DHL Website Article Posting Guide

POSTING
Click on "Login", under "Website" and enter Username and Password on the next screen

Go to "Posts" -> "Add New"

Enter a title and body
Choose either the "Visual" or "Text" editor
**CATEGORIES**
Be sure to check off a category for your article
If you don't think it fits in any of these, PM me and ask me to add a new one

**FEATURED IMAGES**
The default post image is always your team logo.
However, you may set a "Featured Image". This will override your team logo. If you want to choose the DHL logo, it’s already in the Media Library. You can upload your own image from your desktop as well.

The featured image always shows up at the top of your article unless you select “Hide” under “Featured Image Show/Hide”.
SLIDER
To get your article on the Slider on the homepage, you need to tag it with "slider". Keep in mind that in order to do this, you must upload a Featured Image and make it large enough for the front page. Otherwise, it just puts your small team logo there and stretches it out. That's ugly and I'll untag it if that's the case.
To get your article in the headlines ticker, just tag your post with "ticker"