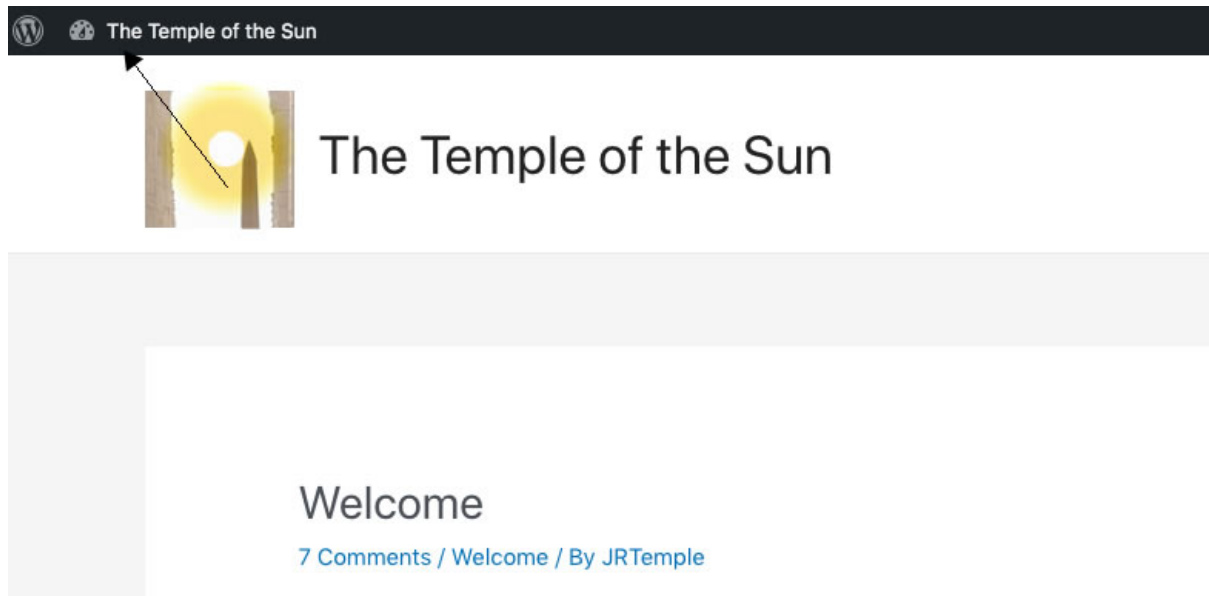


Temple of the Sun: Creating a Post

I have just upgraded everyone to “Author” status. This means that you are not confined to making a comment on one of my posts, you can create your own! This is how to create a post.

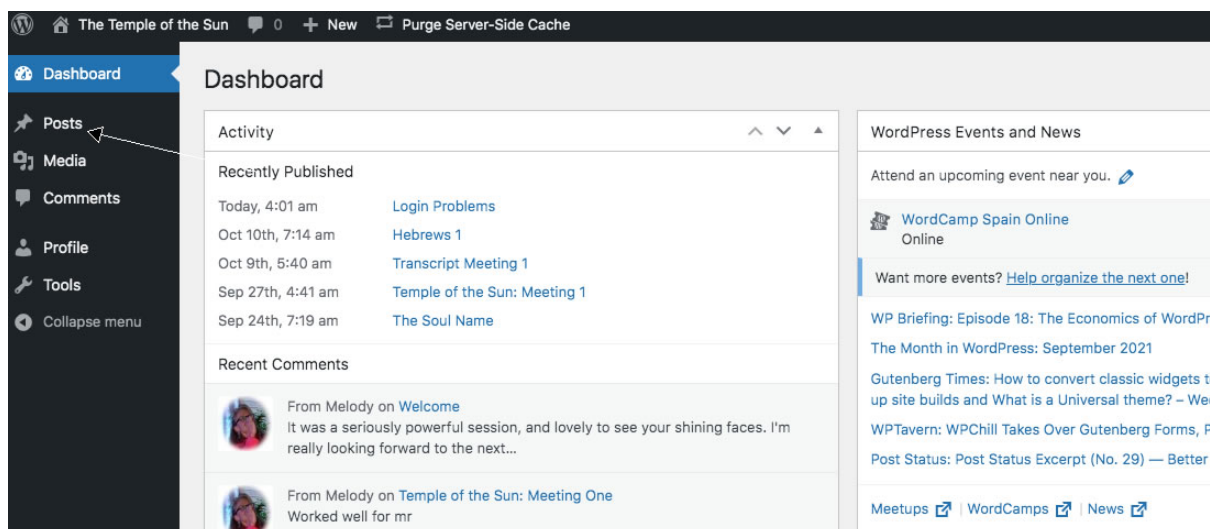
1 *Open the Dashboard*

I am assuming that you are already logged in. You should see a screen that looks like this:

