Trip Lead – Posting (Trip Message Board) Update Steps

The steps to update your trip's message board are shown below. It goes from logging in, updating the posting (i.e. the trip message board), and logging out.

- 1. Go to URL http://www.slyfoxskiclub.org/wp-admin
- 2. Login using the appropriate Trip?Lead for user id and **sector** for password; where the ? is a value as follows:



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	Back to Sly Pox Ski Club	

- 3. Along the dashboard (left column) select "Posts"
- 4. Mouse Over the posting (only one should show up) and on the second line that appears select "Edit"



5. In the large text box, to the top Right select the "Visual" tab

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Slides	Trip Lead Name: Sam F.	m Published on: Aug 3, 2017 @ 1	0:44 Edit
Contact	Phone/Text: 920-337-0975	Move to Trash	Update
📥 Profile	Purpose of this Posting: This posting contains any changes or plans during the trip. It allows for me to communicate directly to you during the trip from the week before the ski trip starts to the		_
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		Choose from the most used tags	
		Featured Image	

- 6. On the bottom of the large text box, enter your latest news you wish to communicate to the travelers.
- Once completed with your changes, press the "Blue Update" button. Watch for the spinning wheel next to the Blue Update button to stop running before logging out of the site.

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8. Go to the top right of the screen where the login name is shown and right click to bring down the logout link.

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9. Logout by clicking the logout link.

10. Verify your changes are made by going to the website and select the Trip Lead link to your Trip you are hosting.

