**How to Post Minutes and Reports on Committee Web Pages:**

1.) Check with the UFC Chair to make sure your user role is set to “Editor”.

2.) Log in to access WordPress Admin for the UFC web site (login links are both in the left-hand menu and at very the bottom of <http://ufc.umw.edu>)

3.) Click on the “Pages” tab on the left. A list of all the Pages on the UFC’s web site should appear.

4.) Scroll to the Page where your committee’s minutes and reports are posted.

5.) Hover over the title of the Page. Click on the “Edit” option that appears just below the Page’s title.

6.) The existing content of the Page will appear in a WordPress editing window.

7.) Place the cursor where you want to place the link to your document, then click “Add Media” just above the editing window to the left.

8.) Upload the document and make sure that it is selected with a check mark.

9.) Enter the text you want to associate with the link in the “Title” field to the right (if different from the file name of your document).

10.) Click “Insert Into Page” in the far lower right-hand corner.

11.) Remember to “Update” the Page before logging out. You can also view the page (at the top of the screen) if you want to make sure the Page looks right after you update, but before you log out.