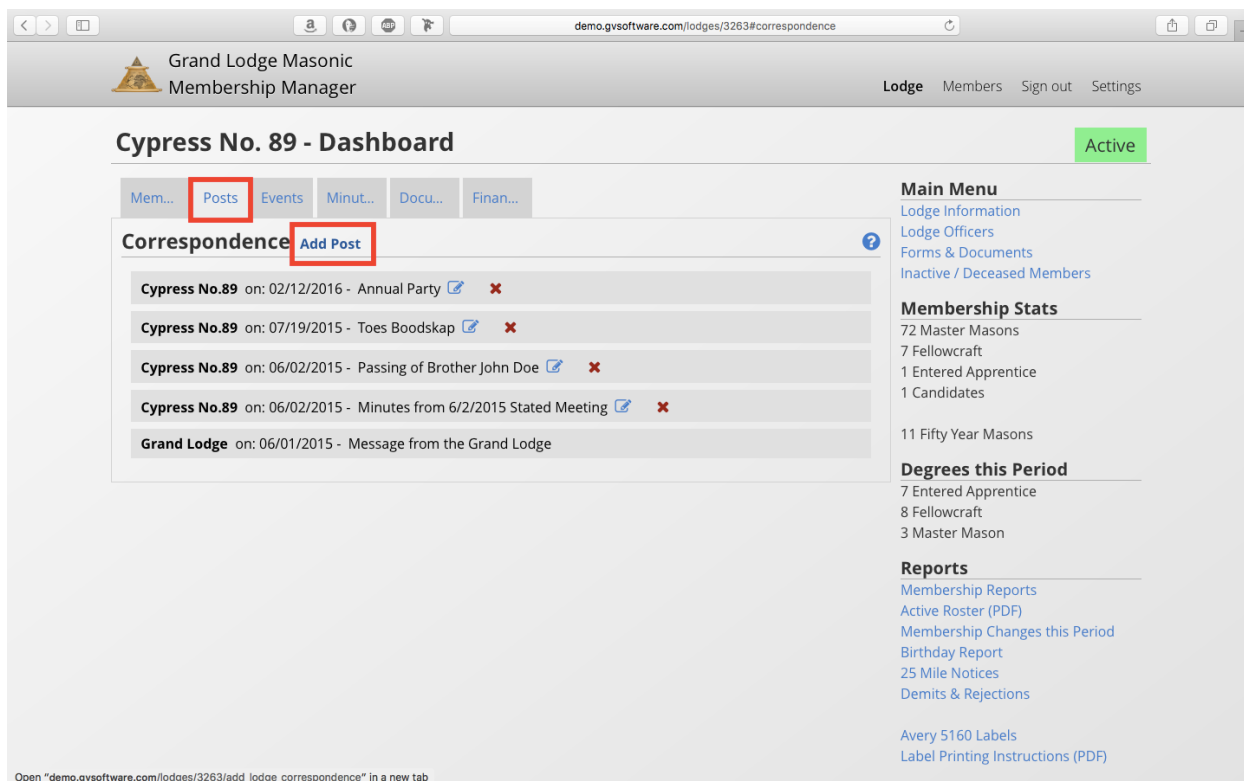


# Adding Lodge Posts

1. From your Lodge Dashboard, click the “Posts” tab and click “Add Post”



The screenshot shows the Grand Lodge Masonic Membership Manager interface. The top navigation bar includes "Lodge", "Members", "Sign out", and "Settings". The main header displays "Cypress No. 89 - Dashboard" with an "Active" status indicator. Below the header, there are tabs for "Mem...", "Posts", "Events", "Minut...", "Docu...", and "Finan...". The "Posts" tab is selected and highlighted in red. Underneath, the "Correspondence" section is visible, with an "Add Post" button highlighted in red. The correspondence list includes items such as "Cypress No.89 on: 02/12/2016 - Annual Party", "Cypress No.89 on: 07/19/2015 - Toes Boodskap", "Cypress No.89 on: 06/02/2015 - Passing of Brother John Doe", "Cypress No.89 on: 06/02/2015 - Minutes from 6/2/2015 Stated Meeting", and "Grand Lodge on: 06/01/2015 - Message from the Grand Lodge". On the right side, there is a "Main Menu" with links for "Lodge Information", "Lodge Officers", "Forms & Documents", and "Inactive / Deceased Members". Below that, "Membership Stats" shows 72 Master Masons, 7 Fellowcraft, 1 Entered Apprentice, and 1 Candidate. "Degrees this Period" shows 7 Entered Apprentice, 8 Fellowcraft, and 3 Master Mason. "Reports" includes links for "Membership Reports", "Active Roster (PDF)", "Membership Changes this Period", "Birthday Report", "25 Mile Notices", and "Demits & Rejections". At the bottom, there are links for "Avery 5160 Labels" and "Label Printing Instructions (PDF)".

2. Enter the title of your Post, select the type of post, type in any information about your post or upload a flyer using “choose file” button
3. Select if you would like to notify your lodge members
4. Click “Create Posting”

The screenshot shows a web browser window with the URL `demo.gvsoftware.com/lodges/3263/add_lodge_correspondence`. The page header includes the logo for Grand Lodge Masonic Membership Manager and navigation links for Lodge, Members, Sign out, and Settings. The main heading is "Add Post for Cypress No. 89".

The form contains the following elements:

- Subject \***: A text input field, highlighted with a red border.
- Posting type \***: A dropdown menu with the text "- Select a Post Type -", highlighted with a red border.
- Rich Text Editor**: A toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color, font size, font face, bulleted list, numbered list, indent, outdent, link, unlink, image, video, table, undo, redo) and a text area. The text area contains the instruction: "Type your post her or upload a PDF file about your post using 'choose file' below".
- Attachments**: A section with a "Choose File" button and the text "no file selected".
- Send Email Notification to Members**: A checkbox, highlighted with a red border.
- Create Posting**: A blue button.

At the bottom left, there is a partially visible link for "Cancel Posting".