

Visit www.eastern.thec3group.net/wp-admin
User Name: estoo
Password: testing



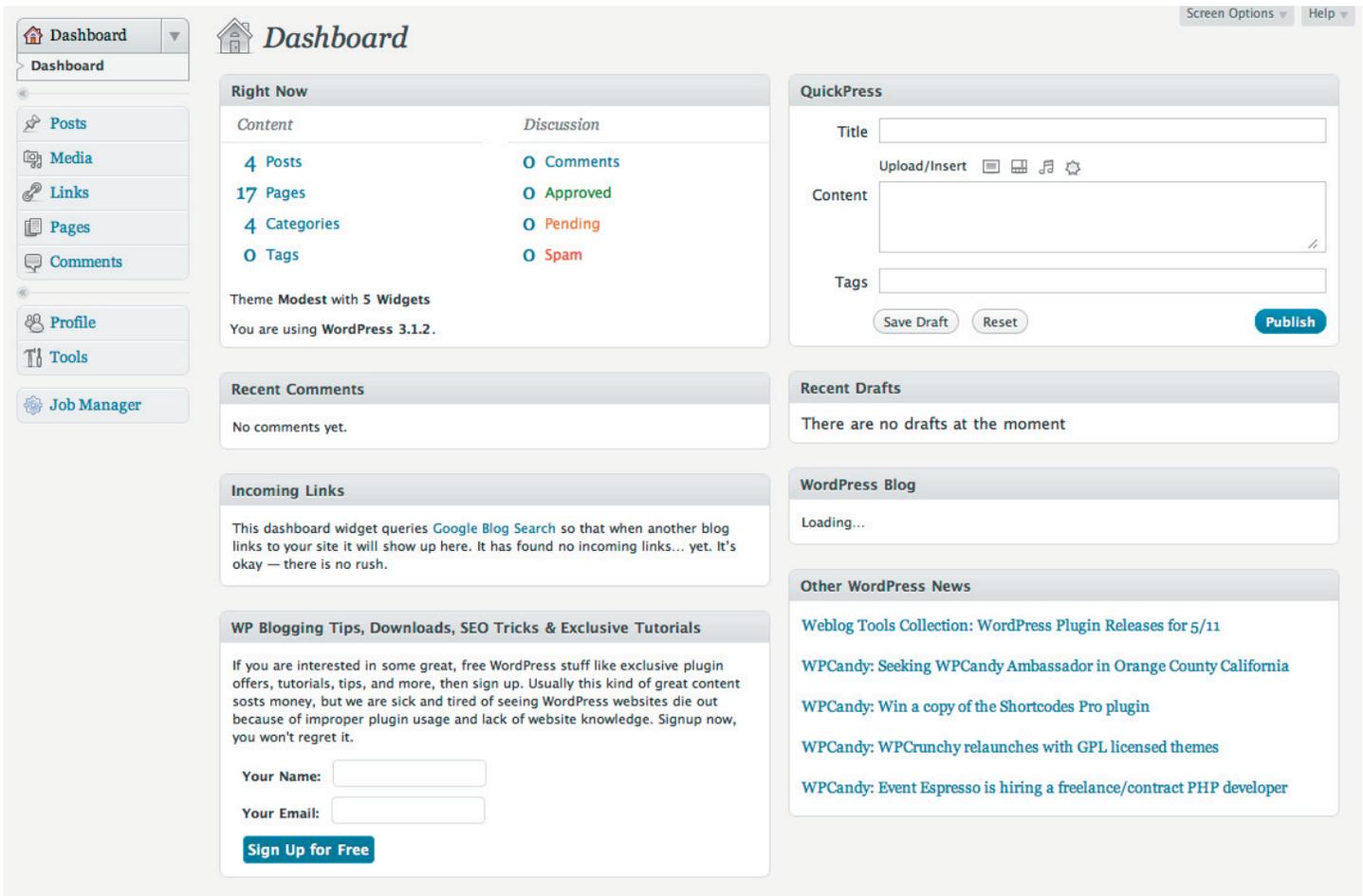
Username

Password

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After “Log In” you will be directed to your “Dashboard” where you can update the website by **editing pages, adding events, posting jobs, etc**

