

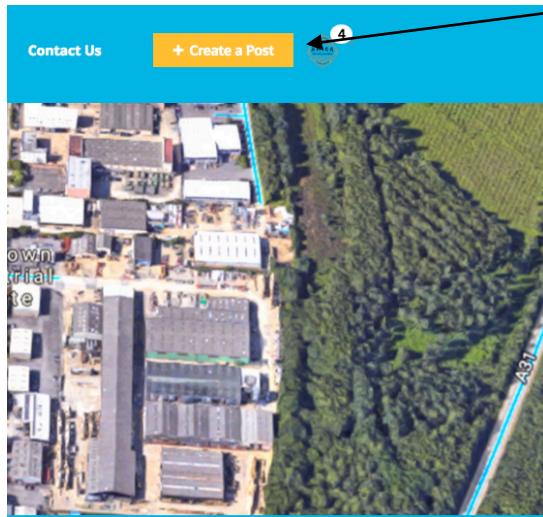


ADDING A POST

Visit: <http://ferndownanduddens.co.uk/>

Login with your username and password

At the top right of the screen there will be a button call 'Create a Post' click this button.



Enter the title of your post, in the description box enter as much detail as possible about your post.

TITLE

DESCRIPTION

Rich text editor toolbar with icons for Bold, Italic, Underline, Paragraph, Font Family, Font Sizes, and other formatting options. Below the toolbar is a large text area for entering the post description.

Next choose a category

Business Listing	Announcement	Event	News
For Sale	Free Stuff	Offers	

Depending on the category you choose additional fields will appear, for the sake of this guide we will choose Event. Complete all the fields.

CATEGORIES	DATE OF EVENT	START TIME
Events		
TYPE OF EVENT	ENABLE REVIEWS	
Other	Yes	
PRICE SETTINGS		
PRICE £	OLD PRICE £	PHONE NO
Price	Old Price	Phone No
show in case of public profile off		
ADDRESS		
COUNTRY	STATE	CITY
Select Country	Select State	Select City
COMPLETE LOCATION		
<div style="border: 1px solid #ccc; height: 60px;"></div>		
LOCATION	LATITUDE	LONGITUDE
Enter a location	51.545328299999999	-0.084286700000000693
SHOW LOCATION		
ADD IMAGES		
<div style="border: 1px solid #ccc; padding: 10px; text-align: center;"><p>Update Gallery</p><p>You can add up to 5 images (up to 9mb per upload)</p><p>+ UPLOAD IMAGES</p></div>		
ADD VIDEO		
VIDEO URL		
Url		
You can add Youtube, Vimeo, Dailymotion Videos url etc...		

When you are ready click the button 'Create Directory'

CREATE DIRECTORY

Your post will now go into our approval process, once approved your post will be live and you will be notified.