

Creating a Post on the GPHA Message Boards:

1. To get started, click "Create a Post" in the top menu bar, or on the right sidebar below the login/add content headline.
2. The next screen you'll see displays a list of all the entries on the message board. If you want to add a new post, click the "Add New" button on the left side of your screen.
3. Give your post a title in the title bar at the top, then write your entry in the box below.
4. You may use the formatting buttons at the top to make your text bold, italicized, create a bulleted list, etc.
5. Next, be sure to select at least one category for your post by clicking the square next to the appropriate category name on the right side of your screen. Multiple categories are allowed. For example, if your post is about nursing salaries, you may select the Nursing Section category as well as the Budgetary Issues category.
6. You may preview your post by clicking the Preview button on the upper-right side of your screen, or when you're ready to publish your entry, click the blue Publish button. Your entry is now on the message board, and others may read and comment on your entry.

Making Changes to an Existing Entry:

You may also make changes to an existing entry - but only to entries you have written.

If you want to make changes to an existing entry, click Edit in the left column to go back to the list of entries. You can narrow the display to help you find your entry more quickly by setting the filter to show only certain dates or certain categories. You can also use the search box at the top right to find your post.

Once you see your entry, click the entry title and your editing page will appear. Make your changes, and then click "Update Post." Your entry has now been updated.