## WORDPRESS

**ADDING PRE--CLASS INSTRUCTIONS** 

Log in here: http://www.quiltworx.com/wp-login

Click on "Pre-Class Instructions" in the left column of the dashboard and select "Add New" just below it.



1. Choose the pattern(s) that this pre-class instruction post will apply to from the Categories list on the right.



2. Select yourself from the Instructors list on the right.

All Instructors Most Used	
Andrea Schnur	
Brenda Hall	
Catherine Erickson	
Cathie Boucher-Sollman	0
Denise Green	
Diana Simkins	
Eileen Urbanek	
Fran Sargent	
Ginny Radloff	
<ul> <li>Jackie Kunkel</li> </ul>	

## 3. Enter title and content.



4. Click on the "Publish" button.

Publish	
Save Draft	Preview
Status: Draft Edit	
Visibility: Public Edit	
Publish immediately	<u>/ Edit</u>
Move to Trash	Publish

**Note:** If you are an Admin and adding the instructions for another instructor, make sure that the instructor is selected from the Author drop down menu. If the instructor does not appear, then they have not yet been added as a WordPress user and you should consult the Adding an Instructor documentation or contact <u>katie@quiltworx.com</u> or <u>janie@quiltworx.com</u>.