

Procedure to Upload a Chapter Newsletter

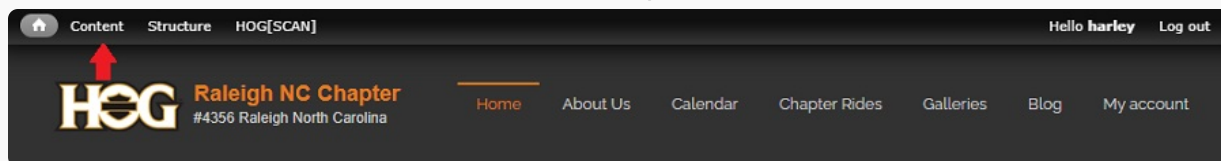
Create Annual Newsletter Container

Steps in this section only need to be done at the start of the calendar year.

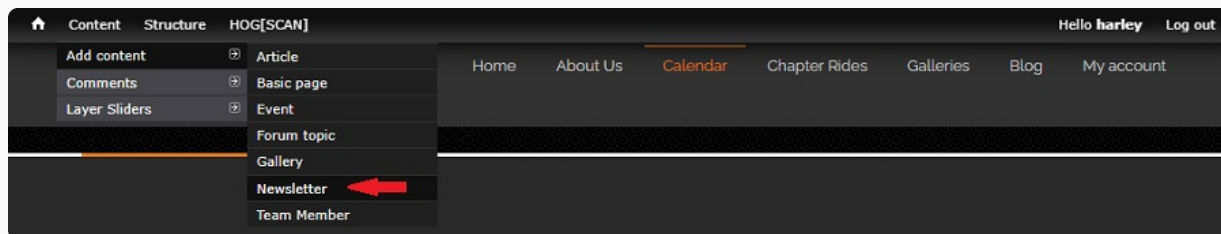
Once the container has been created and populated with the first newsletter, the remaining newsletters for the calendar year will be added by following the steps in the [Upload Newsletter to the Website](#) section.

- Please note that prior to doing anything in the production environment you can [test in the sandbox environment](#) first. This environment is used for testing and is not seen by members.
 - Your webmaster will also help with any questions you may have.

1 Login to your account on raleighhog.com and there will be a smaller Navigational Bar (navbar) on top of the Chapter navbar. See image below

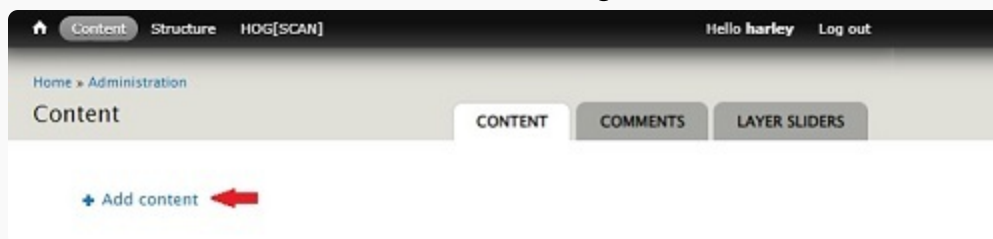


2 Without clicking, hover the mouse pointer over **Content** to expand the menu, then hover over **Add Content** to expand then click **Newsletter**. See image below.

