

Committee Chair Manual for AIA SEATTLE’S ONLINE MEMBER COMMUNICATION TOOL

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Questions? Contact AIA Seattle’s Communications team.

Access to edit aiaseattle.org

(If you don’t already have an account set up on aiaseattle.org, please register here: <https://www.aiaseattle.org/my-account/>. Contact AIA Seattle’s Membership and Volunteer Manager to have your access level upgraded to Committee Chair so you have editing privileges.)

While you are a committee chair, you will have access the WordPress editing interface. Once your term is over, you can continue to use this account; you just won’t have editing capabilities for committee content.

1. Visit aiaseattle.org and click “Log In” in the upper right-hand corner of the homepage.
2. On the next page, provide your account credentials and click “Log In.”
3. You will be taken to a user Dashboard. Click “AIA Dashboard” to be taken to the WordPress editing interface.
 - a. You can always return to the Dashboard by clicking “Account” in the upper right-hand corner of any aiaseattle.org page.
 - b. Within the WordPress editing interface, you can return to aiaseattle.org by clicking the “AIA Seattle” button (with house icon) in the upper left-hand corner of the screen.

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Committee Hub Pages

The AIA Seattle committee “hub” pages provide smart functionality that allows you to communicate general information and upcoming events with external audiences and share committee-only information *in the same location*. This allows you to connect more easily with both newcomers and long-time participants.

Hub Page Editor

Getting to the Hub Page Editor

1. From the main WordPress editing interface, hover over “Pages” in the menu bar on the left side of the screen, and click “Column View.”
2. Scroll down the resulting list and click on the word “Committees” (*not* on the word “Edit.”)
3. Now another list of options will display to the right of the first. Find your committee and click “Edit” next to the committee name. This will take you to the editing interface for your committee’s hub page.

Within the Hub Page Editor

Please don’t be intimidated by the amount of information and options on this page. You’ll only ever need to make updates in a few places, which include the **File** blocks, **Main Content** block, and **Featured Image**. Edits to any other areas should be discussed with AIA Seattle staff.

Main Content Block

This area of the hub pages includes a few pieces of content. At any time, you can **update the items below in green**; please **do not edit the items in pink**.

- **when & where your committee meets**; if this needs to change, please confirm new time & place with AIA staff before updating on your hub page (we’ll need to make sure it’s noted on our internal calendar as well)
- **standard language for joining/subscribing** - please do not edit these two sentences
- **links to committee social media handles**; feel free to add or edit
- **information about which AIA Seattle vision this committee serves**
- **links to external Resources** (such as the national committee); feel free to add or edit

To make edits to the Main Content Block:

1. Scroll all the way down to the bottom of the hub page editor to find the box labeled “Main Content.”
2. Edit any of the blue items above within the text box.
 - a. **When pasting text**, it’s best to first click the “Paste as Text” icon (that looks like a clipboard with a T on it) and then paste your text. (This should remove any residual formatting from Word or other sources.)
 - b. **To format text size/weight**, use the dropdown to select from one of the following choices:
 - i. Paragraph – use for body text

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- ii. Heading 3 – use to separate different types of content within the Main Content block
 - iii. Heading 2 – use only if you need to create an entirely different section within the Main Content block (check with AIA staff if you're unsure)
 - c. **To hyperlink text to a web address**, highlight the word(s) you'd like to link, click the "Insert/Edit Link" icon (that looks like a chain), and paste the URL. Be sure to check the box for "Open link in a new window/tab." Then click "Add Link."
 - d. **Images** – we do not recommend adding images to the Main Content block. If you'd like to replace your committee image with something different, please clear the graphic with AIA Seattle staff and then make your edit within the Featured Image block (more details below.)
 - e. **To link to a PDF**, place your cursor where you'd like the link to appear. Click "Add Media" icon (looks like a camera with music notes). Click the "Upload Files" tab, and click to "Select Files." Select the file you want to upload; once you're back in the WordPress Media editor, please give your file a Title (this is the linked text that will display to readers), tag it to the "Committees" category, and click "Insert into page."
3. To make your changes live, scroll the top of the page to find the "Update" button on the right-hand side of the screen.
 4. To view your changes on the hub page, you can refresh the page if you already have it open in another tab, or, scroll to the top of the page, right-click the "View Page" button just below the page name, and click to "Open in New Tab."

