

Chairman's Chat

Log In, then

- Select New (top menu bar), Post
- Type in 'Chairman's Chat – 'date' (e.g. 2nd January, 2018)
- Write the post in the box
- Select 'Club News' in **Categories** (right side of screen)
- Go to **Tags**, 'Choose from most used tags', and select 'Chairman's Chat', then 'Add'
- Click 'Publish'

Note: to send to yahoo group, go to the post, highlight the URL address, EXCLUDING last part- *?wp-admin-wsxcache=n*, Copy and Paste into an email.