

Colorado Mountain Club Boulder Club Section
Compass Monthly Newsletter Guide
Written for Contributors

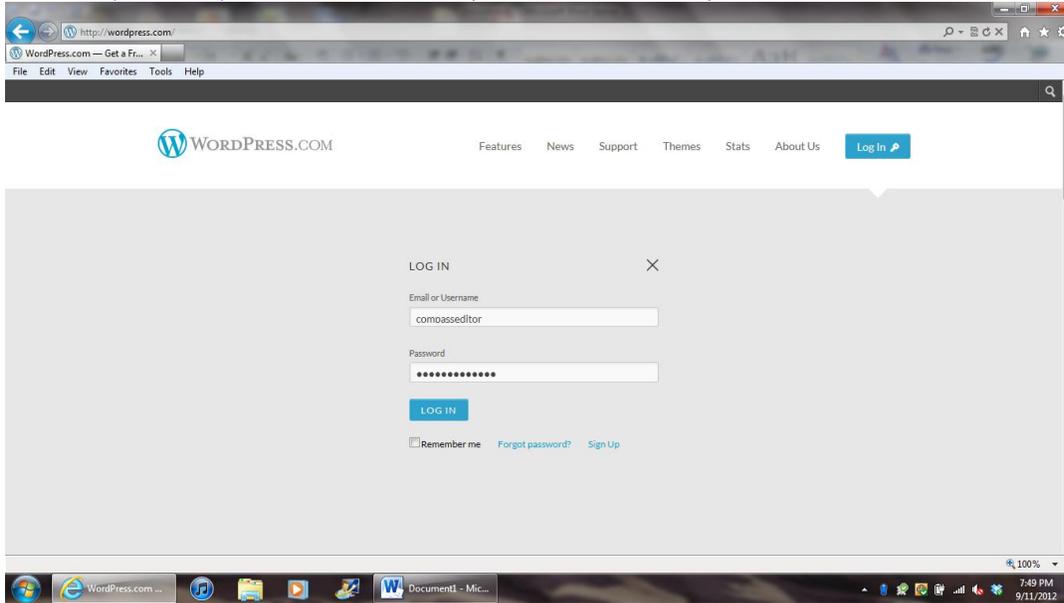
By: Clare Reda

Last Updated: June 29, 2012

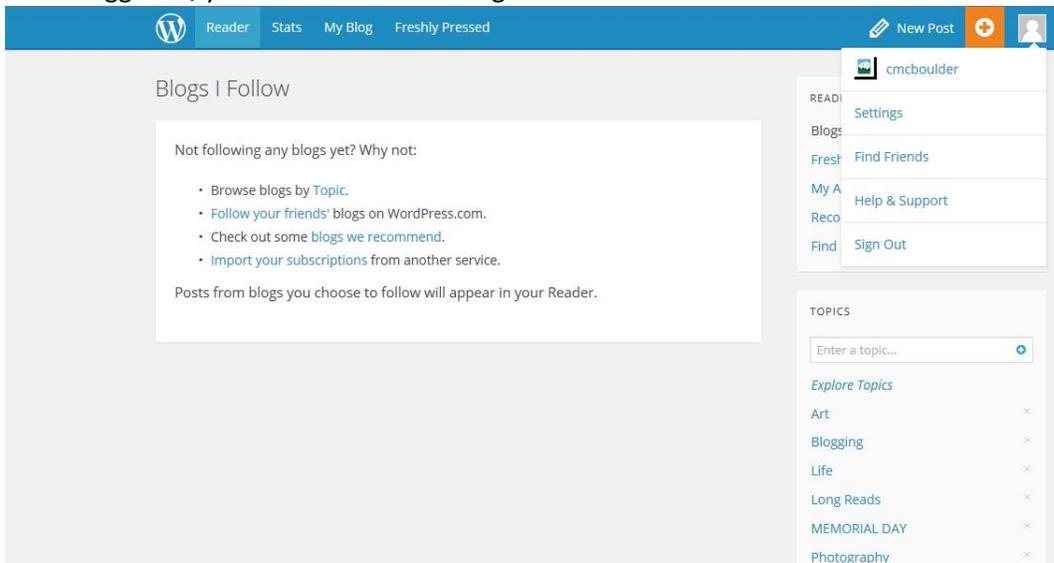
In order to contribute a post for the Boulder Compass Newsletter, the following items must be done.

