

How to Add an Event on JewishBoston.com 10 EASY STEPS!

1. Go to www.JewishBoston.com

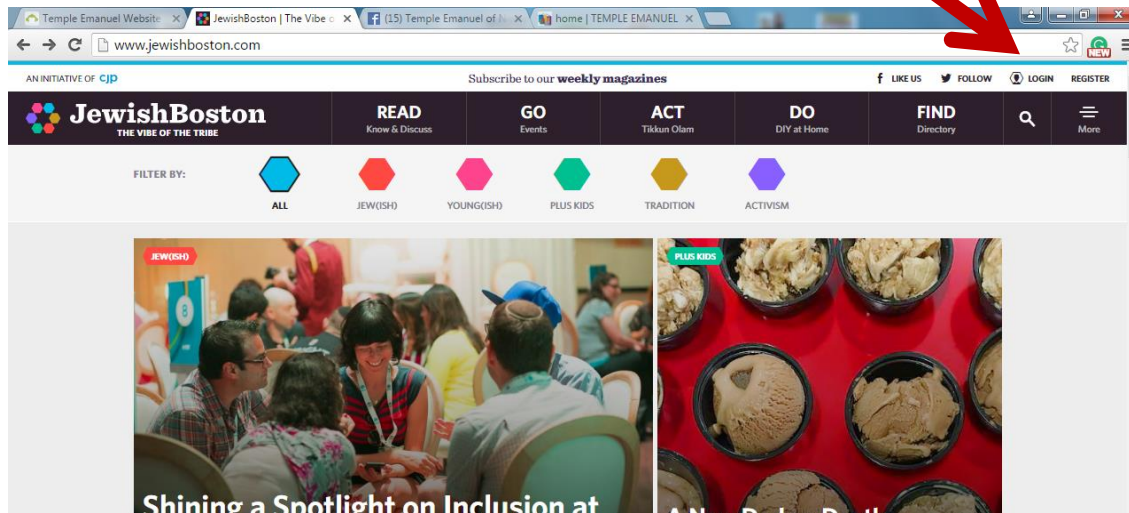
2. “Login” (top right corner)

Username: TempleEmanuelMktg

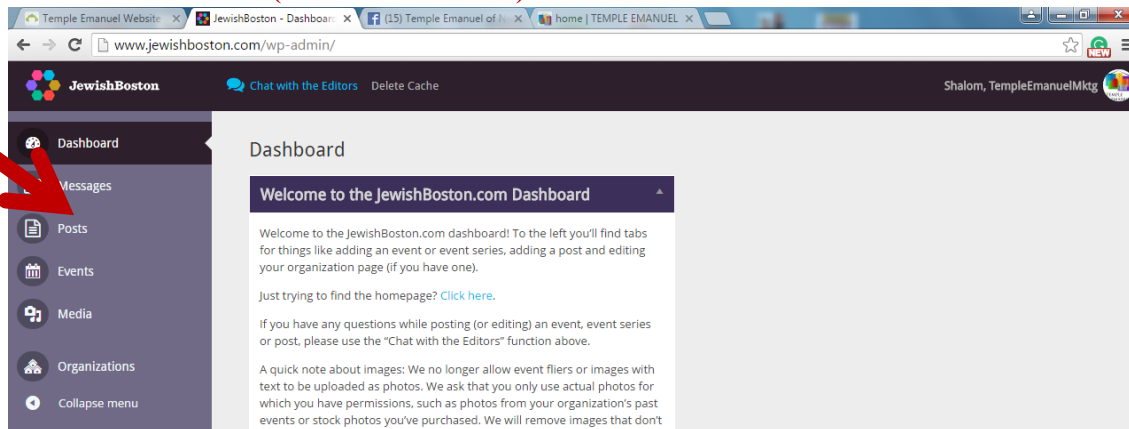
Password: shalom18

(If you have logged in before, that button may say “admin” instead)

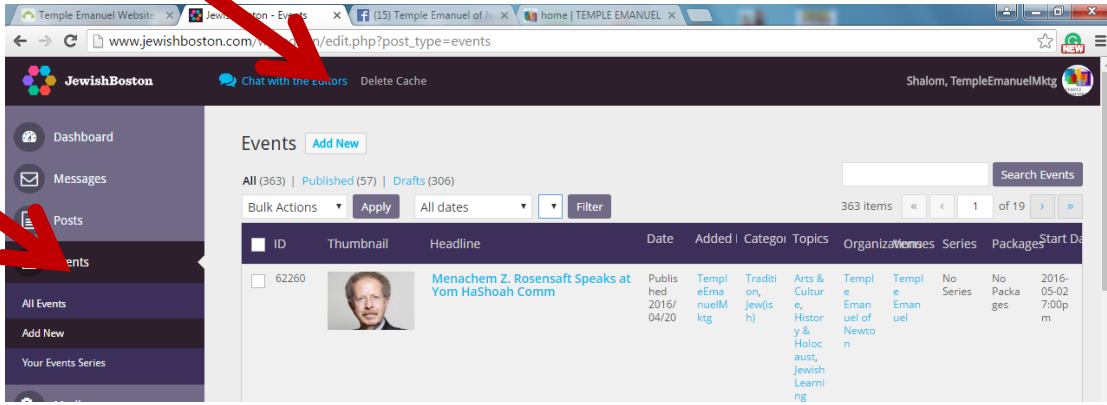
**This account is for us all to use. Please please please do not change the password and do not hit lost password. If you need help, contact LEinstein@templeemanuel.com.*



