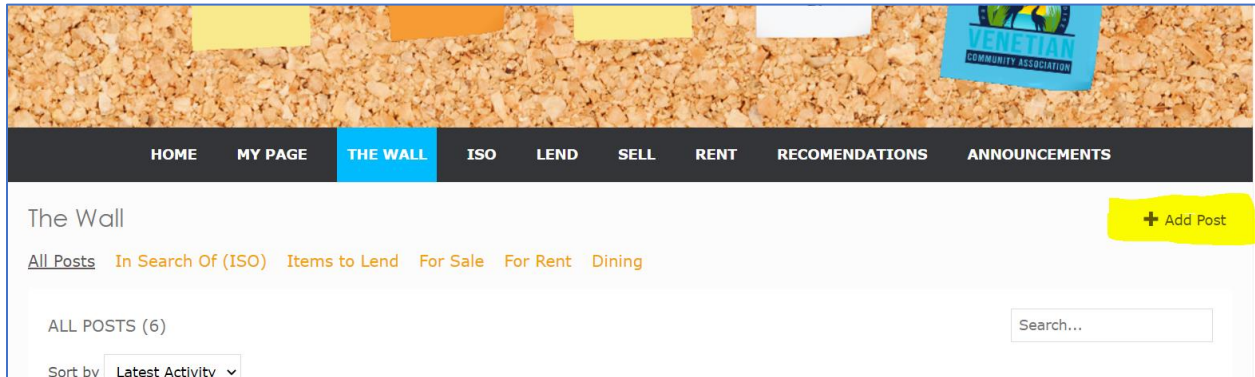
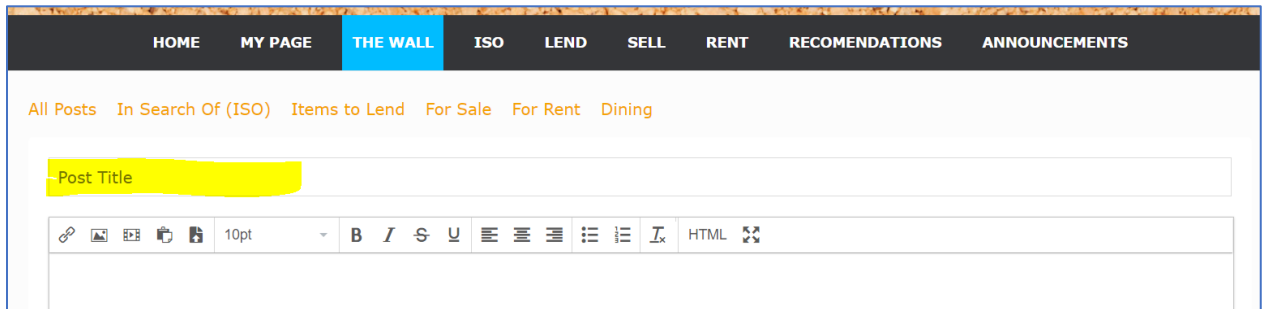


## HOW TO ADD A POST

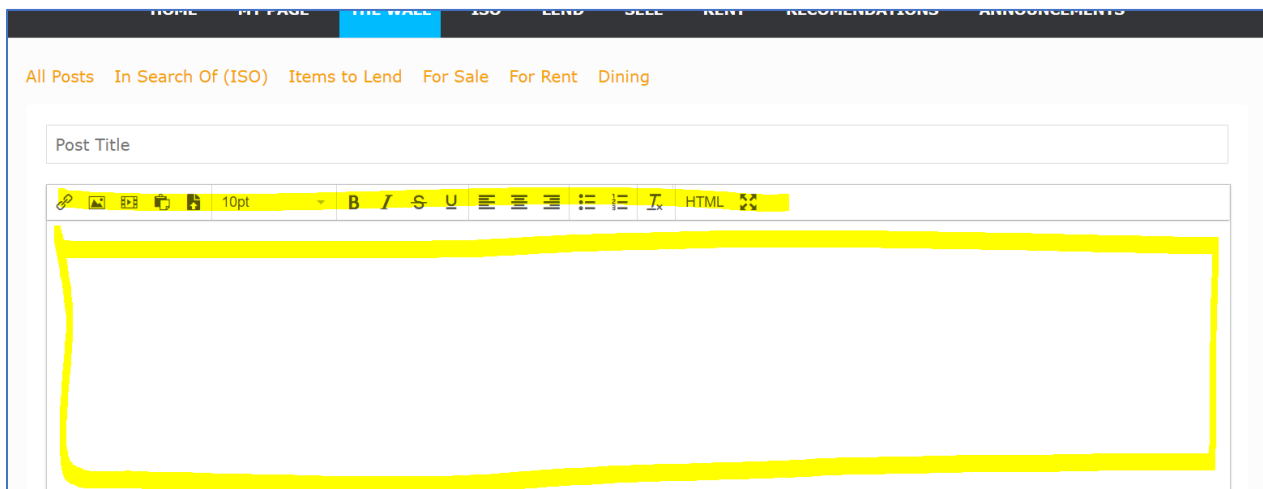
1. Go to the Wall of Something on the community association's website vgrcca.us, or directly to vgrccawall.ning.com
2. Click "The Wall"
3. Click "Add Post" (top right of page)



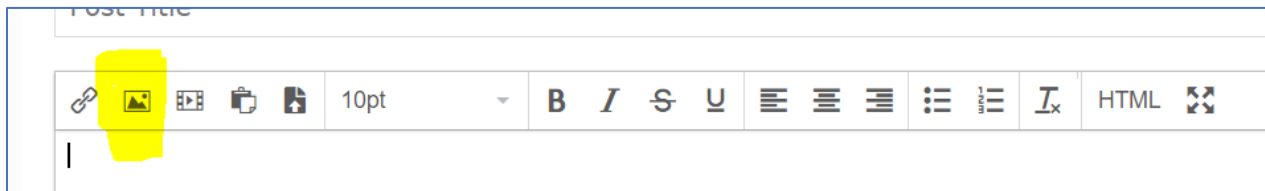
4. Enter a Title into the Title field. The title will show above the post everywhere the post is shown.