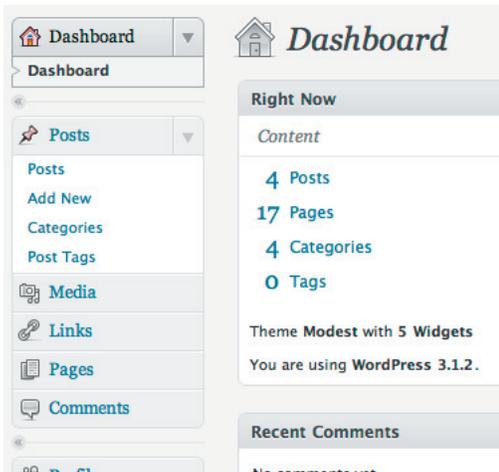


The screenshot shows the WordPress Dashboard. On the left is a sidebar menu with items: Dashboard, Posts, Media, Links, Pages, Comments, Profile, Tools, and Job Manager. The main content area is titled "Dashboard" and includes several widgets:

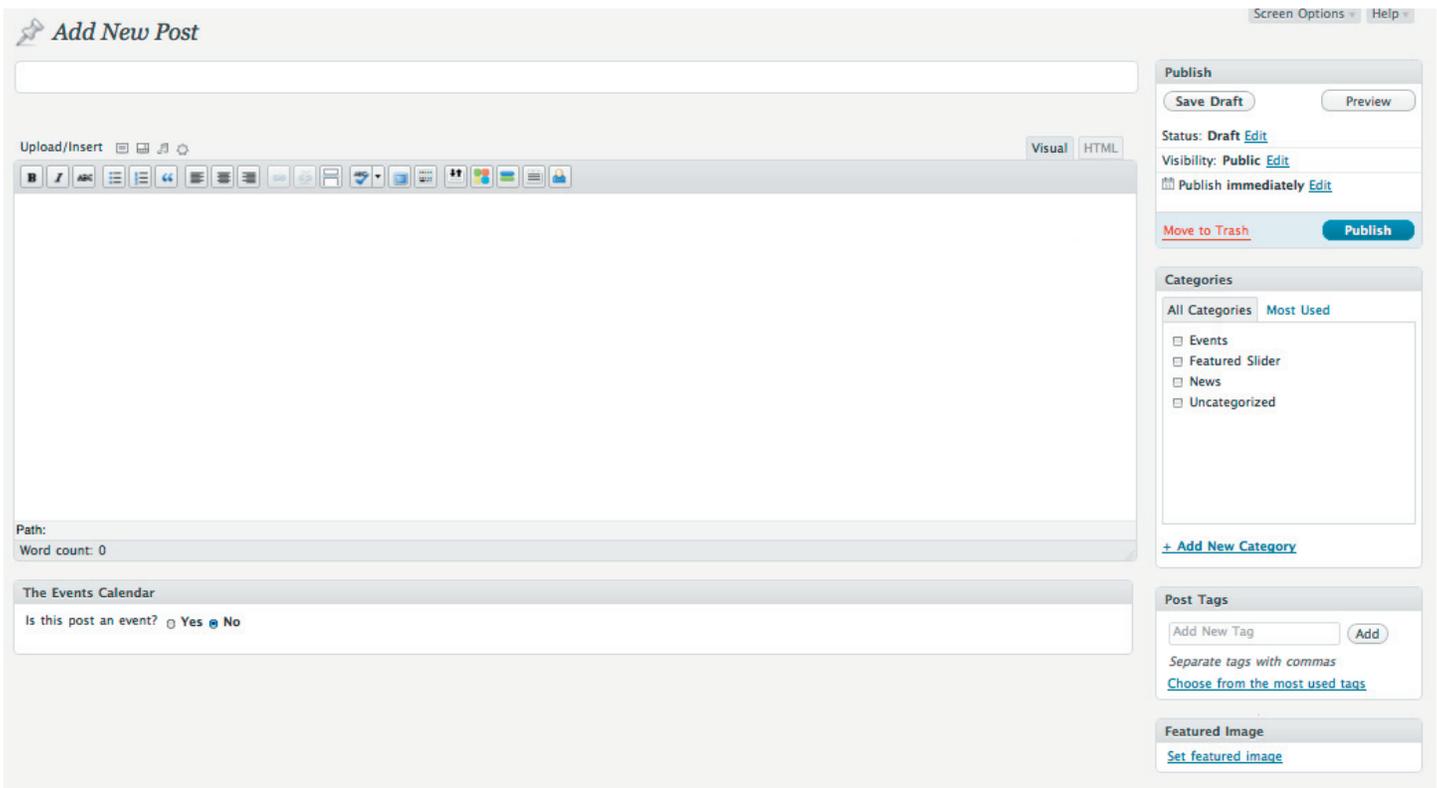
- Right Now:** A summary table showing 4 Posts, 17 Pages, 4 Categories, and 0 Tags under the "Content" column, and 0 Comments, 0 Approved, 0 Pending, and 0 Spam under the "Discussion" column.
- QuickPress:** A form for creating a new post with fields for Title, Content, and Tags, and buttons for Save Draft, Reset, and Publish.
- Recent Comments:** A section stating "No comments yet."
- Incoming Links:** A section stating "This dashboard widget queries Google Blog Search so that when another blog links to your site it will show up here. It has found no incoming links... yet. It's okay — there is no rush."
- WP Blogging Tips, Downloads, SEO Tricks & Exclusive Tutorials:** A promotional section for a newsletter with a sign-up form for Name and Email, and a "Sign Up for Free" button.
- Recent Drafts:** A section stating "There are no drafts at the moment."
- WordPress Blog:** A section with the text "Loading..."
- Other WordPress News:** A list of news items including "Weblog Tools Collection: WordPress Plugin Releases for 5/11", "WPCandy: Seeking WPCandy Ambassador in Orange County California", "WPCandy: Win a copy of the Shortcodes Pro plugin", "WPCandy: WPCrunchy relaunches with GPL licensed themes", and "WPCandy: Event Espresso is hiring a freelance/contract PHP developer".