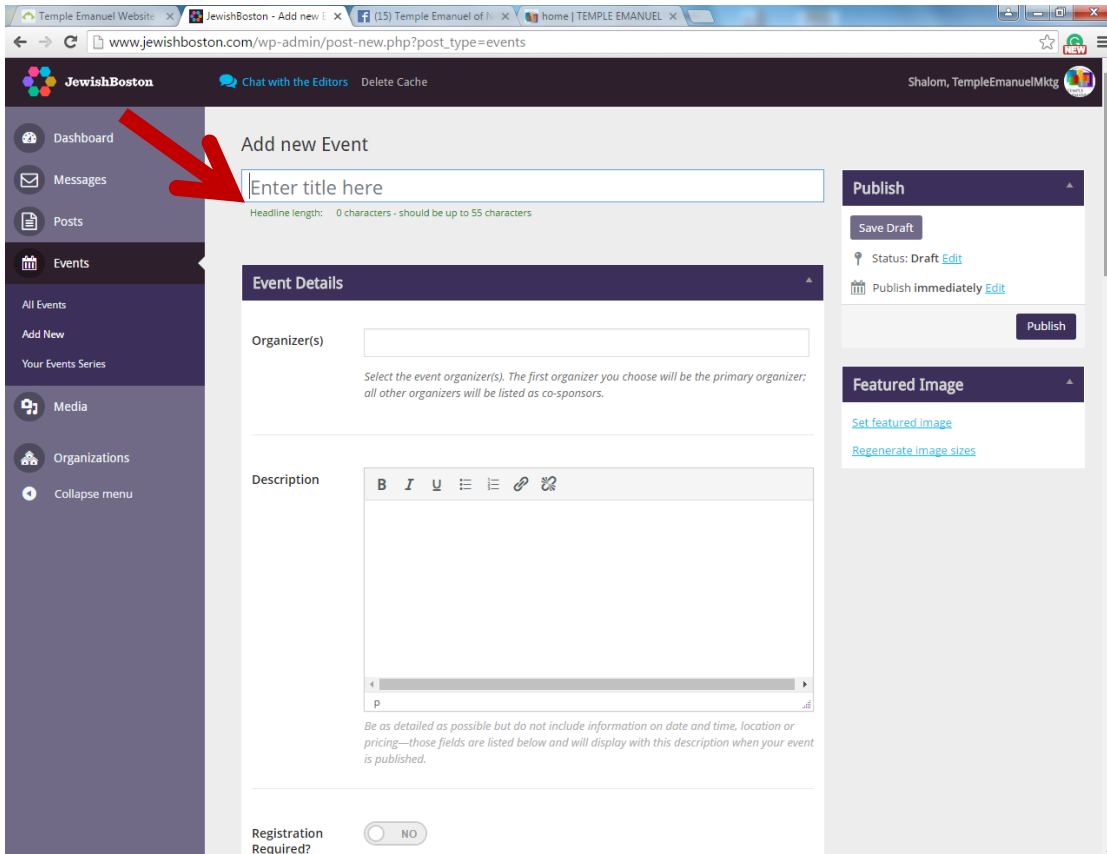
3. Click on “Events” (on left side column)