Featured Image

As you scroll to the top of the page, you'll find the Featured Image block on the right-hand side of the screen. This is where you'll can replace the existing committee image with another if you'd like.

1. Make sure your image is formatted to 3x2 proportion horizontal image. PNG is preferred over JPG. Resolution should be 300 dpi. Text should be minimal or non-existent.
2. Click "Set Featured Image."
3. Here you can toggle to the "Upload" tab to add a new image.
4. Once you have selected an image, be sure to include Alt Text (a short description of the image), choose one or more Media Categories, and add Photo Credit (as appropriate).
5. Click the "Set featured image" button.
6. The image should now display in the Featured Image block.

Files

Committee hub pages have the ability to display files that are:

- visible to everyone (whether or not they are have joined your committee) *
- visible only to aiasattle.org users who have joined your committee (committee participants) *
- visible only to Committee Chairs

This functionality is made possible by the use of *shortcode* – HTML code that 'wraps' content so it can be displayed only to specific user groups. (As a chair, you should be able to see all content on the hub page.)

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The format of shortcode is as follows:

[beginning of shortcode] **content** [end of shortcode]

For example, if Women in Design would like to share their most recent meeting minutes, but only with committee participants (not just anyone who visits the hub page) they could do so like this:

[groups_member group="Women in Design"] **January Meeting Minutes** [/groups_member]

The shortcode for your committee is already in your hub page editor; please do not accidentally delete it. If you don't have any files to display at the moment, it's fine to just wrap "No files to display at this time." in the shortcode.

Shortcode can also be utilized in the Main Content block of your hub page, or even on Posts and Events for your committee. Please be in touch with AIA Seattle staff if you're curious about utilizing it outside of the Files blocks on your hub page to display content that is only visible to committee participants.

*** Please note:** Just because an individual is on your committee's *email list* does not necessarily mean they are a committee *participant* (with access to committee-only content.) To have access to this content, they will need to have an aiaSeattle.org account, and join your committee either on the hub page or through the "Manage Your Committee(s)" link on their Account Dashboard.

To add Files to your committee's hub page:

1. Find the appropriate file block in the hub page editor – Committee Files are just below the Committee Email block, and Chair Files are just below that.
 - a. To add files that are **visible to everyone** (whether or not they have joined your committee, and whether or not they're logged into aiaSeattle.org) you'll work within the "Committee Files" block. Place your cursor outside of the two sets of shortcode (which is actually four pieces of bracketed information, total.) Before or after the bracketed info, or even between the two pieces of shortcode is fine. Click "Add Media" icon (looks like a camera with music notes). Click the "Upload Files" tab, and click to "Select Files." Select the file you want to upload; once you're back in the WordPress Media editor, please give your file a Title (this is the linked text that will display to readers), tag it to the "Committees" category, and click "Insert into page."
 - b. To add files that are only **visible to committee participants** (users who have joined your committee) when viewing the hub page while logged into aiaSeattle.org, you'll work within the "Committee Files" block. Place your cursor between the first set of bracketed text ([groups_member group="Committee Name"] **cursor goes here to add content** [/groups_member]) and click "Add Media." Click the "Upload Files" tab, and click to "Select Files." Select the file you want to upload; once you're back in the WordPress Media editor, please give your file a Title (this is the linked text that will display to readers), tag it to the "Committees" category, and click "Insert into page."
 - c. To add files that are **only visible to Committee Chairs** when viewing the hub page while logged in to aiaSeattle.org, you'll work within the "Committee Chair Files" block. Place your cursor between the first set of bracketed text ([groups_member group="Committee Name Committee Chair"] **cursor goes here to add content**

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[\[/groups_member\]](#)) and click “Add Media.” Click the “Upload Files” tab, and click to “Select Files.” Select the file you want to upload; once you’re back in the WordPress Media editor, please give your file a Title (this is the linked text that will display to readers), tag it to the “Committees” category, and click “Insert into page.”

