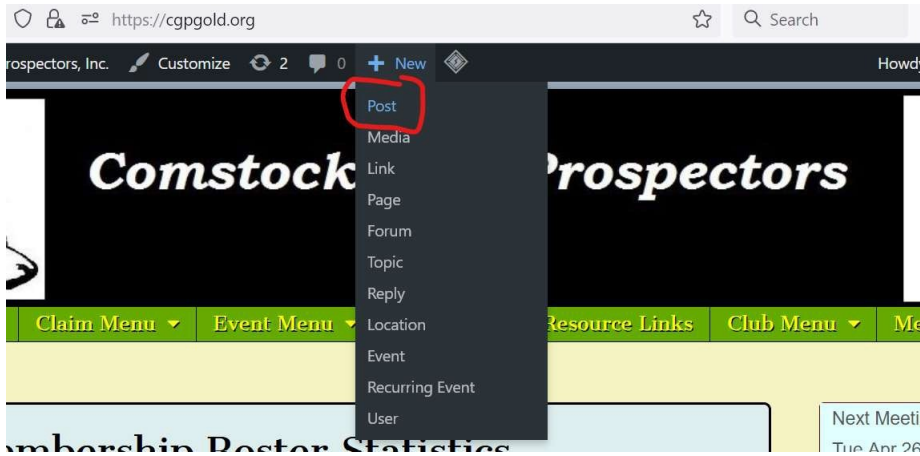
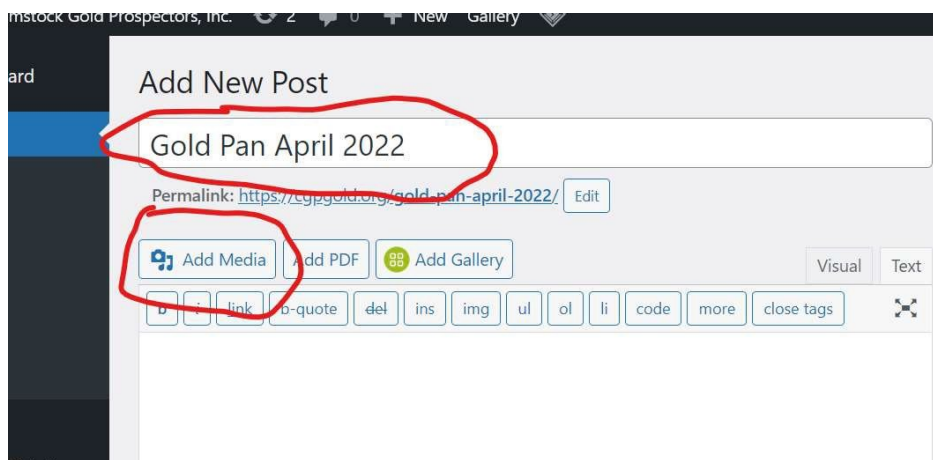


# CGP: Add Newsletter post to website

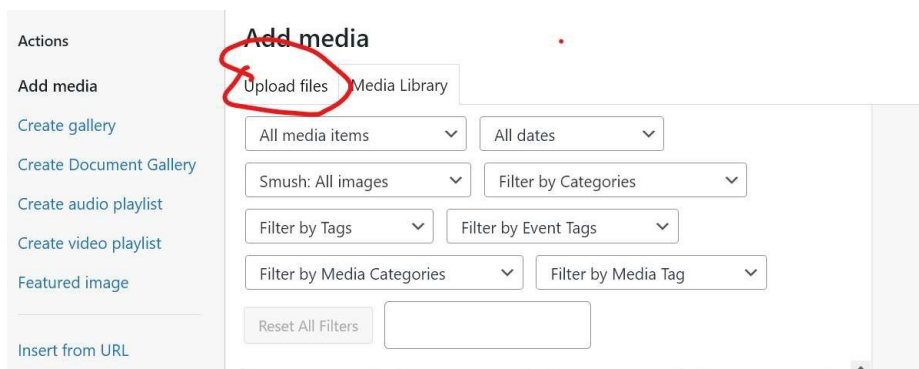
The process to “post” a newsletter is as follows:



- On the main page, find the “+ New” item and select “Post”.



