



Creating Articles & Events

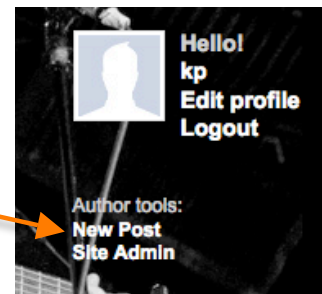
Hello! This document is to guide authors to post new **articles & events** to vineyardeastworship.com.

While all site members can add new forum discussions & songs, articles & events can only be created by members with 'author', 'editor' or 'administrator' status. You'll know you have author, editor or admin status if you see "Author Tools" show up under your avatar after you login.

To gain author rights, email Randy Larson (randy@thevineyardchurch.com). With any further technical questions, please email Kenny Petrowski (Kenny@nycvineyard.org).

Posting an Article

1. Login (either via Facebook, or directly through vineyardeastworship.com) & under Author Tools, click "New Post"



2. Fill in the "Add New Post" screen (orange is required, green is optional)

Add the **Title***

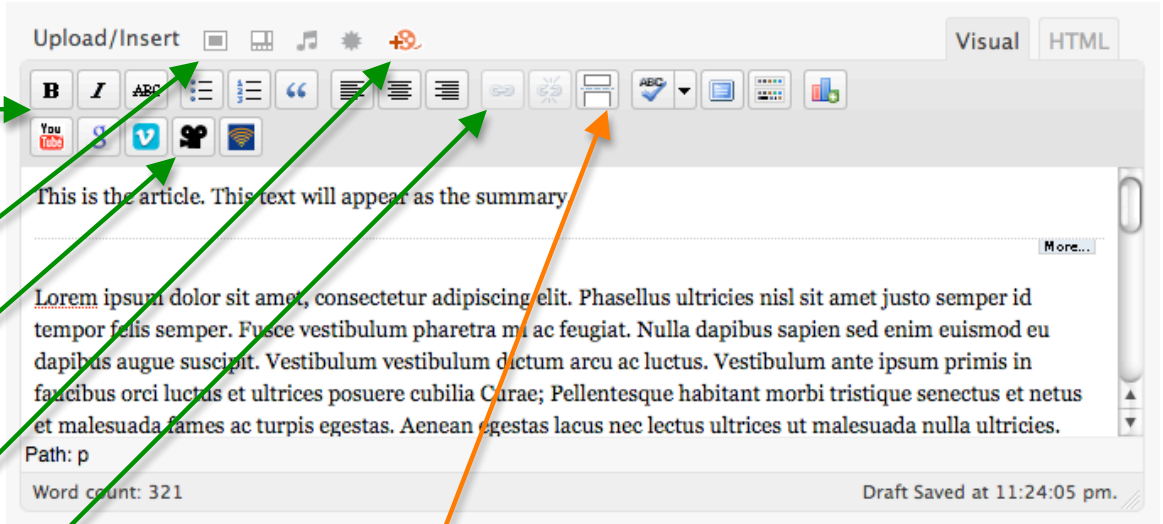
Choose one **Category***

Add **Tags** (optional) that describe the post

A screenshot of the "Add New Post" form. The form has a title field at the top, followed by a rich text editor with a toolbar. Below the editor is a "Path" field and a "Word count" field. At the bottom is an "Excerpt" field. On the right side, there are sections for "Publish" (with "Save Draft" and "Preview" buttons), "Status" (set to "Draft"), "Visibility" (set to "Public"), and "Publish Immediately" (with an "Edit" link). Below that is a "Publish" button. The "Advanced Categories" section shows a list of categories: "All Categories", "Events", "Interviews", "Learn", "News", "Reviews", and "Thoughts". The "Post Tags" section has an "Add new tag" field and an "Add" button, with a note to "Separate tags with commas." and a link to "Choose from the most used tags in Post Tags". Three arrows point to specific fields: an orange arrow from the "Title*" text to the title field, an orange arrow from the "Category*" text to the "Events" category, and a green arrow from the "Tags" text to the "Add new tag" field.