2. You should end up with linked text *within* your shortcode.
3. To make your changes live, scroll the top of the page to find the “Update” button on the right-hand side of the screen.
4. To view your changes on the hub page, you can refresh the page if you already have it open in another tab, or, scroll to the top of the page, right-click the “View Page” button just below the page name, and click to “Open in New Tab.”
5. Please shoot AIA Seattle staff a quick email to let us know that you have made edits to your committee’s hub page. (In some cases, it might prompt us to make changes to information that lives elsewhere or internal processes.)

Events

Events can be set to display to the main calendar and to your committees hub page (where only events that relate to your committee will be displayed.)

To Add an Event

1. (Confirm the date and time of the event with AIA Seattle staff.)
2. From the main WordPress editing interface, hover over “Events” the menu on the left side of the screen.
3. In the pop-out window, click “Add New.”
4. Enter information in the following fields. **Red items are required**; **blue items are optional or only applicable in certain situations**.
 - a. **Title** – please enter the title of your event as you would like it to appear on the calendar, at the top of the webpage, etc (try not to make it too long!)
 - b. **Permalink** – once you’ve added an event title, a URL should display just below the Title. Typically, you’ll just leave this as-is, but if your Event Title is causing the URL to be quite long, you might consider revising the URL just a bit. (It should still be clear to anyone that sees the URL what the event page is for.)
 - c. **Start Date & Time + End Date & Time** – be sure to indicate am/pm as appropriate
 - d. **Recurrence** – only if this event will repeat with the exact same description in the future
 - e. **Venue** – If your event is taking place at AIA Seattle, you can find the *Center for Architecture & Design* in the “Use Saved Venue” dropdown. This will populate all the necessary details for you. If you are using a new venue, enter its info here.
 - i. You will need to indicate **name, address, city, country, state, and postal code**.
 - ii. Providing a **phone number and website** for the venue is optional.
 - f. **Organizer** – if you’d like to, you can list the Committee as the Organizer, but this field won’t display if you choose to not enter anything.
 - i. When listing an Organizer for an event, you need to at least include the **Committee Name** as organizer name.
 - ii. There is no need to include a phone number.

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- iii. If you'd like to include a [website](#), please use the URL of your committee's hub page.
 - iv. If you'd like to include an [email](#), please use your committee's assigned email address (found on your committee's hub page.)
 - g. Please do not list a URL for the "Event Website."
 - h. **Event Price** – Please work with AIA Seattle staff to determine pricing for your event. It should be listed as "Free" or as a range.
 - i. For example, an event that is \$10 for members and \$40 for non-members should be listed as "\$10 – \$40" in this field.
 - i. **Class Credit** – Please work with AIA Seattle staff at least 2 months in advance to secure credit for your class and determine the appropriate types of credits to list in this field (LUs vs. CEs vs. HSWs etc).
 - i. If there is no class credit for your event, just leave this field blank and it won't display on the event page.
 - j. (Skip past Tickets section.)
 - k. **Excerpt** – Provide a short summary (1 or 2 sentences) of what your event is about. The excerpt shows up in search results, so it's critical that you include it.
 - l. (Skip past Custom Fields, Discussion, and Author sections.)
 - m. **Main Header** – Typically, this matches your Event Title exactly.
 - n. **Featured Text** – If you enter text here, it displays as a large, lightweight font just below the Featured Image (if you include one, which we highly recommend.) This text could be a short summary of what your event is about (particularly if the actual event description is lengthy) or it could just be the first sentence or two of your event description. Featured text should not be longer than 2 sentences.
 - o. **Feature Block** – We recommend leaving this field blank. If you include information here, it displays at the top of the second column of info, just above the "Details" section with date, time, etc, which means it is often overlooked. If you'd like to include info here, just make sure it isn't critical information for attendees.
 - p. **Column Options** – Please select these options exactly as described below to ensure we maintain a consistent look across all events on our site.
 - i. Posts and Events should be left at 00.
 - ii. Skip past the Design in Public checkbox, the I am AIA Seattle dropdown, and leave Tweets set to None.
 - iii. Check the boxes for **Social Icons, Sponsors, and Paid Ads**.
 - q. **Main Content** – This block is for your event description, link to registration, etc.
 - i. **When pasting text**, it's best to first click the "Paste as Text" icon (that looks like a clipboard with a T on it) and then paste your text. (This should remove any residual formatting from Word or other sources.)
 - ii. **To format text size/weight**, use the dropdown to select from one of the following choices:
 - Paragraph – use for body text
 - Heading 3 – use to separate different types of content within the Main Content block

