Caboolture Writers Link Website.

Instructions for your contributions.

Creating a Profile:

1. Click on "Members Area" in the footer menu at the bottom of the page.
2. If you are using this area for the first time you will be asked for a password. It is WordSmith1 (It is case sensitive so don't forget the capital W and S). If you have already registered, the site will probably remember you from your IP address.
3. Click in the "Member's Registration or Login" toggle, it will drop down.
4. Fill in the form and register or, if you have already registered, click login.
5. You will be taken to your profile page. To edit, upload a profile image and/or a cover image, simply click on the cog, to the right of your profile image and below your cover image, and choose "edit profile" from the dropdown. This action will enable you to change the images and write a bit about yourself. You can also upload your book covers, descriptions and genres in this area.
6. When you have finished click on "Update Profile"
7. If you want to change your email, user name etc. click on "My Account" and you will be taken to your account form where you can make the changes. When finished click "Update Account"
8. Up on the left you will see some icons. The top will take you back to your Profile page, the next one will keep you where you are, the star will allow you to change your password and the bin allows you to delete your account.

Submitting a Post:

1. If you are registered and logged in, in the Members Area, click on the "Post Submissions" toggle. It will drop down.
2. Here you can submit a short story, poem, article, in fact any piece of writing that you think visitors to your profile will be interested in.
3. Put the title of you post in the space provided.
4. Next pick a category which is the closest fit for your submission. (If you think we should add a category just let me know)
5. Next add your post. The easiest way is to write it and edit it in Word or a similar programme, then copy and paste it in the area provided. Or you can write it straight into the space provided.
6. You can then add an image or two by clicking on "Choose a File", it will allow you to pick an image from your computer. If you don't have one, I am happy to find one and add it to the post when I load it.
7. **You can also submit your <u>Short Story or Poem for the Anthology</u> here by choosing the relevant category in the category dropdown.**
8. **Just click your cursor in the content box, then click on "Add Media" button on top of the content box. Then add your <u>WORD Document</u> from your files then click "Submit Post" at the bottom of the form.**

You can't hurt anything, so have a play around and see what you can come up with. If you have trouble I'm happy to help. 0418 750 166.