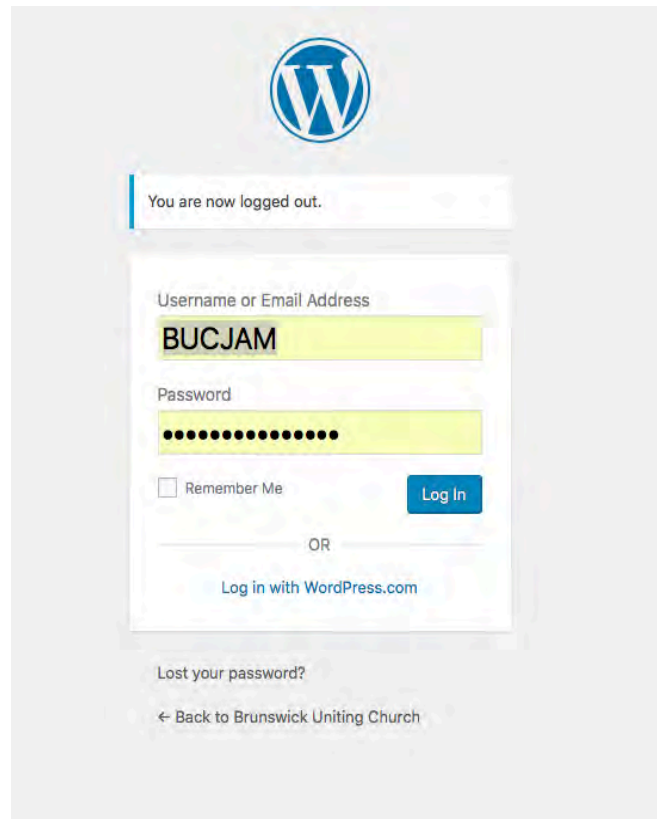
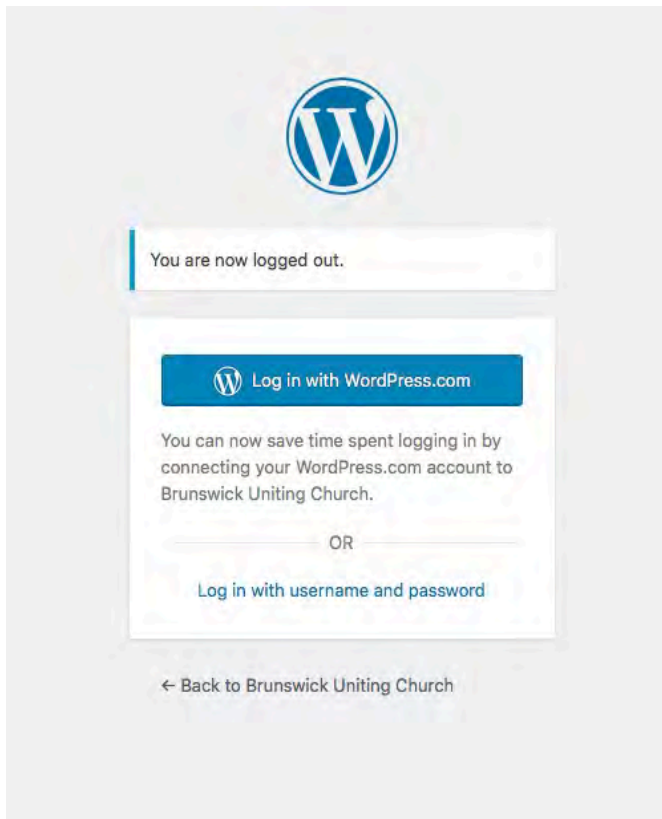