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- Heading 2 – use only if you need to create an entirely different section within the Main Content block (check with AIA staff if you're unsure)
- ii. **To link to registration**, first get the registration URL from AIA Seattle staff.
 - Position your cursor where you want the button and click the "Add Media" button.
 - Search for "register."
 - Click the image of red register box.
 - Click "Insert into post" button in lower right-hand corner of the screen.
 - The button will be gigantic, so click it to display a small menu bar.
 - In the small menu bar that pops up, click the pencil icon to Edit.
 - Under the "Size" dropdown, click "Custom Size."
 - Change the width to 160, which automatically changes the height to 40.
 - Under the "Link to" dropdown, select "Custom URL" and paste the registration URL in the box provided.
 - Click "Update."
- iii. **To hyperlink text to a web address**, highlight the word(s) you'd like to link, click the "Insert/Edit Link" icon (that looks like a chain), and paste the URL. Be sure to check the box for "Open link in a new window/tab." Then click "Add Link."
- iv. **Images** – we do not recommend adding images to the Main Content block (other than a "register" button.) Your main event image should be added in the Featured Image block (more details below.)
- v. **To link to a PDF**, place your cursor where you'd like the link to appear. Click "Add Media" icon (looks like a camera with music notes). Click the "Upload Files" tab, and click to "Select Files." Select the file you want to upload; once you're back in the WordPress Media editor, please give your file a Title (this is the linked text that will display to readers), tag it to the "Committees," "Events," and/or "Education" categories, and click "Insert into page."
- r. **Featured Image** – as you scroll to the top of the page, you'll find the Featured Image block on the right-hand side of the screen. This is where you'll add an image that is representative of the event. It will display towards the top of the event page.
 - i. Make sure your image is formatted to 3x2 proportion horizontal image. PNG is preferred over JPG. Resolution should be 300 dpi. Please do not upload full event fliers; text should be minimal or non-existent, and the image should be sized appropriately for web viewing (not 8.5 x 11.)
 - ii. Click "Set Featured Image."
 - iii. Here you can toggle to the "Upload" tab to add a new image, or search for your committee's default image (name over colorful background) on the "Media Library" tab.
 - iv. Once you have selected an image, be sure to include Alt Text (a short description of the image), choose one or more Media Categories, and add Photo Credit (as appropriate).
 - v. Click the "Set featured image" button.
 - vi. The image should now display in the Featured Image block.

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- s. Event Options – Template – Please leave this set to Default Events Template.
 - t. **Event Categories** – This is how we control where events show up on the site. Please select the categories that apply to your event, and always be sure to include at least “All Upcoming Events,” “Committee Events,” and “*Your Committee’s Name*.”
 - i. Please note – the top section of the categories list is divided into “For the Profession,” “For the Public,” and “For Professionals & the Public”. Please be realistic when choosing from these categories. (Your event might be technically open to the public, but would they really find the information presented relevant if they aren’t a practicing designer?)
 - ii. Same thing goes for selecting committees from this list; if you truly think that participants of a different committee would be interested in your event, go ahead and check their box, but please do not check all of the committee boxes.
 - u. Skip past Tags.
5. In the “Publish” box, click “Save Draft.”
 6. Email AIA Seattle staff to request that we review the event draft. (Be sure to include the name of the event in your email.) Once we have taken a look, we will publish the event and it will go live on the main calendar, on your committee’s hub page, and to any other areas of the site you selected in the Event Categories section.

To Edit an Event

1. From the main WordPress editing interface, click “Events” in the menu on the left side of the screen.
2. Search for the event name.
3. Click the correct result or hover over it to reveal the option to click “Edit.”
4. Make any necessary changes and be sure to click the “Update” button in the upper right-hand corner of the screen to implement your changes.