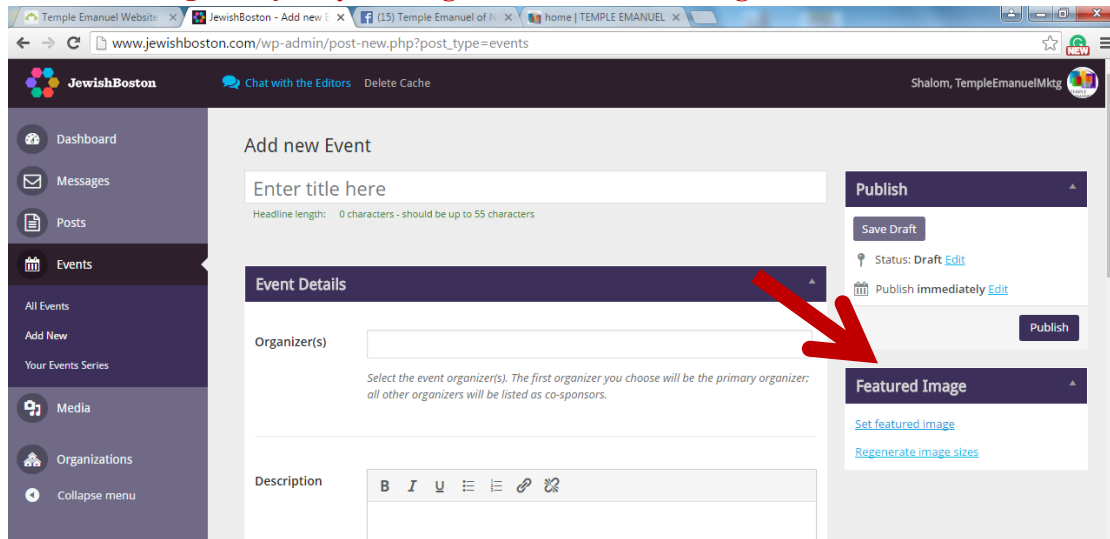
4. Click “Add New” (two different places to choose from – click either)



5. Add in all of your event details



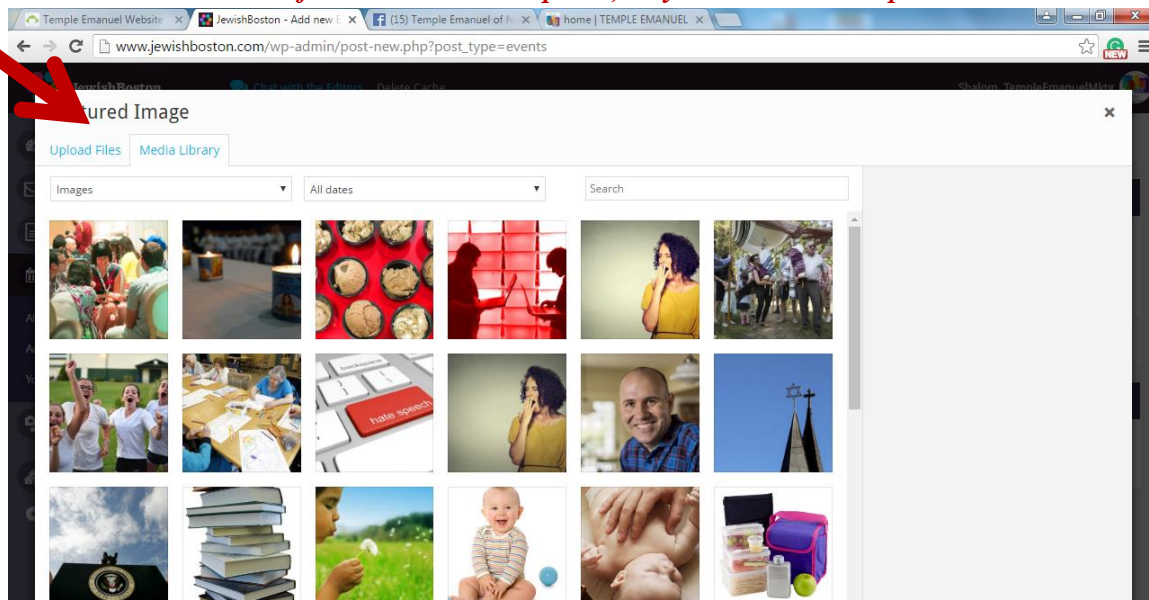
6. Add an image or flyer by clicking on “Set Featured Image”



