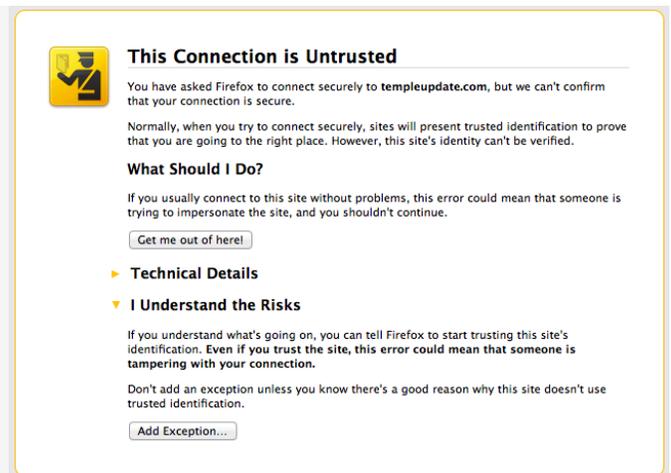
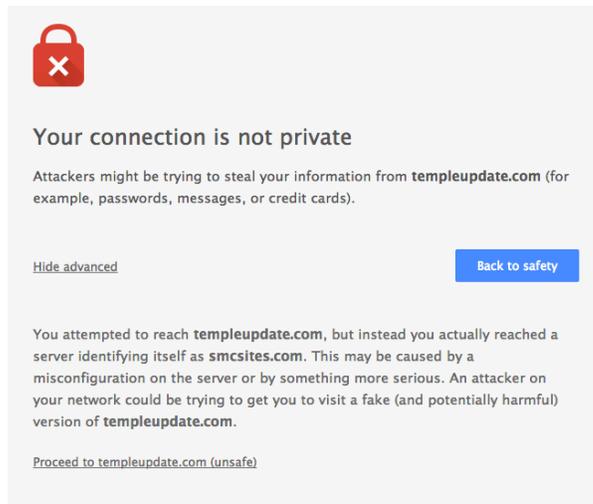
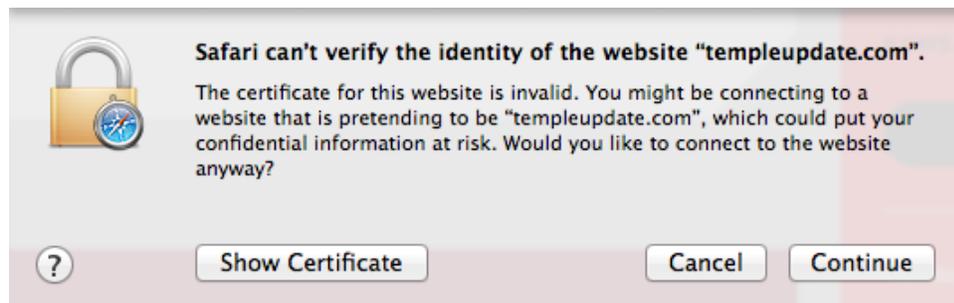




CRASH COURSE: HOW TO POST TO THE WEBSITE

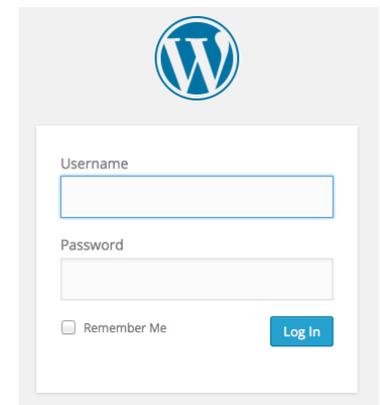
TempleUpdate.com is a Wordpress site. Here is how you can post a piece to the website:

1. Go to <https://smcsites.com/update/smcaccess>.

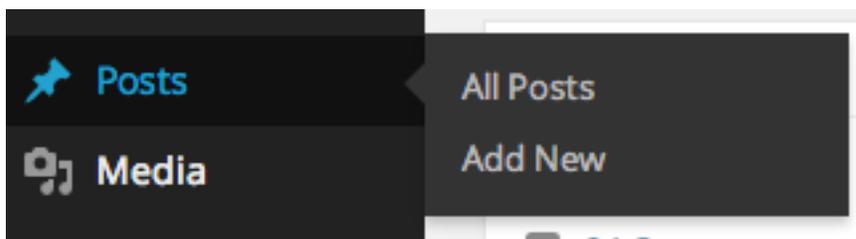


2. You will receive a warning about continuing, because the Wordpress site is run through SMC's Server. If using Safari, you will see the first warning. If using Google Chrome, you will see the second warning. If using Firefox, you will see the third warning.

3. Continue past the warning, and log into templeupdate.com, using your TUID (tue/tuf*****) as the username and your TUID password as the password. (Note: It updates automatically as your AccessNet information does, if it doesn't talk to us)

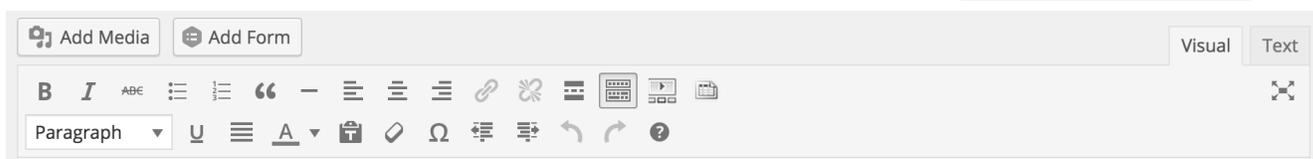
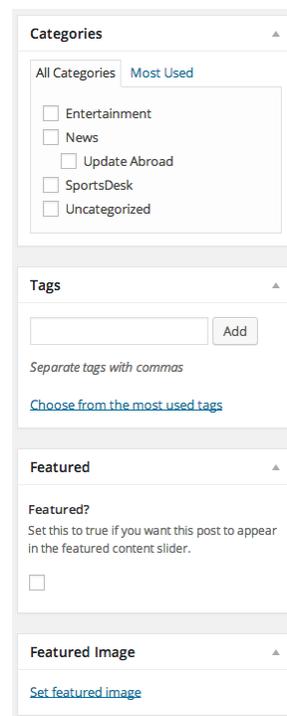


4. When you've successfully logged in, toggle over Posts and click Add New.



5. Type in your piece; enter a headline that describes an action. **'Mayors Race' is not a headline. 'Mayoral race heats up' is.**
6. On the right side, designate what category your piece should be put in.
7. Tags are micro-categories and are really important to how we organize content. Some common tags include:
 - Crime
 - City Politics
 - Famous on Campus
 - Bell Tower
 - Men's Basketball (or another sport...you get the point.)

These are used to organize content based on similar topics.



8. **Photos:** If you have pictures relevant to the piece, place them in the Media Library by clicking Add Media. Captions are optional, but recommended. **You must get permission if you're using a photo from another source and link it in the caption.**
8. **Links:** Highlight the content you wish to make a hyperlink. This text should be descriptive of where you're taking the visitor. Then click the chain link icon. If the link points outside of TempleUpdate.com, click 'Open in a New Window'.
9. Make sure your post conforms to our Content Standards and styles.
10. Click 'Submit' to send to the editor. We'll let you know when it's published!