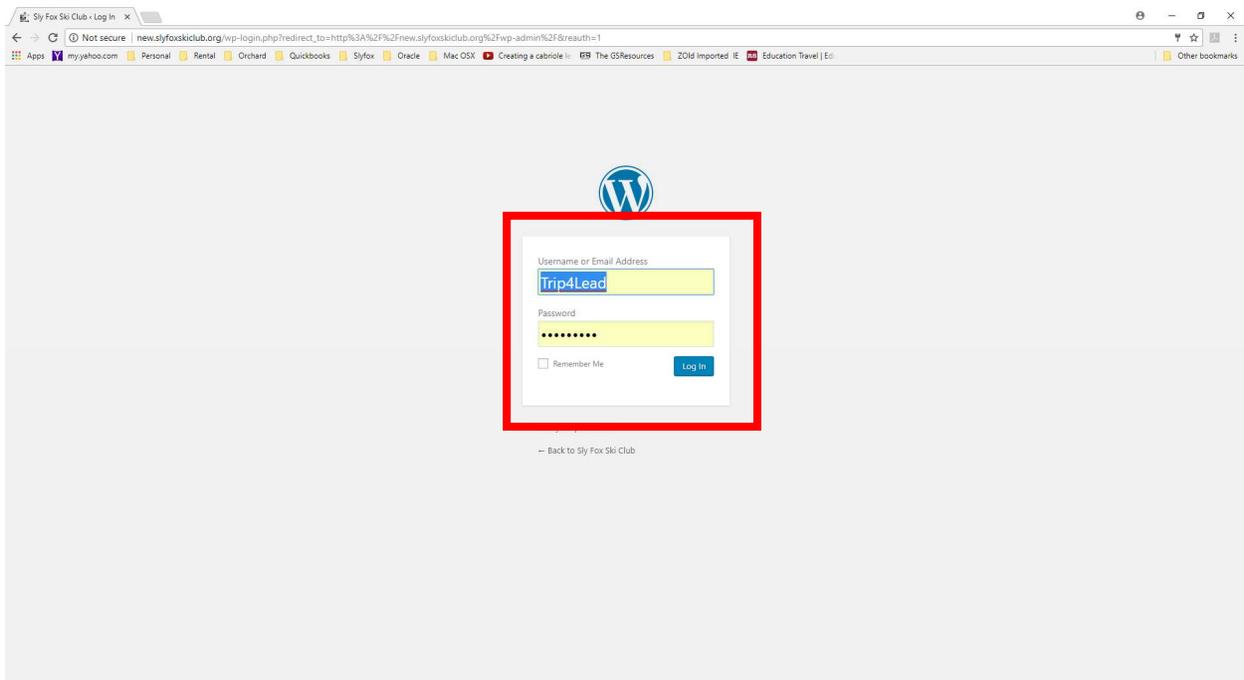


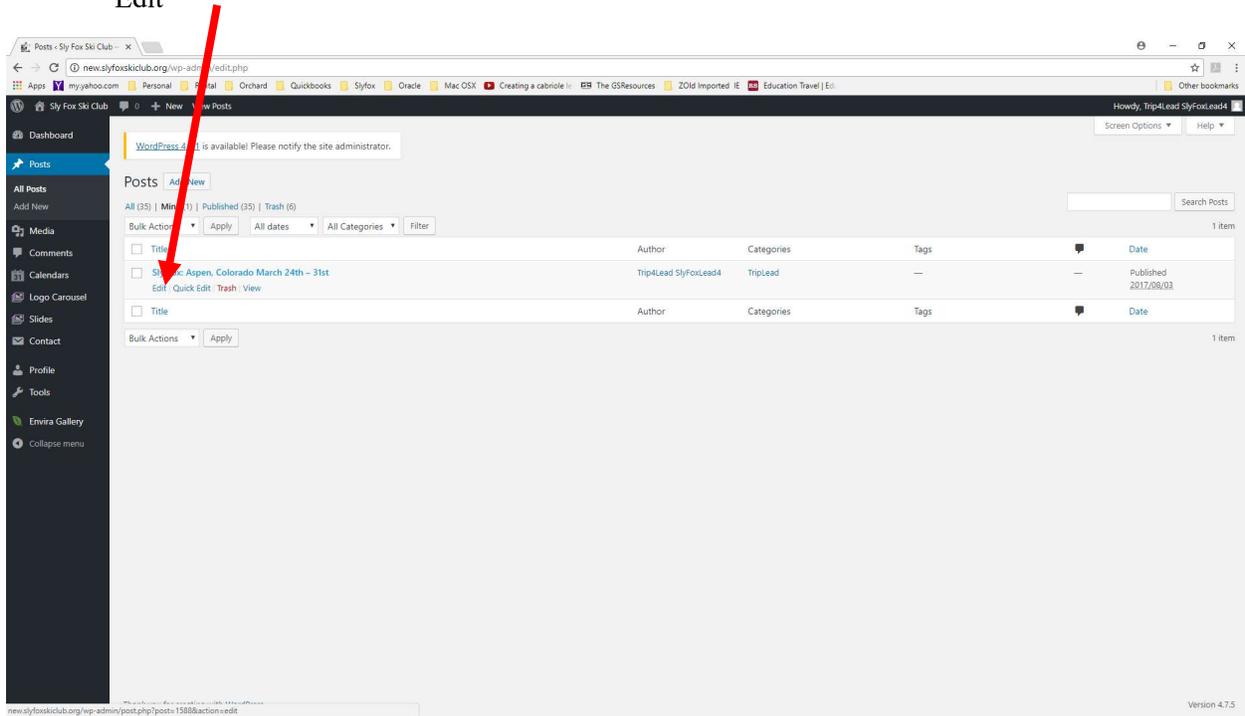
Trip Lead – Posting (Trip Message Board) Update Steps

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.