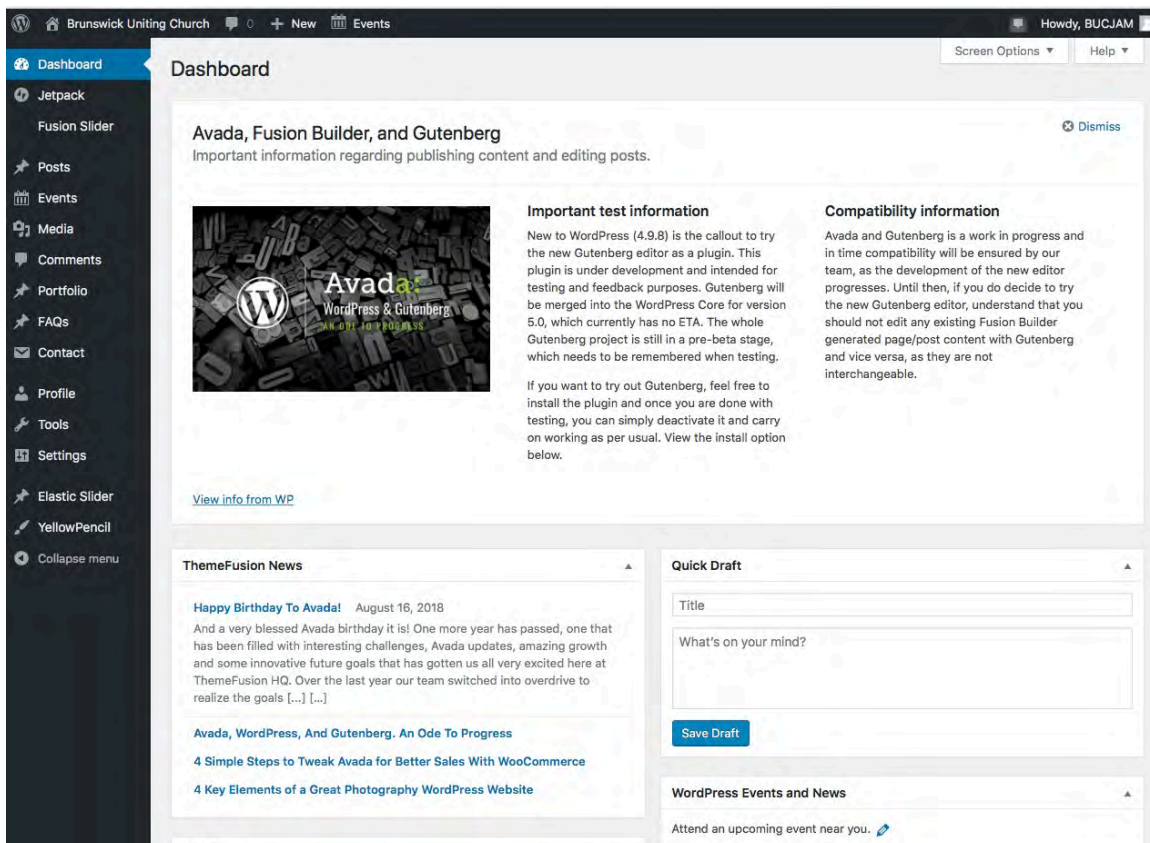


