

NSBTM Website Procedure – Add and Delete Events

Log in and Credentials

1. Open the website <http://nsbtm.org> in any browser
 - Click in the Board Room login area and enter your username and password
 - Scroll to the bottom of the Board Room menu and select **Dashboard**

To Delete an Event

1. In the menu under “Dashboard” select **Events**
2. Scroll through the list of names and mouse over the name of the event you want to remove
 - Select **Trash** (from the options **Edit, Quick Edit, Trash, View**)...or Unpublish???

To Add an Event

1. On the **Dashboard** menu, under **Events**, select **Add New**
2. On the **Add New Post** Screen fill in the following
 - Title: *Title for the Event*
 - Organization: (as provided by the Board member)
 - Event Start Date:
 - Event end Date:
 - Event Website: (include http://)
 - Add Media: *Select logo for sponsoring organization* add it as a **Featured Image**
 - In Text Box: Add event information with bullets (*Presenters, Location, etc.*)