Recurring Committee Meetings

These have been set up by AIA Seattle staff and can be pretty tricky to manage. If you need to make a change to a single occurrence of your recurring meeting or a permanent change to all upcoming meetings, please contact staff and we will make the change for you. (This is also a good prompt for us to make the change on our internal calendar and in enews.)

Posts

Similar to Events, Posts can be set to appear not only on your committee’s hub page, but also on other areas of aiaSeattle.org. You can think of Posts like blog posts – articles or bits of news to be shared with your committee participants and other visitors to the AIA Seattle website. If you’re not sure what kind of information to share via Posts, you might consider publishing any newsletter content you send to your committee’s list as a Post so it has the potential to reach people who aren’t yet on your committee list.

To Add a New Post

1. In the main WordPress editing interface, hover over “Posts” in the menu bar on the left side of the screen.

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2. In the pop-out window that displays, click "Add New."
3. Enter information in the following fields. **Red items are required; blue items are optional or only applicable in certain situations.**
 - a. **Title** – please enter the title of your event as you would like it to appear on the calendar, at the top of the webpage, etc (try not to make it too long!)
 - b. **Permalink/Slug** – once you've added a Post title, a URL should display just below the Title. Typically, you'll just leave this as-is, but if your Post title is causing the URL to be quite long, you might consider revising the URL just a bit. (It should still be clear to anyone that sees the URL what the Post is about.) The URL can be editing just under the Title, or you can make this edit in the Slug box. (You'll just type in what you would like to come after aiaSeattle.org/)
 - c. **Excerpt** – Provide a short summary (1 or 2 sentences) of what your event is about. The excerpt shows up in search results, so it's critical that you include it.
 - d. **Main Header** – Typically, this matches your Post Title exactly.
 - e. **Featured Text** – If you enter text here, it displays as a large, lightweight font just below the Featured Image (if you include one, which we highly recommend.) This text could be a short summary of what your post is about (particularly if the content is quite long or detailed) or it could just be the first sentence or two that leads into your article/news. Featured text should not be longer than 2 sentences.
 - f. **Feature Block** – We recommend leaving this field blank. If you include information here, it displays at the top of the second column of info, which means it is often overlooked. If you'd like to include info here, just make sure it isn't critical information for readers.
 - g. **Column Options** – Please select these options exactly as described below to ensure we maintain a consistent look across all events on our site.
 - i. Posts should be left at 00.
 - ii. Select your committee from the Events dropdown, and set it to 04 (upcoming.)
 - iii. Skip past the Design in Public checkbox, the I am AIA Seattle dropdown, and leave Tweets set to None.
 - iv. Check the boxes for **Social Icons, Sponsors, and Paid Ads**.
 - h. **Main Content** – This block is where your article/news will go.
 - i. **When pasting text**, it's best to first click the "Paste as Text" icon (that looks like a clipboard with a T on it) and then paste your text. (This should remove any residual formatting from Word or other sources.)
 - ii. **To format text size/weight**, use the dropdown to select from one of the following choices:
 - Paragraph – use for body text
 - Heading 3 – use to separate different types of content within the Main Content block
 - Heading 2 – use only if you need to create an entirely different section within the Main Content block (check with AIA staff if you're unsure)
 - iii. **To link to registration**, first get the registration URL from AIA Seattle staff.
 - Position your cursor where you want the button and click the "Add Media" button.