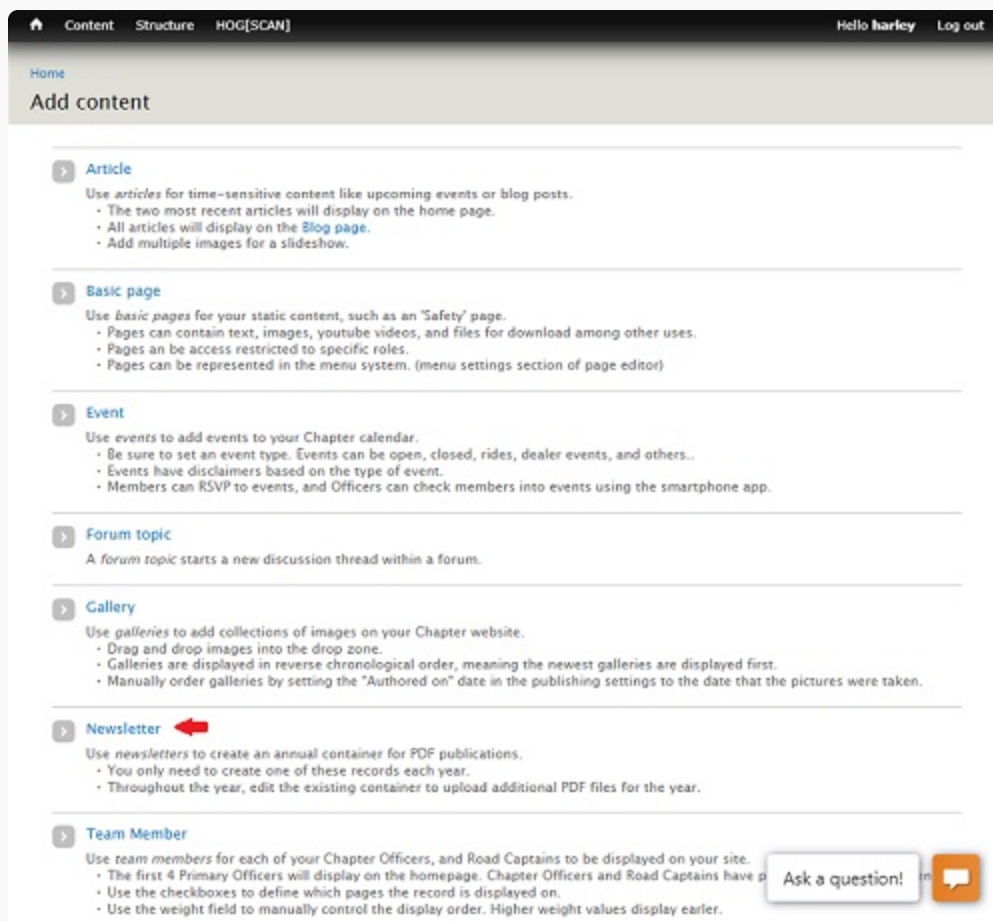


3 Alternately, if you did click on the word **Content** you will then need to;

3.1 Click on the + **Add Content** link. See image below



3.2 Next click Newsletter to open the annual newsletter container. See image below



- 4 **Note:** The other pages that you see are beyond the scope of this document. Editing/adding each of them will be covered in other documents.
- 5 The page to create the Annual Newsletter container opens. See image below.

- 6 Fill in the required field, **Annual Container Title**
- 6.1 Stay with the naming convention of *20xx HOGWASH Newsletters* where *20xx* is the new calendar year
- 7 Click the **Choose File** button and select from your machine the current newsletter.pdf file that you wish to upload
- 8 Click the **Upload** button
- 9 Once it uploads fill in the **Description** field. See image below
- 9.1 Stay with the current naming convention. *HOGWASH Month YYYY* (where *Month* is the first three letters of the month (e.g. Jan) and *YYYY* is the four digit calendar year). See image below

Home > Add content
Create Newsletter

Annual Container Title *
2022 HOGWASH Newsletters

NEWSLETTER FILE

FILE INFORMATION OPERATIONS [Show row weights](#)

+ January 2022 Newsletter.pdf (6.22 MB)

Description Remove

The description may be used as the label of the link to the file.

Add a new file

Choose File No file chosen Upload

Files must be less than 250 MB.
Allowed file types: pdf.

Revision information
New revision

Comment settings
Closed

Revision log message

Provide an explanation of the changes you are making. This will help other authors understand your motivations.

Save

- 10 Optionally, fill in the **Revision log message**. Something as simple as "create 2022 annual container" is good enough for someone looking later on to see what was done.
- 11 Scroll to the bottom of the page and click the **Save** button
- 12 You're done. A section for the new calendar year has been created and populated with the Jan edition of the newsletter.

Upload Newsletter to the Website

- Please note that prior to doing anything in the production environment you can [test in the sandbox environment](#) first. This environment is used for testing and is not seen by members.
 - Your webmaster will also help with any questions you may have.

- 1 Login to your account on raleighhog.com
- 2 Navigate to the **HOGWASH Newsletters** page
- 3 With your mouse, hover over the section you want to edit. See image below
 - 3.1 You will only edit the section in the current calendar year. (Section for "2022 HOGWASH Newsletters" is shown as an example)
 - 3.2 Note: the current section will be outlined when you hover your mouse over the cog icon to the right of the section title



- 4 Click on the cog icon and when it expands, click **Edit**. See image below

You must be logged in to view our Newsletters. If you don't see any newsletters below, [log-in](#).

2022 HOGWASH Newsletters

- HOGWASH Jan 2022
- HOGWASH Feb 2022
- HOGWASH Mar 2022
- HOGWASH Apr 2022

Edit
Delete

2021 HOGWASH Newsletters

5 Using the image below;

5.1 In **FILE INFORMATION** scroll down to **Add a new file**

5.2 Click the **Choose File** button and select from your machine the current newsletter.pdf file that you wish to upload

5.3 Click the **Upload** button

The screenshot shows the 'FILE INFORMATION' section of a web interface. It lists three existing newsletters: 'February 2022 Newsletter.pdf (6.8 MB)', 'March 2022 Newsletter.pdf (6.81 MB)', and 'April 2022 Newsletter.pdf (7.82 MB)'. Each entry has a 'Description' field containing the newsletter name and a 'Remove' button. Below the list is the 'Add a new file' section, which includes a 'Choose File' button (highlighted with a red box), a text field showing 'May 2022 Newsletter.pdf', and an 'Upload' button (also highlighted with a red box). A note below the buttons states: 'Files must be less than 250 MB. Allowed file types: pdf.'

6 Once it uploads fill in the **Description** field. See image below

6.1 Stay with the current naming convention. *HOGWASH Month YYYY* (where *Month* is the first three letters of the month (e.g. Jan) and *YYYY* is the four digit calendar year)

This screenshot shows the 'FILE INFORMATION' section with three entries: 'March 2022 Newsletter.pdf (6.81 MB)', 'April 2022 Newsletter.pdf (7.82 MB)', and 'May 2022 Newsletter.pdf (7.58 MB)'. The 'Description' field for the May entry, containing 'HOGWASH May 2022', is highlighted with a red box. Below this is the 'Add a new file' section with a 'Choose File' button, a text field showing 'No file chosen', and an 'Upload' button. A note below states: 'Files must be less than 250 MB. Allowed file types: pdf.'

Below the file information section is the 'Revision information' section. It includes a 'New revision' button, a 'Comment settings' button, and a 'Closed' status. To the right is a large text area for the 'Revision log message'. Below this area is a note: 'Provide an explanation of the changes you are making. This will help other authors understand your motivations.'

At the bottom of the page are two buttons: 'Save' (highlighted with a red box) and 'Delete'.

7 Optionally, fill in the **Revision log message**. Something as simple as "uploaded the May newsletter" is good enough for someone looking later on to see what was done.

8 Scroll to the bottom of the page and click the **Save** button

9 You're done. The current newsletter is appended to the bottom of the list in the Newsletters section.