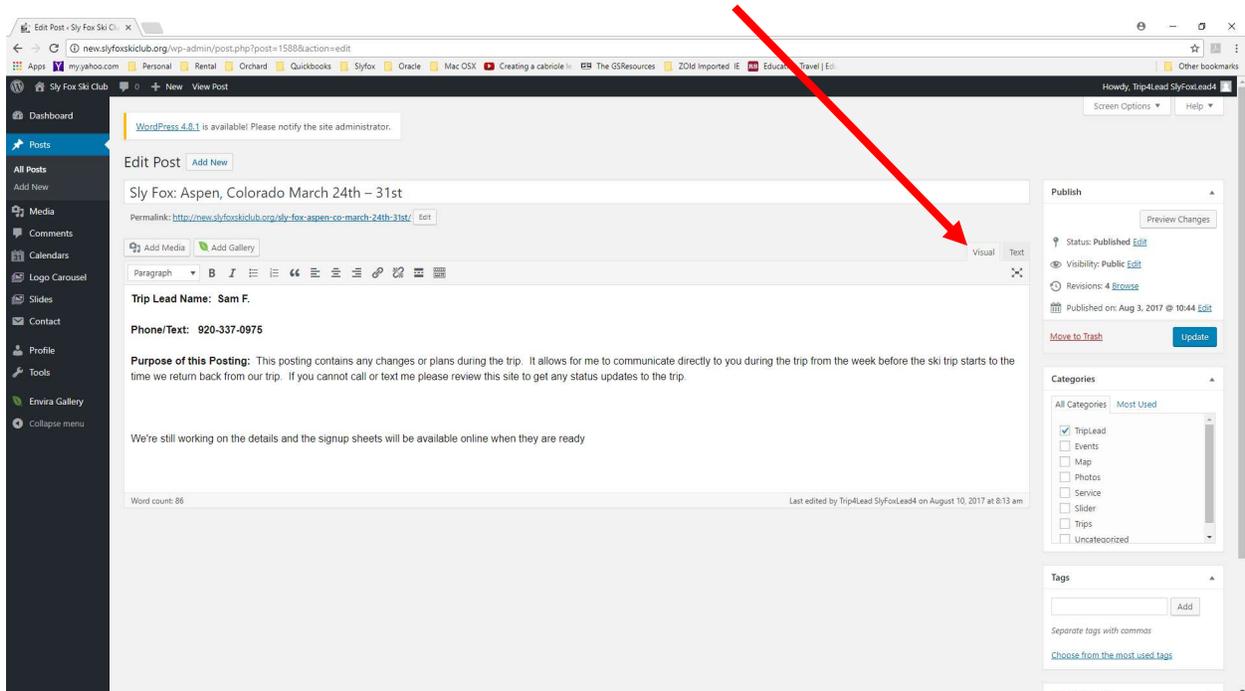
1. Go to URL <http://www.slyfoxskiclub.org/wp-admin>
2. Login using the appropriate Trip?Lead for user id and [REDACTED] for password; where the ? is a value as follows:



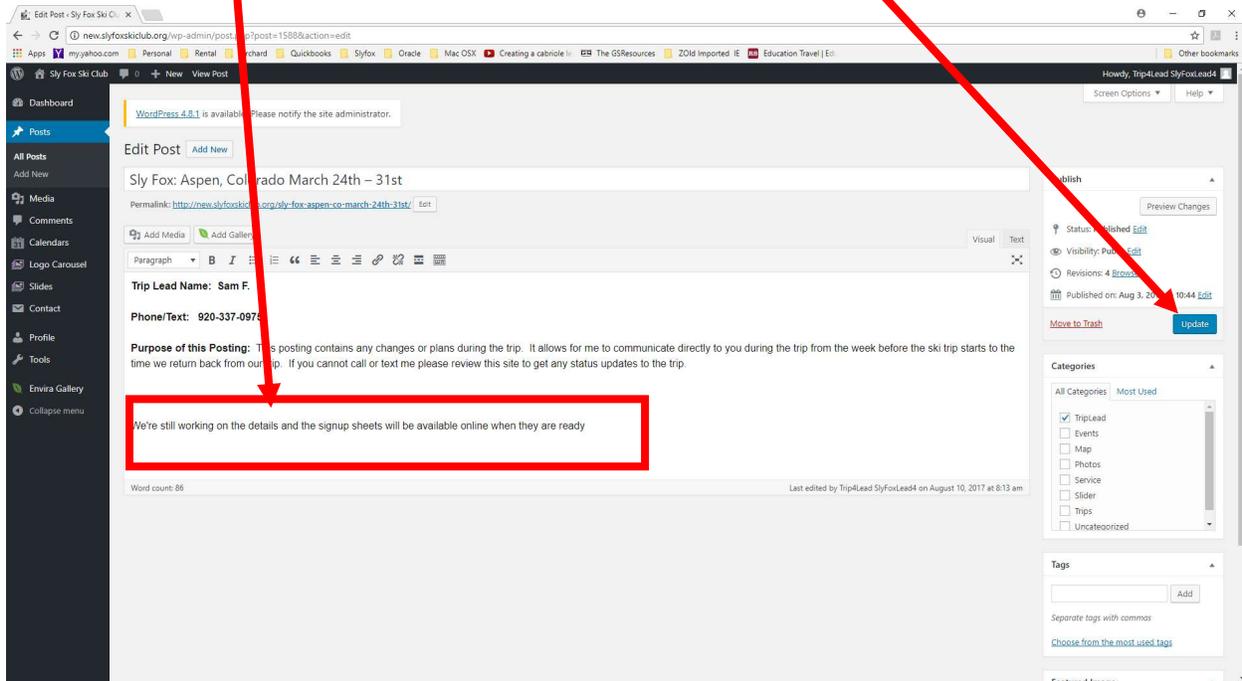
3. Along the dashboard (left column) select “Posts”
4. Mouse Over the posting (only one should show up) and on the second line that appears select “Edit”



