



# WISTA

International



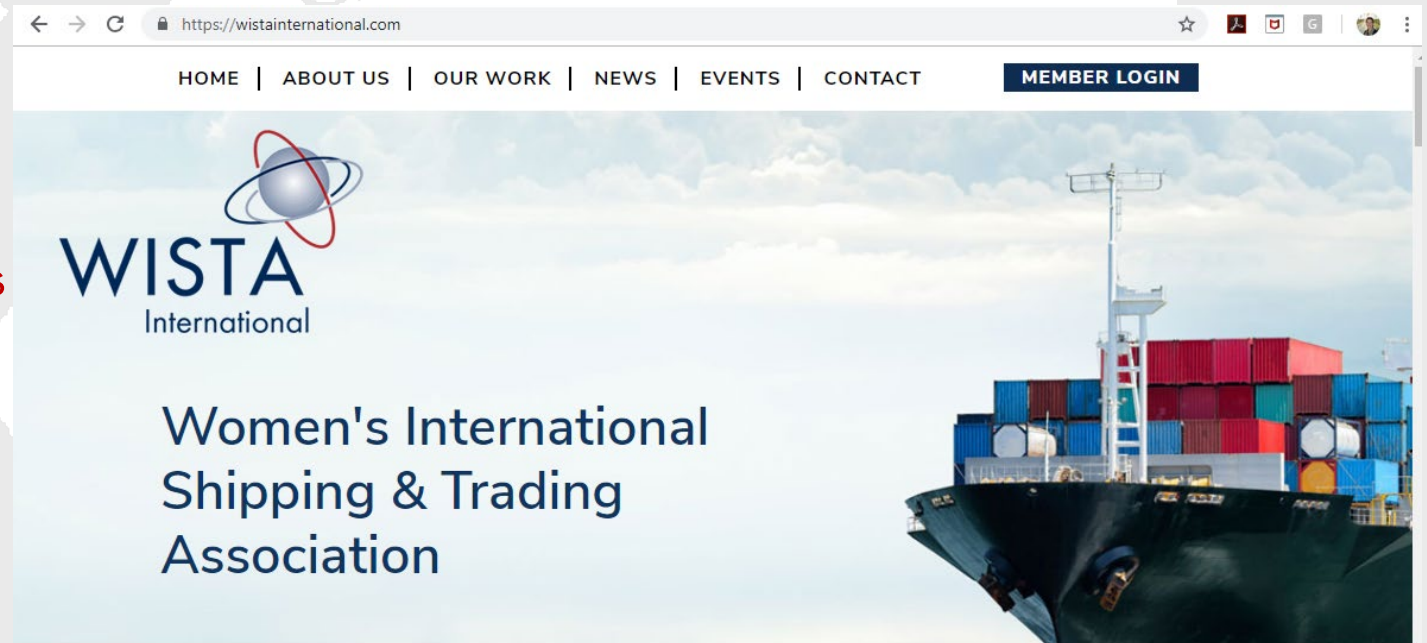
# WOMEN'S INTERNATIONAL SHIPPING & TRADING ASSOCIATION

A light gray world map is centered in the background of the slide, showing the outlines of the continents.

Webmaster Training Seminar

## Agenda

1. Introduction of new website
2. Tutorials
  1. How to create membership profiles
  2. How to login to your profile
  3. How to add NWA events
  4. How to add NWA news
3. Video Tutorials
4. Next Steps
5. Questions



## How to Create Membership Profiles

1. Navigate to <http://www.wistainternational.com/create-account>
2. Use the password `womenwhomovetheworld`
3. Input your membership profile information
4. Account is created
5. Your personal information can be edited at any time by logging into the website

Note that **EVERY** member will need to create a new profile to appear on the app and membership directory. **NO WISTABOOK PROFILES WILL BE TRANSFERRED.**