It is simple to add an event! From the Dashboard:

1. Click the drop down arrow on the “Posts” menu
2. Click “Add New” from the subcategories under post



Your “Add New” form will display.



3. Click “Yes” at the bottom where it asks if it is an event

4. Fill out the fields (Use the first line for the title and the text box for the description. Other fields below are marked start date, end date, etc.)

The screenshot shows the WordPress 'Add New Post' interface. At the top, there is a text input for 'Event Title' and a 'Permalink' field. Below this is a rich text editor for the 'Event Description'. The right sidebar contains several sections: 'Publish' with 'Save Draft' and 'Preview' buttons; 'Status: Draft' and 'Visibility: Public'; 'Publish immediately'; 'Move to Trash' and a blue 'Publish' button; 'Categories' with a list of categories including 'Events' (checked), 'Featured Slider', 'News', and 'Uncategorized'; 'Post Tags' with an 'Add' button; and 'Featured Image' with a 'Set featured image' link. The bottom section, 'The Events Calendar', includes a form for event details: 'Is this post an event?' (Yes/No), 'EVENT TIME & DATE' (All day event?, Start Date / Time, End Date / Time), 'EVENT LOCATION DETAILS' (Venue, Country, Address, City, Postal Code, Phone), and 'EVENT COST' (Cost).

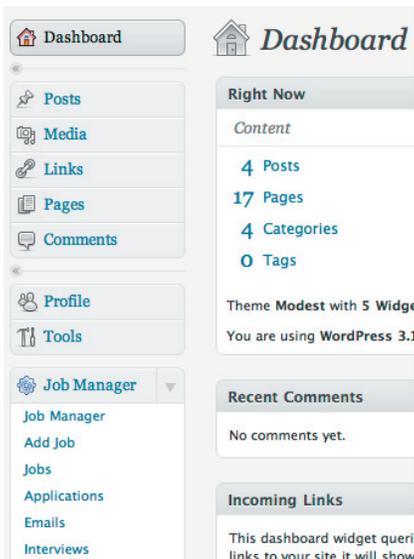
5. In the “Categories” section, check “Events” like shown above

6. Click the blue “Publish” button above Categories.

Your event should show up on the calendar page!

Job Listings are simple as well! From the Dashboard:

1. Click the drop down arrow on the “Job Manager” menu
2. Click “Add Job” from the subcategories under Job Manager



Your “Add Job” form will display.

A screenshot of the 'Job Manager: New Job' form. The form is titled 'Job Manager: New Job' and has a 'New' label. It contains several fields: 'Job ID' (New), 'Categories' (Accounting, Marketing, Security, Teaching), 'Icon' (No Icon), 'Title' (text input), 'Salary' (text input), 'Start Date' (calendar icon), 'End Date' (calendar icon), 'Location' (text input), 'Display Start Date' (calendar icon), 'Display End Date' (calendar icon), 'Application Email' (text input), and 'Highlighted?' (checkbox). There is a 'Format' toolbar with various icons and a 'Visual HTML' toggle. At the bottom, there is a 'Create Job' button.

3. Fill the form out and click the “Create Job” button at the bottom!