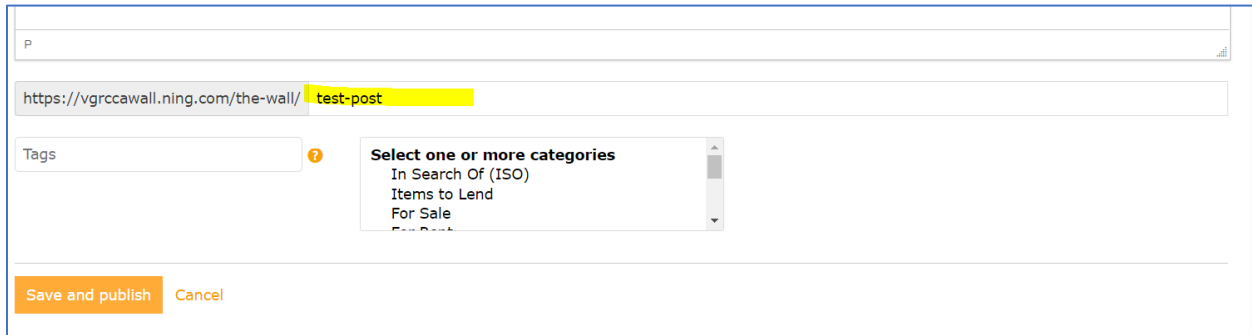
5. Enter the post into the edit box. Note: there are formatting tools located in the tool bar at the top of the edit box. These tools can be used to format the posting.



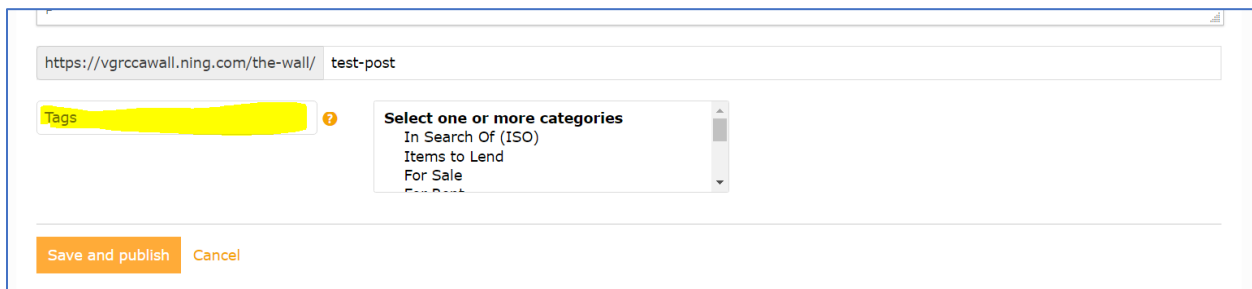
6. To add an image click the image icon and select the image you would like to add.



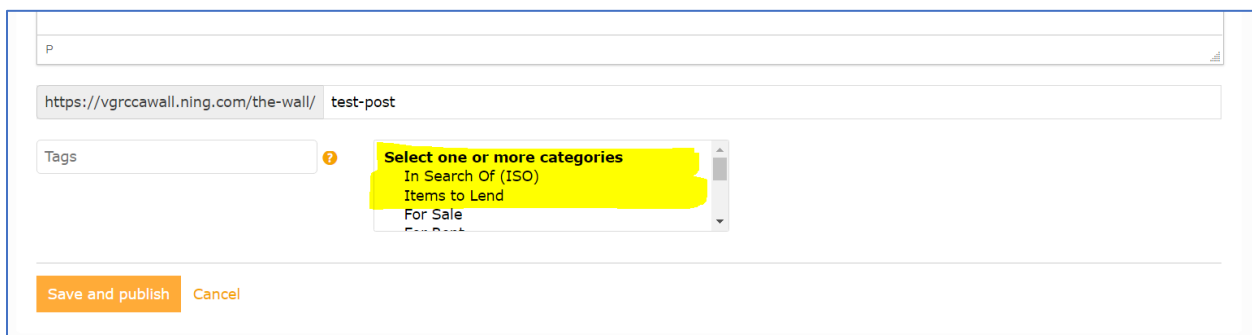
7. The URL will be automatically created based on the Title that you enter. Should you want to change the URL you can do so in the URL Field. Changing the URL is optional.



8. Enter any Tags you want to assign to the post into the Tags field. Tags are additional search keywords that may assist searching for the post. Adding Tags is optional.



9. Select one or more categories. Selecting a category is a requirement. To select multiple categories, hold control while clicking the categories.



10. Click "Save and Publish"

11. Your post is now published to the Wall of Something.