While still on the “Add Post” screen, add your **Content*** in the body area.

- **Format text** with bold, italic & bullets
- Add **images**
- Add **videos** from YouTube, Vimeo, etc
- Add **your own video or audio** (from your computer’s camera)
- Add **links** (linking to MP3 files automatically creates a player on the site)

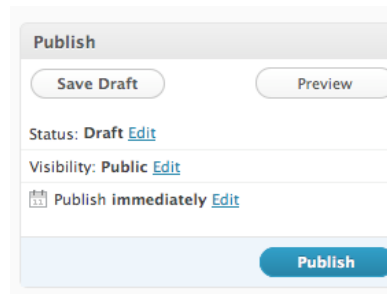


It’s VERY important you indicate where the synopsis text (shown on the homepage & archives). You do this by hitting the **More*** button (or you can provide different synopsis text using the **Excerpt** field).

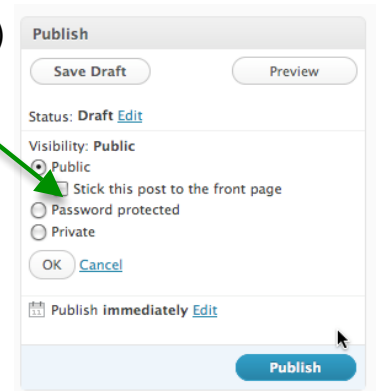
You can also add a **Google Map** to your article.

3. **Publish*** or **Save*** your article

Make sure visibility is set to “Public”.



Your article will appear in reverse chronological order (most recent on top) on the homepage & archive. You may also set an article to “**Sticky**”, which means it will remain at the top of the homepage.



Posting an Event

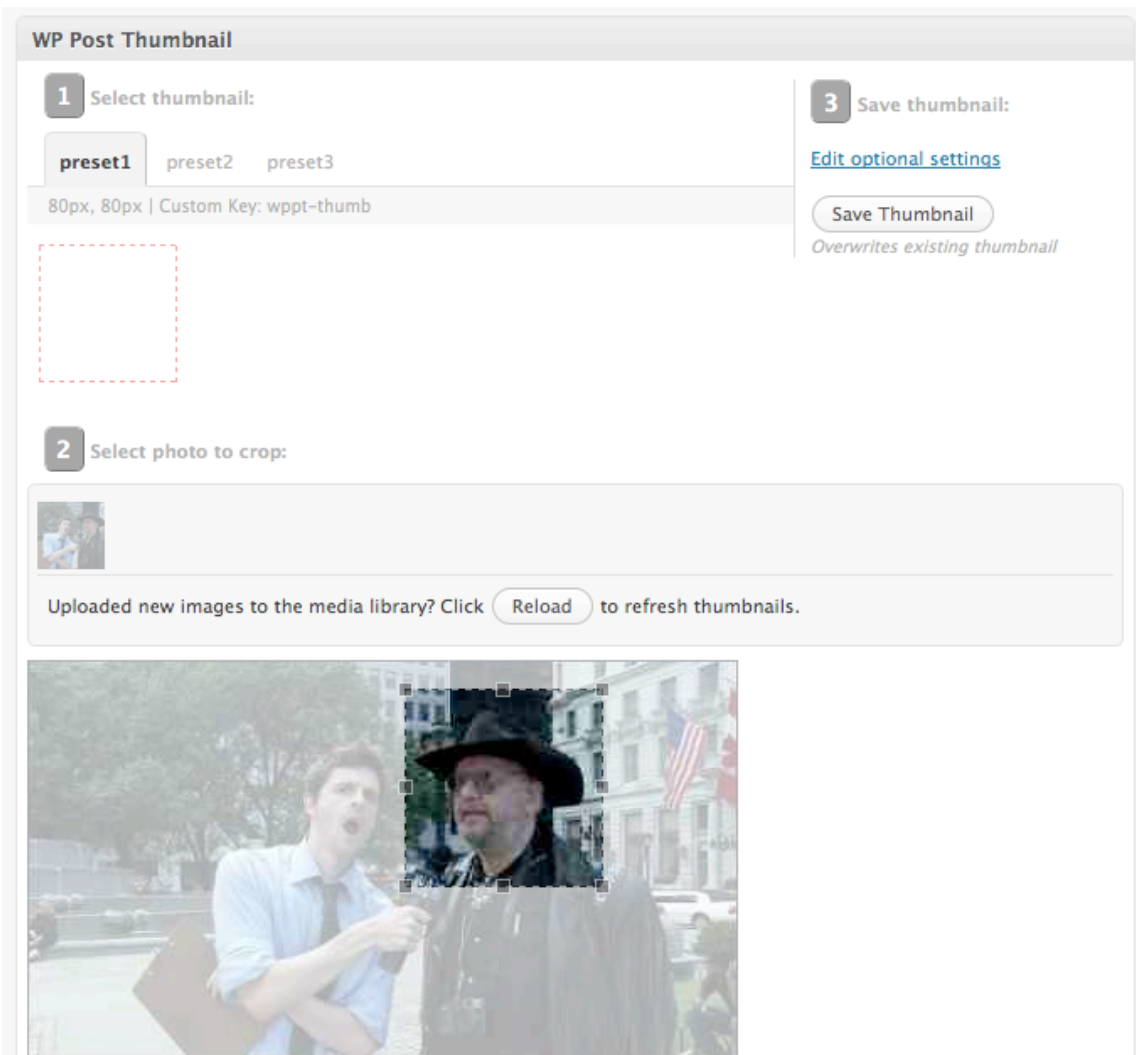
Posting an event is the same as posting an article, with a few modifications.