1. Login to Wordpress and go to the Boulder Compass Blog
2. Write your blog
3. Submit the article

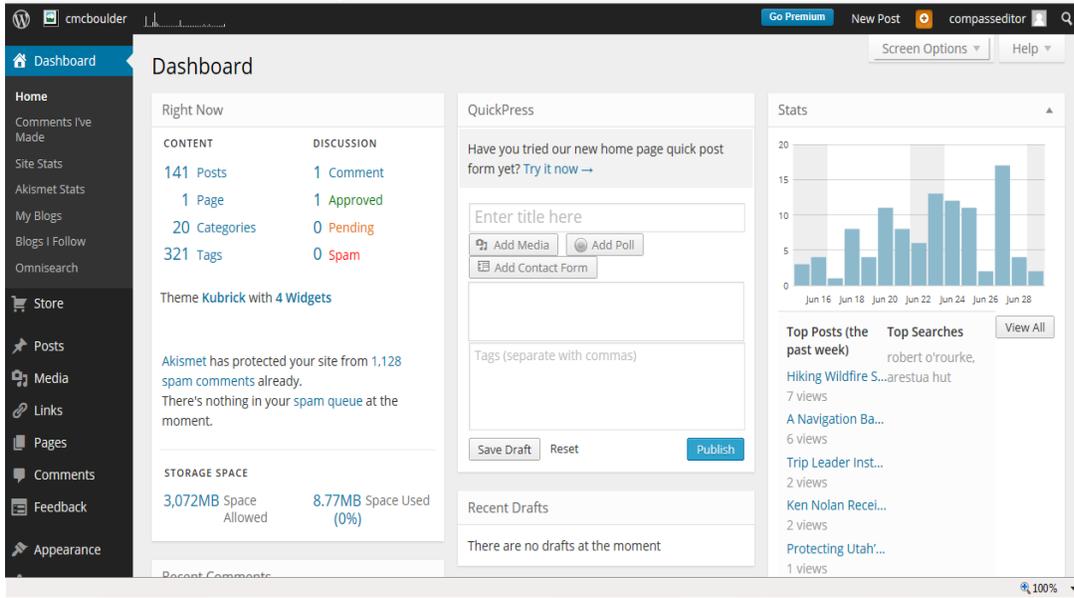
1. Go to <http://wordpress.com> and Enter your username and password



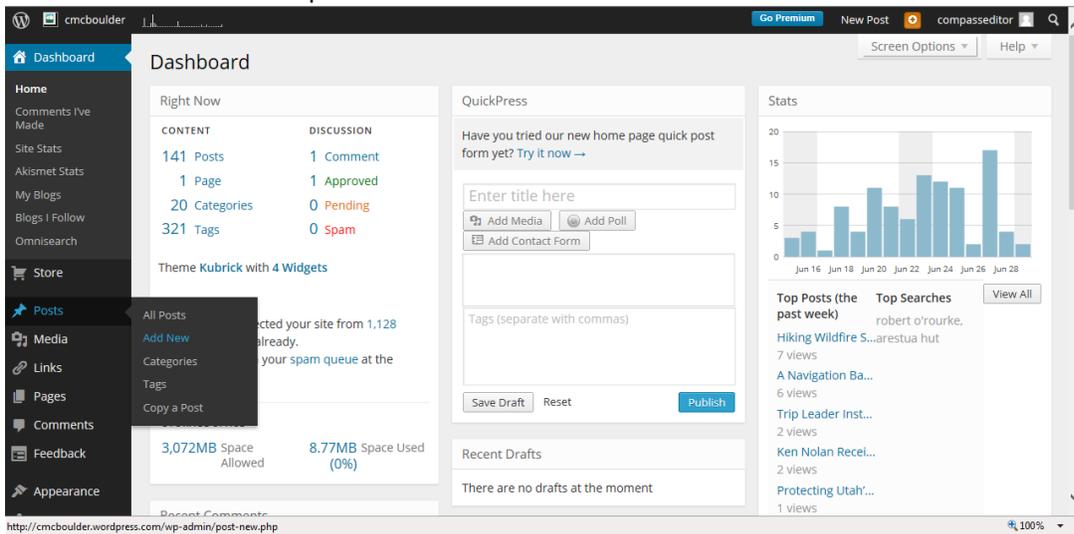
2. When logged in, you will see the following screen.



