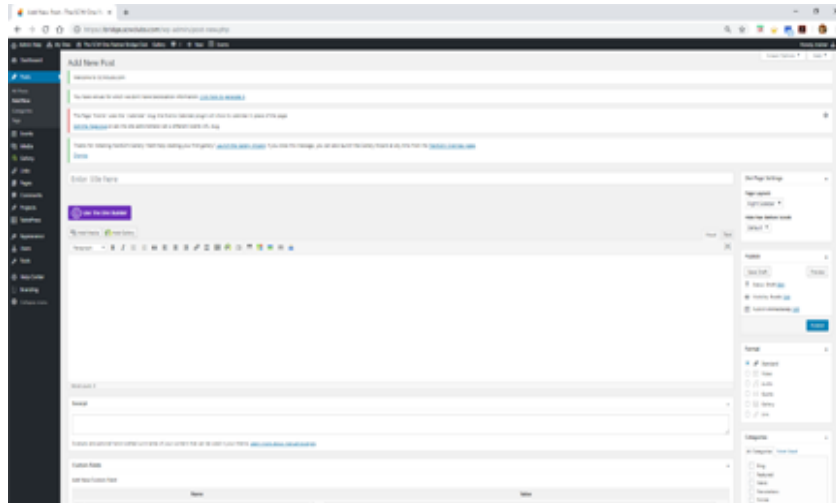
First see what post catagories you already have.

From your dashboard



1. Under Posts you will find CATAGORIES click to view them
2. You will see the existing catagories (choices), you can add a new category here

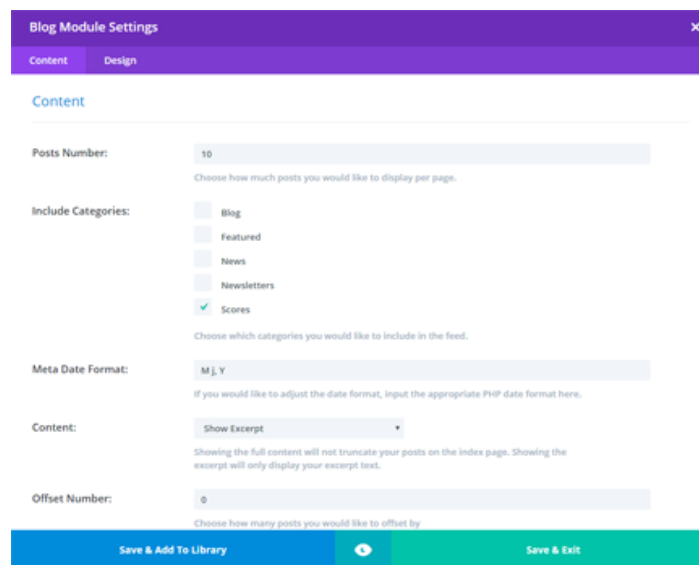
Make sure you are on the DASHBOARD of your website.



1. Click on POSTS, then ADD NEW
2. Give it a TITLE
3. then add text (optional)
4. On the right side, click which CATEGORY the POST is.
5. Click PUBLISH

Go to your page.

1. In your LAYOUT click INSERT MODULE and choose BLOG



2. Click to edit the BLOG
 - a. Choose the number of posts to show
 - b. Choose the CATEGORY(S) you want your POSTS to automatically be inserted (pick scores)
 - c. Optional – I prefer CONTENT – SHOW CONTENT (rather than a excerpt)
 - d. Optional – I Prefer SHOW AUTHOR – NO
 - e. Optional – I Prefer SHOW DATE - NO
 - f. Optional – I Prefer SHOW CATEGORY - NO
3. Label the module then SAVE & EXIT
4. Remember to UPDATE your page.

*Or you can add a CATEGORY as a menu item.

Future posts will automatically go into the Blog module associated with the Post's category without having to re-open the page.

WEST CLUBS

Home One Partner Bridge Club Special Events

High Scores

Feb 6 John 6000
 Jan 30 Bill 5400
 Jan 23 Sue 4580
 Jan 16 Nancy 4000
 Jan 9 Tom 4990

Feb 6 John 6000
 by trainer | Feb 2, 2019 | Scores

Jan 9 Tom 4990
 by trainer | Feb 2, 2019 | Scores

Jan 23 Sue 4500
 by trainer | Feb 2, 2019 | Scores

The order of the posts are determined by the date the post was created, not the date of the event. Past activity posts will remain visible until new posts are added. An alternative to posts is to have a text module that you continually update and save. Calendar events will always show current and future events (unless you click previous) but text and post/blog are always visible, so monitor our site for out of date information.