## Posting Events on the BUC website

1. Go to Login page: <https://brunswick.unitingchurch.org.au/wp-login.php>
2. Select 'Log in with username and password'
3. Type in Username: **Select the Username associated with your area of ministry**
4. Type in password: **Use the assigned password**

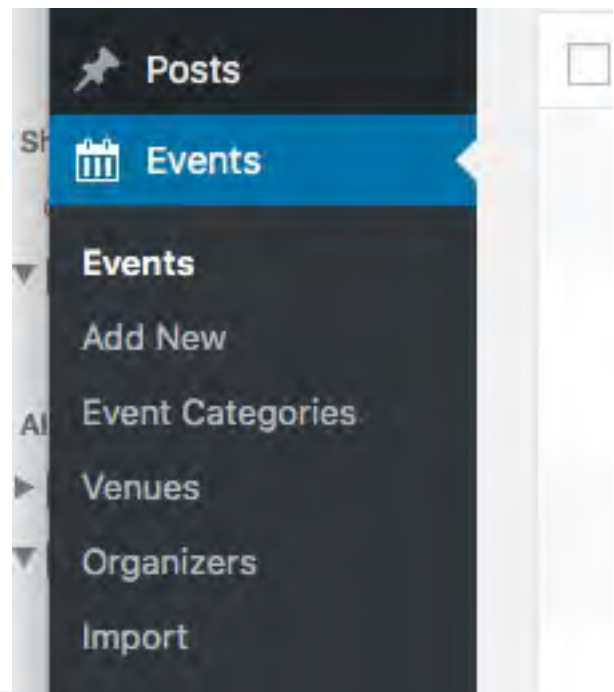


5. The Home page will appear
6. Click back arrow
7. The Dashboard will then appear



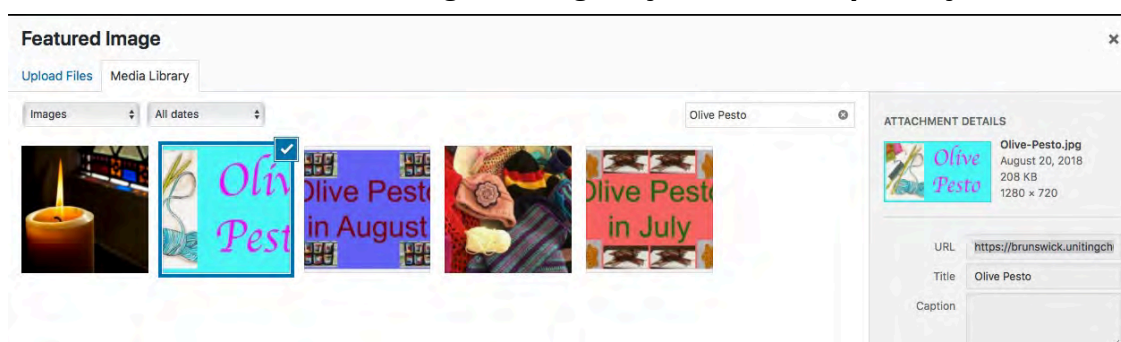
8. Click on Events or hover mouse over Events, select 'Add new' from dropdown menu
9. Type the title for the event
10. Select date and time
11. Select venue – scroll down the very long list
12. Select organizer – scroll down the very long list
13. Select another organizer if appropriate
14. Select Tags – relevant to the event
15. Select Event Category related to the area of ministry or program.

The earlier images used for these guidelines relate to posting an Olive Pesto event and the latter for a BUC Arts event.



16. Select Set featured image
17. Media Library will appear, type a key phrase, eg Olive Pesto
18. Choose the desired image.

***See Guidelines for creating an image if you wish to upload your own image.***



19. Click on Set Featured image in bottom right hand corner
20. Scroll down to Fusion Builder

**Fusion Builder**

Builder Library

To get started, add a Container, or add a pre-built page.  
The building process always starts with a container, then columns, then elements.

+ Container + Pre-Built Page

**Icon Control Descriptions:**

Edit Settings	Collapse Sections
Duplicate Content	Custom CSS
Save Custom Content	History States
Delete Content	Add Content

**Getting Started Video**

+ Watch The Video!

? Click the ? icon to view additional documentation

Click the image to edit or update  
[Remove featured image](#)

21. Click on Library
22. Find 'Event post', hover over load and click 'insert above current content'

**Library**

Demos Templates Containers Columns Elements

Custom template name **SAVE TEMPLATE**

**Save current page layout as a template**

Enter a name for your template and click the Save button. This will save the entire page layout, page template from the page attributes box, custom css and Fusion Page Options. IMPORTANT: when loading a saved template, everything will load except for Fusion Page Options. The only time Fusion Page Options will load is if you choose to "Replace All Content".