## How to login to your profile

1. Navigate to [www.wistainternational.com](http://www.wistainternational.com)
2. Click Member Login in the upper right
3. Login to your account
4. Edit or update your information or search for a member
5. Log out

## How to update your NWA page

1. Navigate to [www.wistainternational.com/wp-admin](http://www.wistainternational.com/wp-admin)
2. Login using your username and password
3. Click the associations tab on the far left navigational bar
4. Click on your NWA
5. Update your NWA information
6. Click update to save your information

PLEASE NOTE THAT ONLY ASSIGNED WEBMASTERS & NWA PRESIDENTS WILL BE ABLE TO UPDATE THE NWA PAGE, ADD EVENTS OR NEWS. Please email [WISTA@WISTAINTERNATIONAL.COM](mailto:WISTA@WISTAINTERNATIONAL.COM) to assign your webmaster.

Once you update your board members, please email [wista@wistainternational.com](mailto:wista@wistainternational.com) to have board positions added to their profiles and website permissions added to their user accounts (if necessary).

## How to create NWA events

1. Navigate to [www.wistainternational.com/wp-admin](http://www.wistainternational.com/wp-admin)
2. Login using your username and password
3. Click the events tab on the far left navigational bar
4. To create a new event, click the Add New button at the top of the page. To edit an existing event, click the event name.
5. Enter or edit your event information
6. If you wish to input your event before the event date, you can schedule it. Above the publish button, you will see a line that says Publish Immediately edit. To schedule the event to go live in the future, click edit and set the date you want the event to go live.
7. Click publish
8. The event will appear on your NWA page only. Please email [wista@wistainternational.com](mailto:wista@wistainternational.com) to have the event appear on the main WISTA page.

PLEASE NOTE THAT ONLY ASSIGNED WEBMASTERS & NWA PRESIDENTS WILL BE ABLE TO UPDATE THE NWA PAGE, ADD EVENTS OR NEWS. Please email [WISTA@WISTAINTERNATIONAL.COM](mailto:WISTA@WISTAINTERNATIONAL.COM) to assign your webmaster.

## How to create NWA news

1. Navigate to [www.wistainternational.com/wp-admin](http://www.wistainternational.com/wp-admin)
2. Login using your username and password
3. Click the news tab on the far left navigational bar
4. To create new news, click the Add New button at the top of the page. To edit an existing news item, click the news item name.
5. Enter or edit your news information
6. If you wish to input your news before the date you want the news to go live, you can schedule it. Above the publish button, you will see a line that says Publish Immediately edit. To schedule the news to go live in the future, click edit and set the date you want the event to go live.
7. Click publish
8. The news will appear on your NWA page only. Please email [wista@wistainternational.com](mailto:wista@wistainternational.com) to have the news appear on the main WISTA International page.

PLEASE NOTE THAT ONLY ASSIGNED WEBMASTERS & NWA PRESIDENTS WILL BE ABLE TO UPDATE THE NWA PAGE, ADD EVENTS OR NEWS. Please email [WISTA@WISTAINTERNATIONAL.COM](mailto:WISTA@WISTAINTERNATIONAL.COM) to assign your webmaster.



## Where are the video tutorials?

Video Tutorials and these written instructions will be available in the knowledgebank.

## Next steps from this training

1. If you are not the NWA President, please create your own profile at [www.wistainternational.com/create-account](http://www.wistainternational.com/create-account). (See earlier slide for instructions) If you are the webmaster, please email Lena at [wistainternational@gmail.com](mailto:wistainternational@gmail.com) once you have created a profile so we can assign you access to your NWA page.
2. All NWA President profiles have been created. Please contact [jillian@logonmediastrategies.com](mailto:jillian@logonmediastrategies.com) if you have not received a reset password email by Tuesday, November 13, 2018.
3. Spend some time getting to know the site – upload your events and news!
4. Email your membership and ask them to create their new membership directory profiles. We will provide you with a template email to copy and paste to your members.
5. Enjoy sharing your news, events, and activities with others!



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Questions?