1. Add a **Title**, **Content** (with videos, links, etc) as you would an article, but do NOT choose a **Category**.
2. Instead choose **Dates*** in the “Event Editor”. This will automatically check the “Events” category.



The screenshot shows the 'Event Editor' interface. It features two date input fields: 'Start' and 'End', both set to '2009-09-22 01:00'. To the right of the 'End' field is an 'All Day' checkbox, which is currently unchecked. Below the date fields is a small '+' button.

3. Optionally, you may also add a **Thumbnail Image** (which appears on the homepage) by uploading a full image to the content area & then selecting & cropping the thumbnail via the WP Post Thumbnail feature.



The screenshot shows the 'WP Post Thumbnail' interface. It is divided into three main sections:

- 1 Select thumbnail:** This section includes three preset buttons labeled 'preset1', 'preset2', and 'preset3'. Below them, it shows the dimensions '80px, 80px' and a custom key 'wppt-thumb'. A red dashed box indicates the selected thumbnail area.
- 2 Select photo to crop:** This section shows a small thumbnail of a photo. Below it, there is a message: 'Uploaded new images to the media library? Click [Reload](#) to refresh thumbnails.'
- 3 Save thumbnail:** This section includes a 'Save Thumbnail' button and a link for 'Edit optional settings'. A note below the button states 'Overwrites existing thumbnail'.

At the bottom of the interface, there is a large image showing a man in a blue shirt and tie pointing towards a man in a black hat and sunglasses. A small crop tool is overlaid on the image.

4. Another optional feature is to add a **Google Map** to your event.

MapPress

Map size [Report a bug](#) | [MapPress help](#)

Small (300x225)
 Medium (400x300)
 Large (640x480)
 Custom x

[Insert map shortcode in post »](#)

Add locations

Street Address, city, state, country, or place

Latitude/Longitude

[Add location](#)

Preview

Automatically center/zoom map when saved (uncheck to display map exactly as shown below)

[Center/zoom now](#)

5. As with posting an article, be sure to **Publish*** or **Save*** your article.

Publish

[Save Draft](#) [Preview](#)

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

Publish immediately [Edit](#)

[Publish](#)

Articles will automatically come off the homepage after they happen.