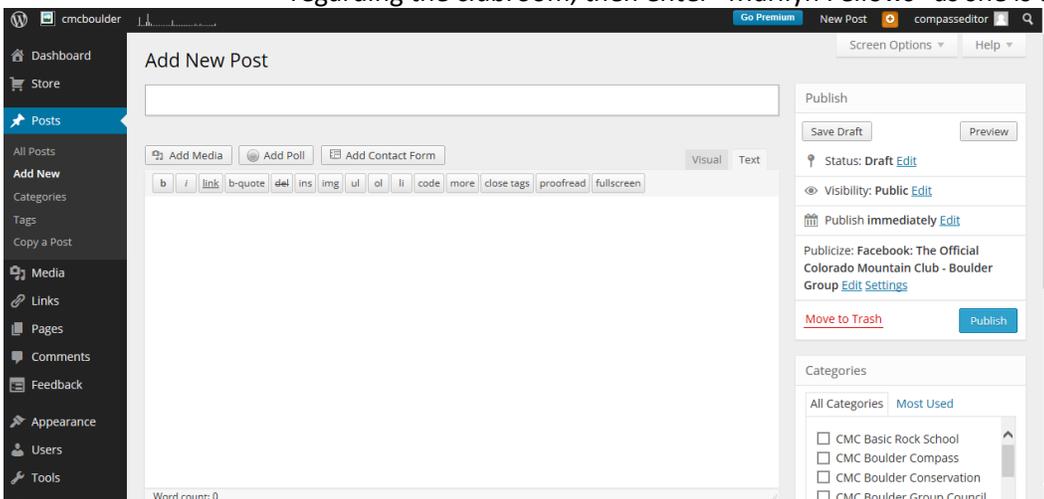
3. Click on the cmcboulder blog and it will take you to the Dashboard:



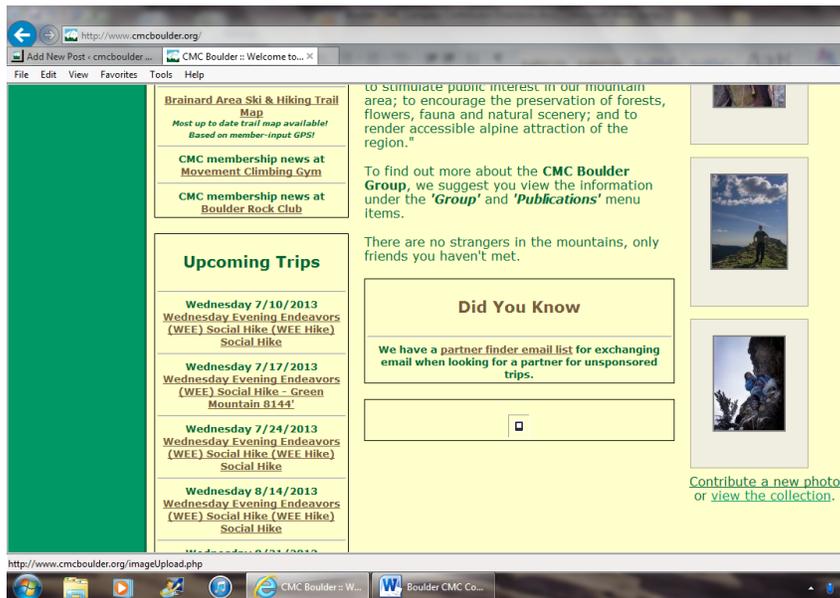
4. To write a post, hover over the Posts menu on the left of the screen. A submenu will pop up, and select Add New. Below is the screen print.



