

Caboolture Writers Link Website.

Instructions for your contributions.

Creating a Profile:

1. Mouse over "Members Area" on main menu at the top of the home page.
2. Choose "Register" from the drop-down box.
3. You will be taken to the registration page.
4. Fill in the form and register. You will be taken to your profile page
5. If you are already registered, click on Login from the same drop-down box. Login with your username or email and password.
6. 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.
7. When you have finished click on "Update Profile" Or the little tick which has replaced the cog for editing.
8. If you want to change your email, username 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"
9. 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.
10. You can also change your password or logout from this drop-down box.

Submitting a Post:

Mouse over "Member's Area". You will be able to choose "Post Submission" from the drop-down box.

Here you can choose which function you want to use.

1. If you are registered and logged in, in the Members Area, click on "Post Submissions".
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. When the post has gone through monitoring (About 24 hrs) it will appear in your profile (Under Posts). It will also appear in "Members' Offerings" or "CWL Blog" depending on the category you chose.

Sharing your Post to FaceBook:

1. **Short Stories, Flash Fiction and Poetry** – Open the Facebook page you wish to share to in your browser.

2. Log into your profile page on CWL.
3. Go to “Member’s Offerings” tab on the menu.
4. Find the Post you wish to share. Click on it too open. Or you can go to your profile and find your post under the “Posts” and click on it too open.
5. Scroll to the bottom of the page. Find the Facebook icon and click on it. At the top of the new window, you will see the FB page your post will be shared too. (You can add comment to your post now if you wish), If this is the page you wish to share too, click “Post to Facebook” at the bottom of the window. It will appear on you FB page with a link back to your post.
6. You will see a twitter icon on the bottom of you post. You can share to your twitter page via a similar process; however, you will need to add an image in the Twitter Window.

Sharing your Profile to FB and twitter:

1. Open your profile page.
2. Copy the address link from your browser.
3. Post the link into your FB page and a link will appear to your profile on the CWL website.
4. You can add comment in front of the link on your FB post, then post to Twitter.

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.