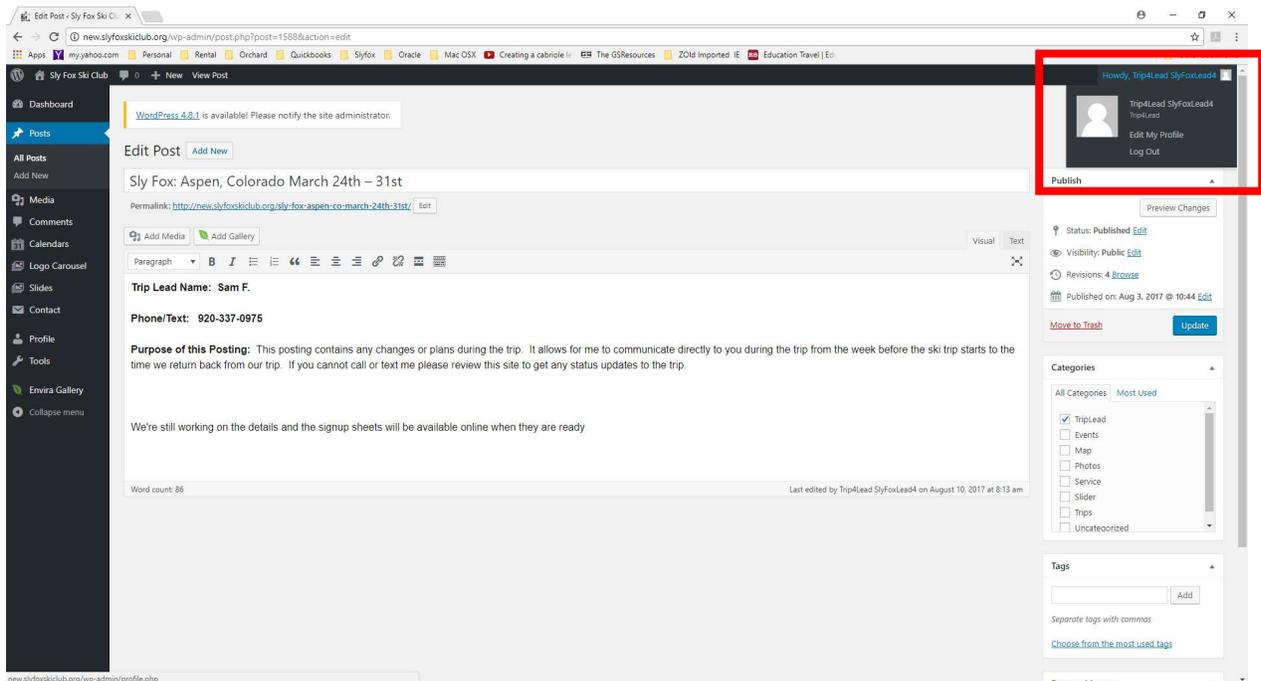
5. In the large text box, to the top Right select the “Visual” tab



6. On the bottom of the large text box, enter your latest news you wish to communicate to the travelers.
7. 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.



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



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.

The screenshot shows a web browser window displaying the Sly Fox Ski Club website. The browser's address bar shows the URL: `slyfoxskiclub.org/t1-bigsnow-i-triplead-notes-to-members/`. The website's navigation menu includes links for HOME, WELCOME, TRIPS, CALENDAR OF EVENTS, MEMBER SERVICES, CONTACT US, and ABOUT US. The main content area features a post titled "Sly Fox: Big Snow I Indianhead & Blackjck Mtns Jan 5 – Jan 7". The post includes a photo of two people skiing on a snowy mountain slope. Below the photo, the text reads: "Trip 1 Lead Name: Randy and Diane", "Phone/Text: US (920) 448-4250", "Purpose of this Posting: This posting contains any changes or plans during the trip. It allows for us to communicate directly to you during the trip from the week before the ski trip starts to the time we return back from our trip. If you cannot call or text me please review this site to get any status updates on this trip.", "Notes: 10/9/2017 – Randy and Diane have volunteered to host this trip to the Upper Peninsula. Once we get more detail information regarding this trip we will add it to the Calendar Information below.", and "Calendar Information: The detail information is being worked on." A search bar is visible on the right side of the page, and social media icons for Facebook, Twitter, and LinkedIn are on the left. The Windows taskbar at the bottom shows the time as 2:47 PM.