7. Upload Image you would like to use (cannot be a pdf, must be jpg, gif, png, etc)

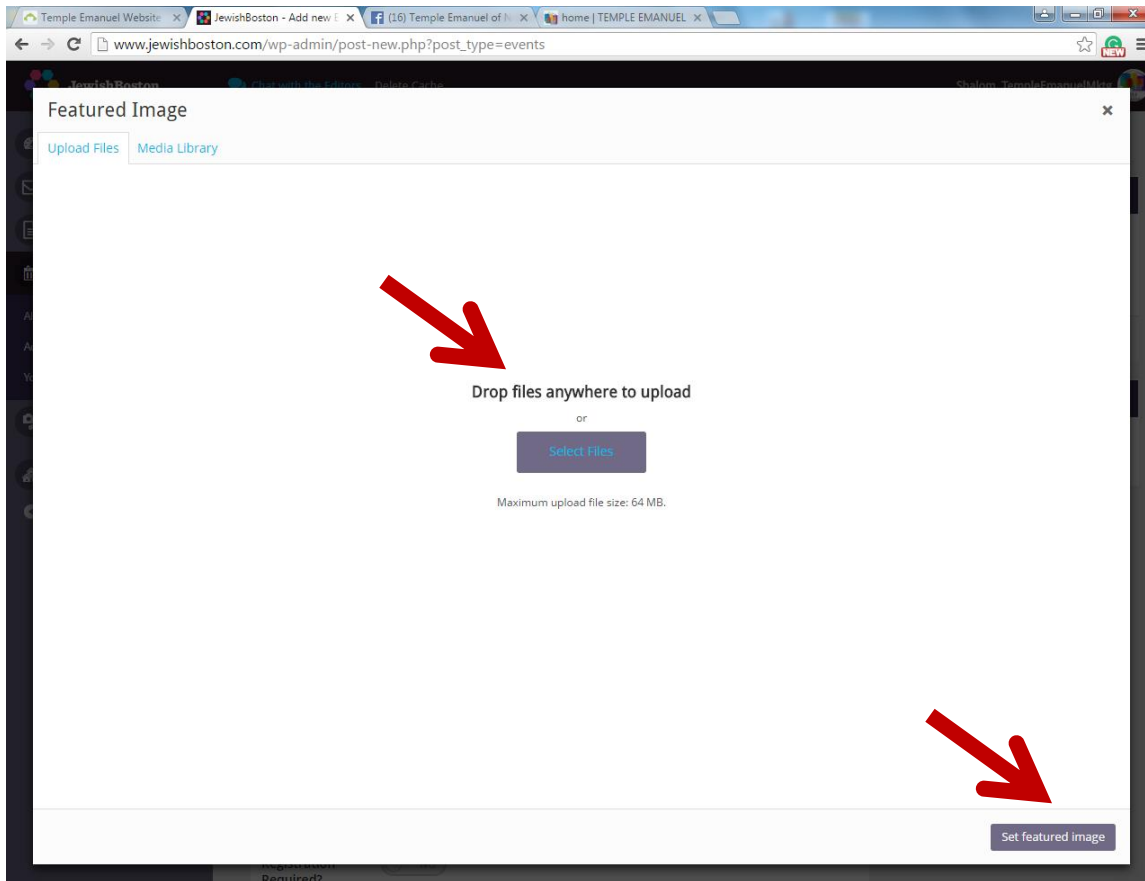
**Please make sure that we legally have rights to the image (do not simply pull something off the internet)*

Please also ensure that if an individual is in photo, they have been asked permission to use

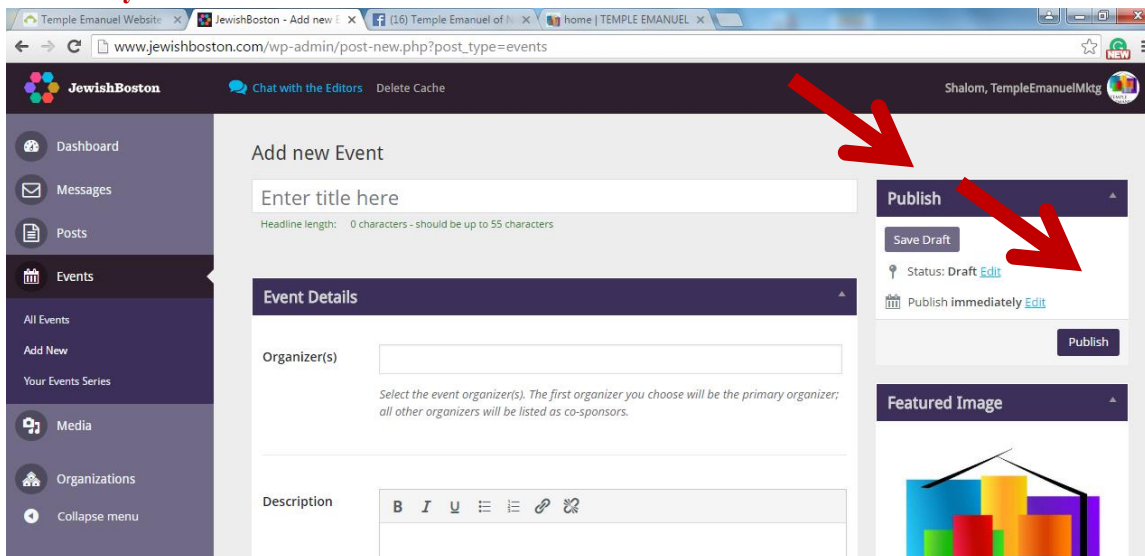


8. Find File on Computer or Drag Photo right into box to upload

9. Then click “Set Featured Image”



10. Then you can either “Save Draft” or “Publish”



YOU DID IT!! Mazel Tov!