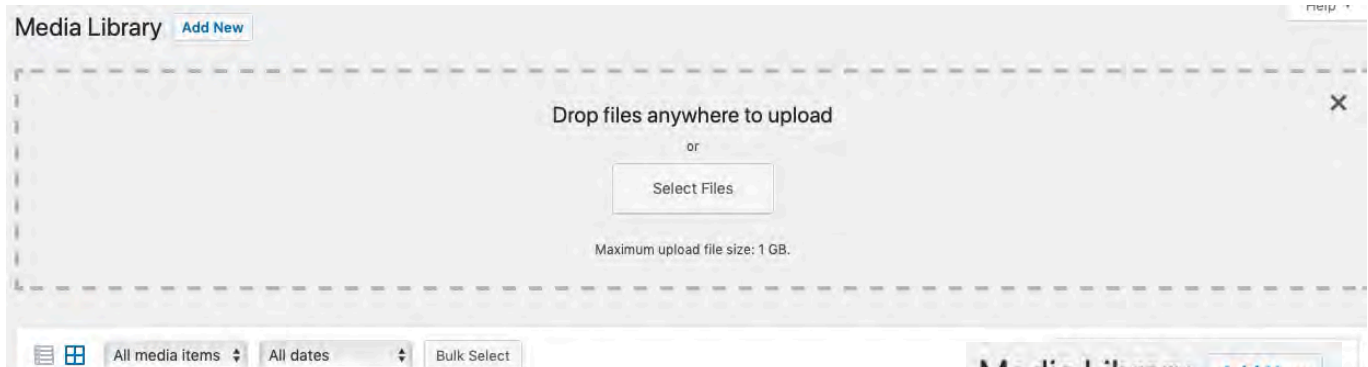
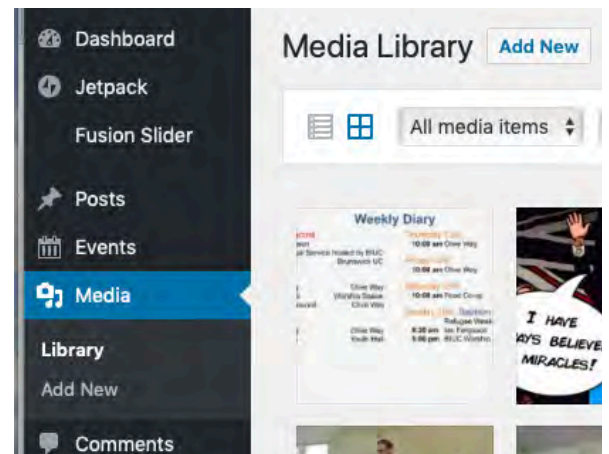
Event post	Load	Edit	Delete	Sermon	Load	Edit	Delete	Sunday Prayers	Load	Edit	Delete
member area	Load	Edit	Delete	Olive.Press.v2	Load	Edit	Delete	Olive Press	Load	Edit	Delete
Olive Press High	Load	Edit	Delete	3/5 + 2/5 then 3	Load	Edit	Delete				

23. Hover over box 'Event name and details', select pencil symbol (first in a row of four)
24. Type in your information



## 25. If you have a document or image to add into the event post

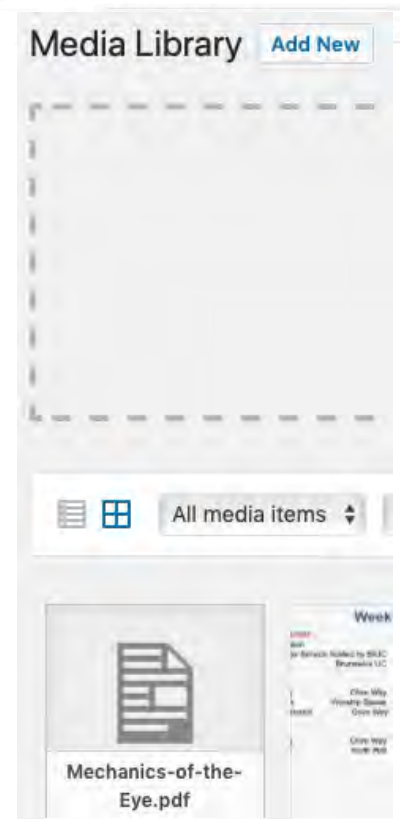
- Open a separate login window using the same process
- Select the Media Library
- Scroll through to find the file you require or use the search function eg 'Mechanics of the Eye'
- OR
- Add a new file. Click on Add New. This dialog box will appear.
- Drag the required file over the dialog box
- When the file is uploaded click on the file image



