



## Lions District 4-C6 Tech Committee District Website Training

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### Uploading the District Newsletter

1. Log in to the District Website
2. Go to Media > Add New and upload the file
3. (Optional) Fill in Title, Caption and Description.
4. From the “File URL box at the bottom of the resulting dialog, grab (copy) the file’s URL.
5. Click “Save all changes.”
6. Go to Links
7. Select “Current Issue”
8. Replace the link in the “Web Address field” with the one on your clipboard (for the new issue of the newsletter).
9. Update the “Description” field as appropriate.
10. Click “Update Link.”
11. Go to Pages
12. Find the Page entitled “-- District Newsletters” (likely at the bottom of the list.)
13. Add the month and year of the newsletter issue to the TOP of the list for the current year and link it to the file you just uploaded.

### Notes:

1. Editorial privileges are required to complete the process as documented. The Newsletter Editor should be granted Editorial privileges at the start of his or her term of service.

2. While it is certainly possible to link to a copy of the District newsletter that is hosted on another server, the PDF of the District newsletter should be uploaded to the lions4c6.org server for consistency's sake and to ensure that the link remains valid as long as the lions4c6.org website is running.
3. At the start of a new Lions year, it will be necessary to add a new section to the District Newsletters page. This page serves as a repository of back issues of the District Newsletter to early 2008, in reverse chronological order.

The new section should mirror the previous sections in format. Inspecting the code of previous sections will aid in replicating the format for a new Lions year.

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