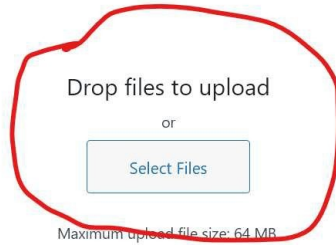
- Give the post a name – here the Post is Gold Pan April 2022 -
- You may include any verbage you like in the post area.
- Then, select Add Media (ignore the “Add PDF” button)



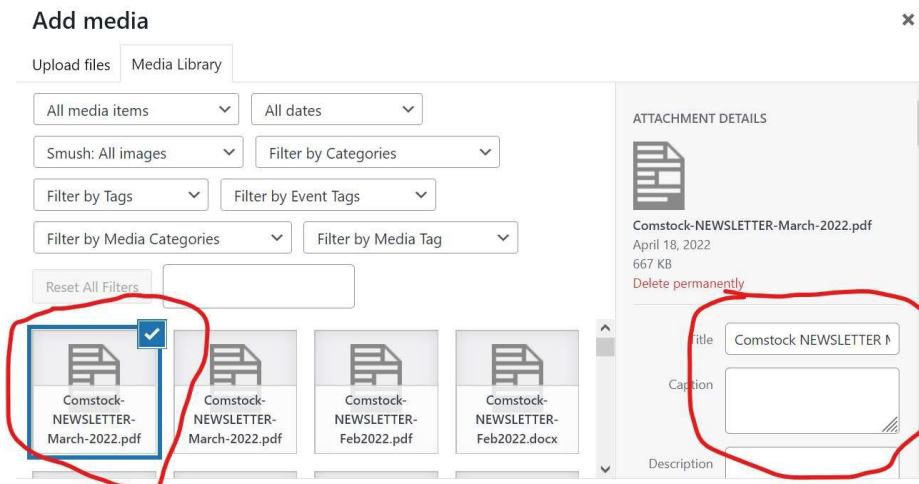
- On the Add Media screen, select “upload files” for new newsletter.

## Add media

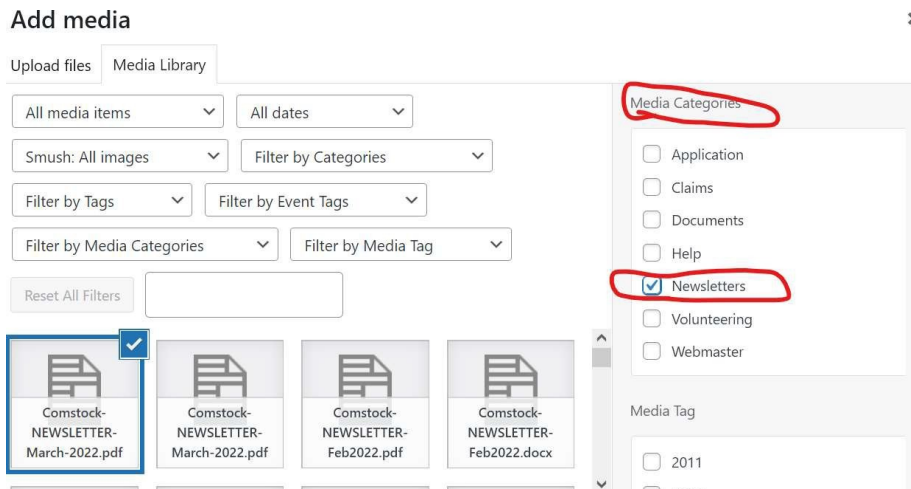
Upload files | Media Library



- Drag and drop the file here (or select the file from the “Select Files” button)



- 
- The uploaded file will be the first in the list.
- On the right hand side is the data about the upload.
- I change the name to a common name – “Gold Pan April 2022” for example
- I then update the Caption and Description with the same new name



- Pulling down (paging down) the right hand “details”, I locate the “Media Categories” and select “Newsletters”
- Pulling down further, I select “Media Tag” for the year (2022) and the “Active” tag.
- Then select the “Insert into Post”

- The Post page will return, at which time select “Only Accessible by Members”.
- “Publish” the post.