- Note if this doesn't work you can select Add New from the side bar and drag the file over the dialog that appears.



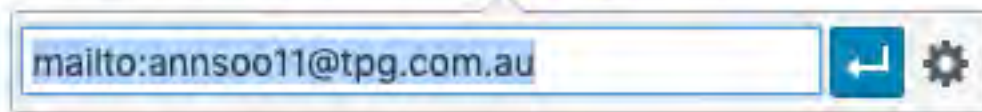
- Click on copy link and right click to copy the text
- Return to the Edit post page
- Select the text that you want to use as the link and make it bold.
- Click on the paper clip icon in the tool bar
- A dialog box will appear
- Paste in the previously selected link
- Click on the arrow to make the link active



26. **If you have an email address included in your event post**

- Select the email address and make the text bold
- Right click and the dialog box will automatically fill
- Click on the arrow to make the link active

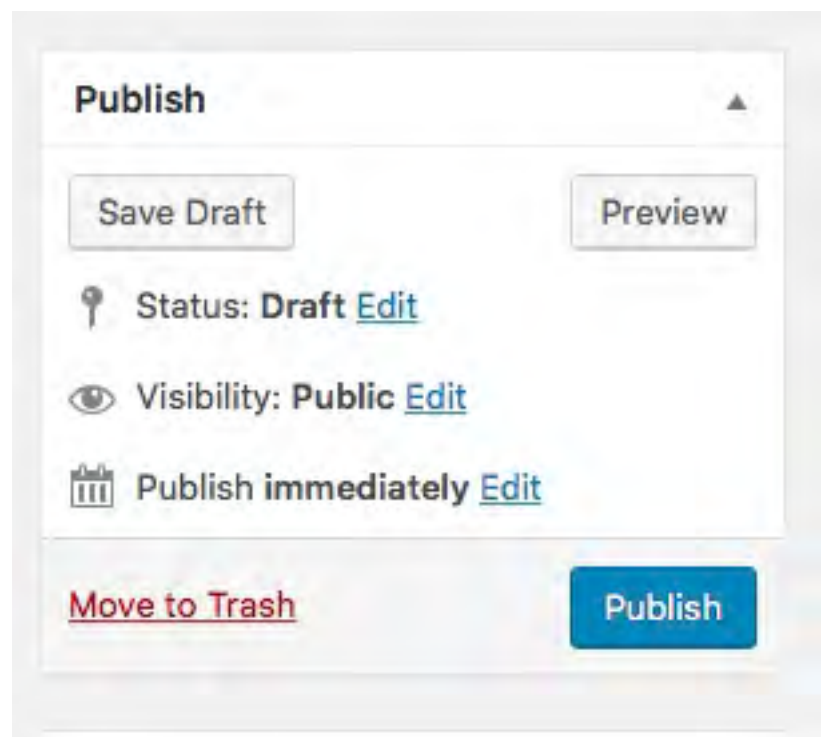
Contact Ann Soo, [annsoo11@tpg.com.au](mailto:annsoo11@tpg.com.au)



27. Click on Save on bottom RHS



28. And then you are done –  
Click on Publish (top RH corner)



29. Go to the website, check the events calendar to make sure it's there and working.

30. When you are finished please make sure you log out.

If you have any difficulties please contact Saide Cameron, 0407 096 743.