



## How to Post to the Kanata Nordic Bulletin Board

1. You need to be a registered user to post to the Bulletin Board. This is not automatic with your membership so if you have not already filled in this [brief form](#) you can do so now.
2. A password will be e-mailed to the e-mail address you provide in the form.
3. Login using this link: <http://www.kanatanordic.ca/wp-login.php>. The page you see is from WordPress, the blogging system that the Kanata Nordic web site is based on.
4. Use the QuickPress box in the upper right area of the page to create your post, including a descriptive title and the content. No tags are required. Don't forget to include contact information for people to respond. If you want to avoid potential spam then do not put the usual form of your e-mail address but rather, for example, infoATkanatanordicDOTca instead of [info@kanatanordic.ca](mailto:info@kanatanordic.ca).
5. When the post is complete click the "Submit for Review" button. Your post will be sent to the web site administrator ([info@kanatanordic.ca](mailto:info@kanatanordic.ca)) for approval. This step ensures no inappropriate content appears on our web site. Most posts are approved within 24 hours.
6. To edit or remove your post, please e-mail the web site administrator: [info@kanatanordic.ca](mailto:info@kanatanordic.ca) and your user profile will be changed to allow that (this is another precaution against bogus postings, which are otherwise plentiful). You will then be able to edit your post anytime by logging on as above in step #3, then clicking on the 'Posts' headings in the WordPress Dashboard, mousing over your post and clicking on the action of choice (Edit, Delete, etc.).
7. Please remember to remove your post when it is no longer relevant. To move your post higher up in the Bulletin Board, delete it and post again (the postings are arranged by date with the most recent at the top).
8. You can also use the WordPress page to modify your user profile by clicking on 'Profile' in the lefthand column.

If you have any questions or problems with the process please e-mail [info@kanatanordic.ca](mailto:info@kanatanordic.ca)