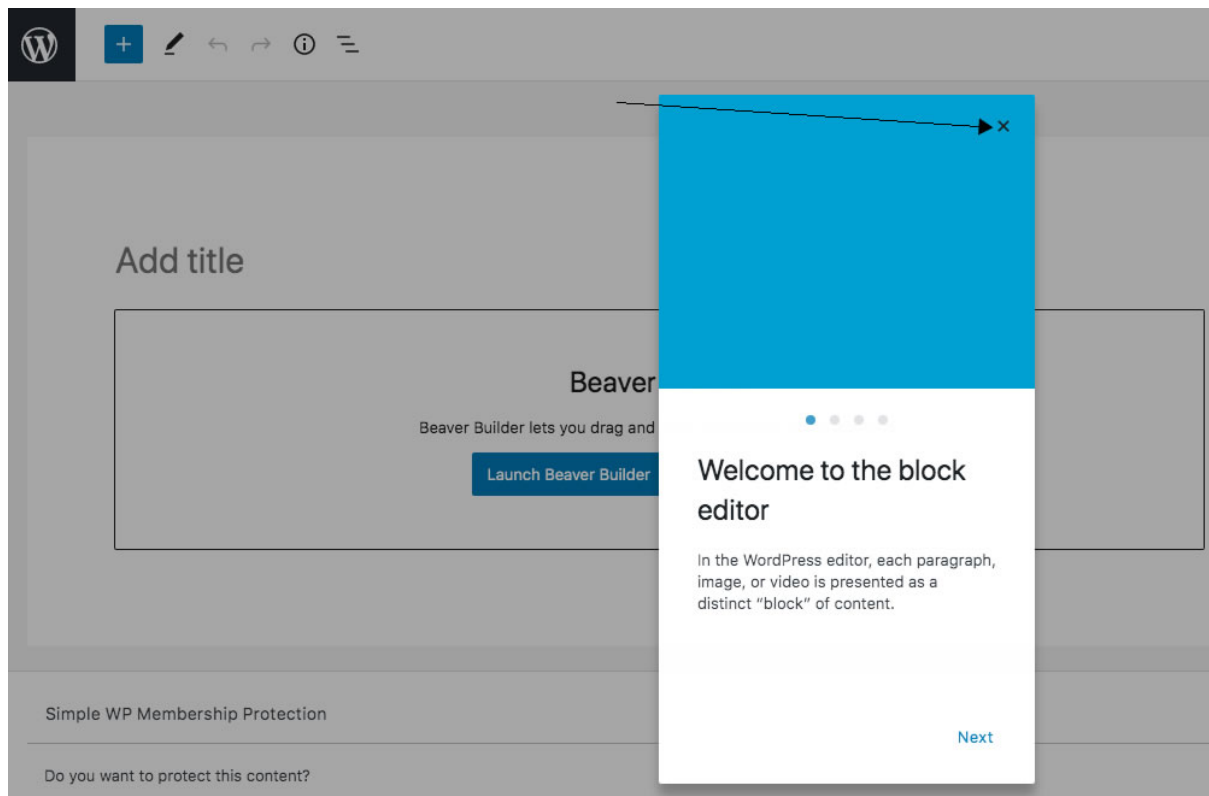


Click on “The Temple of the Sun” link in the black bar across the top of the screen. Then click on “Dashboard”. Your next screen will look like this:

2 *Click on the “Posts” Link*



3 Click on “Add New”:

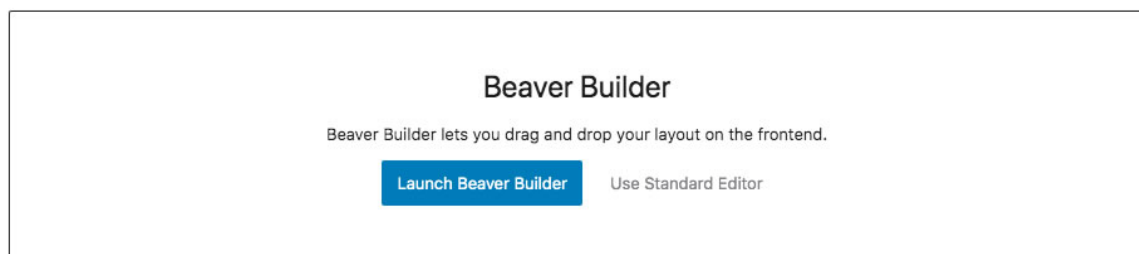


Click the close button (cross) on the “Welcome to the block editor” box.

4 Add a title

When the box has disappeared, you can click in the “Add title” field. Type in the title of your post. For example:

Making a Post ← *Your title goes here*



Now click on the “Use Standard Editor” link in the Beaver Builder box.

5 *Type your Post*

Making a Post

Here is where you type your post. You can write as much as you like, or as little as you like. If you pause for a moment, a little box will appear with a few formatting options.

6 *Protect Your Post*

When you have finished writing, scroll down until you see this screen:

Simple WP Membership Protection

Do you want to protect this content?

- ☒ No, Do not protect this content.
☐ Yes, Protect this content.

Select the membership level that can access this content:

- ☐ Temple of the Sun
☐ Temple Author
-

7 *Select the options below:*

Simple WP Membership Protection

Do you want to protect this content?

- ☐ No, Do not protect this content.
☒ Yes, Protect this content.

Select the membership level that can access this content:

- ☒ Temple of the Sun
☒ Temple Author

8 *Publish your post*

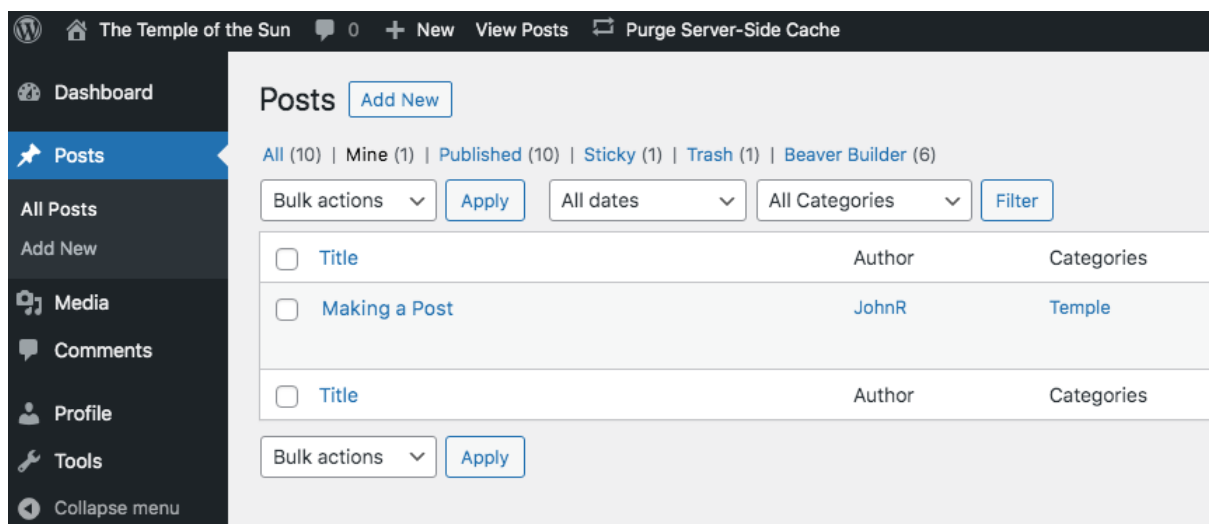
Look at the options at the top right of the screen:



You can “Preview” your post. If you are satisfied, then click the blue “Publish” button.

You will be asked: “Are you ready to publish?” Click on “Publish” again. Your post has just gone live. Every member of the Temple will now receive an email letting them, know 😊

If you click on the large “W” at the top left of the screen you will return to the Dashboard. You should see this post, and any others you may later add later in this section.



To return to the normal user mode, click on “The Temple of the Sun” link in the top left hand corner and click “Visit Site”.