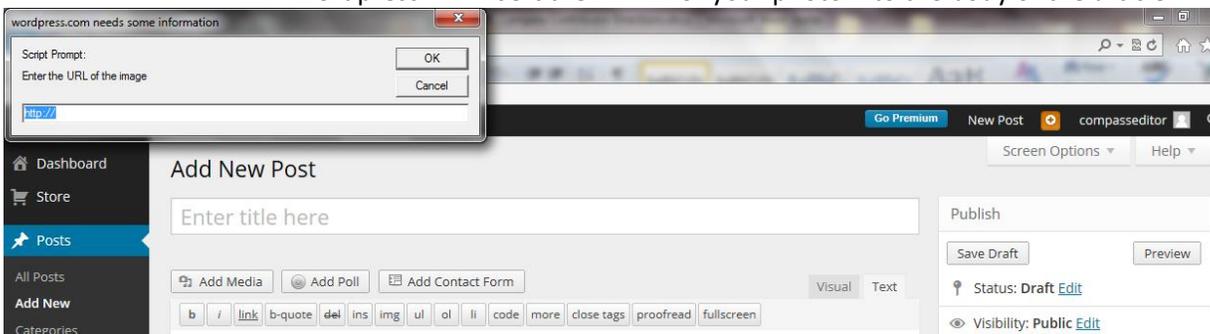
5. Clicking on Add New brings up the following screen. Listed below are the important components to a successful blog entry.
 - a. **TITLE:** Under the words Add New Post, there is a box for the Title. Below, you can see I've entered "ENTER YOUR TITLE HERE" as the title of this blog.
 - b. **ARTICLE:** In the big white square, center screen, there are the words, "enter the article here!!!". This is for the body of your blog entry.
 - c. **HYPERLINK:** If you need to create a hyperlink to another website, it is very easy to do.
 - i. For example, let's say I wanted to mention a hypothetical party happening in Golden and it was listed at the state CMC website. What I would do is enter the following text...
There is a huge PARTY in Golden, at the CMC Headquarters.
 - The entire sentence above will be published as is, but the word PARTY would have a link behind it so folks could click on that link and it would take them to the state cmc website. The code in between the brackets does not get displayed. It will look like:
There is a huge [PARTY](#) in Golden, at the CMC Headquarters.
 - d. **FACEBOOK:** When the article is published, it will be posted automatically to Facebook.
 - e. **CATEGORY:** Please click on the appropriate Category(ies) from the list of available ones on the left side.
 - i. Categories help people find the articles they're interested in...
 1. For ex. if a reader wanted to only read about Rock Climbing, then they could go to the Compass Blog and select Rock Climbing and only those articles categorized as Rock Climbing will be listed!
 - f. **TAGS:** Please enter the Tags for the Article.
 - i. Tags are another way for Compass Blogs to be filtered.
 - ii. It's very important to enter AT LEAST the date of the article. For example, October 2012, will allow all the articles for the October 2012 Compass Newsletter to be listed.
 - iii. Please enter any important contact names in the Tag. For example, if there is an article regarding the clubroom, then enter "Marilyn Fellows" as she is the contact person.



- g. To Upload a Picture, go to the Boulder CMC page <http://www.cmcboulder.org/> :
 - i. Scroll down on the right side of the page. Underneath Members In Action, click the link to Contribute a New Photo:
 - ii. Enter your username and password
 - iii. Click on Compass Blog
 - iv. Copy the URL of the photo, once it's uploaded.
 - v. Paste the URL in your Blog Article.



- h. To Enter a Picture, click on img icon:
 - i. Enter the URL to the link where the picture is stored, whether it is the CMC Boulder page or another site (Flickr, Google, etc).
 - ii. Then, enter the description of the photo, just a brief description.
 - iii. Wordpress will insert the HTML for your photo into the body of the article.



In the above screen shot, there is a link to a photo inserted in the body of the blog.

- 6. When the article is ready, clic on the Submit for Review button. The article will be sent to the Compass Editor for Review. When the article is ready to be published, the editor will publish it. You may hear from the editor, with feedback or questions regarding your article.