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- Search for “register.”
 - Click the image of red register box.
 - Click “Insert into post” button in lower right-hand corner of the screen.
 - The button will be gigantic, so click it to display a small menu bar.
 - In the small menu bar that pops up, click the pencil icon to Edit.
 - Under the “Size” dropdown, click “Custom Size.”
 - Change the width to 160, which automatically changes the height to 40.
 - Under the “Link to” dropdown, select “Custom URL” and paste the registration URL in the box provided.
 - Click “Update.”
- iii. **To hyperlink text to a web address**, highlight the word(s) you’d like to link, click the “Insert/Edit Link” icon (that looks like a chain), and paste the URL. Be sure to check the box for “Open link in a new window/tab.” Then click “Add Link.”
- iv. **Images** – we do not recommend adding images to the Main Content block (other than a “register” button.) Your main event image should be added in the Featured Image block (more details below.)
- v. **To link to a PDF**, place your cursor where you’d like the link to appear. Click “Add Media” icon (looks like a camera with music notes). Click the “Upload Files” tab, and click to “Select Files.” Select the file you want to upload; once you’re back in the WordPress Media editor, please give your file a Title (this is the linked text that will display to readers), tag it to the “Committees,” “Events,” and/or “Education” categories, and click “Insert into page.”
- i. **Featured Image** – as you scroll to the top of the page, you’ll find the Featured Image block on the right-hand side of the screen. This is where you’ll add an image that is representative of the event. It will display towards the top of the event page.
- i. Make sure your image is formatted to 3x2 proportion horizontal image. PNG is preferred over JPG. Resolution should be 300 dpi. Please do not upload full event fliers; text should be minimal or non-existent.
 - ii. Click “Set Featured Image.”
 - iii. Here you can toggle to the “Upload” tab to add a new image, or search for your committee’s default image (name over colorful background) on the “Media Library” tab.
 - iv. Once you have selected an image, be sure to include Alt Text (a short description of the image), choose one or more Media Categories, and add Photo Credit (as appropriate).
 - v. Click the “Set featured image” button.
 - vi. The image should now display in the Featured Image block.
- j. Layout – Please leave this set to Default.
- k. Skip past Tags.
- l. **Categories** – Please select “Committees” and “*Your Committee’s Name*” to have this Post published to your committee’s hub page.
- i. If you are interested in publishing your Post outside of your committee hub page, please contact AIA Seattle staff to determine the best places for it to go.

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4. If you'd like **to make this Post visible only to logged in Committee Participants**, find the "Access Restrictions" box in the upper right hand corner. Begin to type the name of your committee in the box and click the name when it pops up.
5. In the "Publish" box, click "Save Draft."
6. Email AIA Seattle staff to request that we review the Post draft. (Be sure to include the name of the Post in your email.) Once we have taken a look, we will publish the Post and it will go live on the committee hub page (and to any other areas of the site we agreed upon.)

To Edit a Post

1. From the main WordPress editing interface, click "Posts" in the menu on the left side of the screen.
2. Search for the Post name.
3. Click the correct result or hover over it to reveal the option to click "Edit."
4. Make any necessary changes and be sure to click the "Update" button in the upper right-hand corner of the screen to implement your changes.

Committee Newsletter

Easily send out news to your committee list by copying our ready-made templates and adding your text and images.

To Build and Send a Newsletter

1. From the main WordPress editing interface, click "Newsletter" in the menu on the left side of the screen.
2. Find your committee's template, hover over the name, and click to "Duplicate" the newsletter.
3. Update the "Subject Line," confirm that your committee's list is selected, and click "Next Step."
4. Replace the placeholder images, headlines, and text with your content.
 - a. You can add more Content blocks and adjust Styles in your newsletter by clicking these tabs on the right hand side of the screen.
 - b. To insert Images, click the "Add Images" button. A box will pop up where you can "Select Files" to upload. Once your upload is complete, click the "Newsletter Images" link in this same pop-up window, click the image you just uploaded, and click "Done." This should add the image to your image library that's visible when editing your newsletter.
5. You can save changes at any time or send yourself a preview with the tools at the bottom of the screen.
6. When you're done editing, click "Next Step."
7. Confirm that your subject line and list are correct, and that info@aiaseattle.org is listed as the Sender and Reply-to address.
8. You have two options for sending:
 - a. You can send right away by clicking the "Send" button at the bottom of the screen.
 - b. You can choose to schedule your enewsletter for the future by clicking the "Schedule It" checkbox to reveal date & time boxes. Then click "Schedule."

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9. You can see how your newsletter is performing by visiting Newsletters > Statistics in the WordPress editing interface.

Subscribers (Newsletter List)

Easily add and remove individuals or groups of contacts to your committee's newsletter list.

Please note: Adding a contact to your newsletter list does not make them a participant of your committee with access to committee-only content on your hub page; similarly, removing a newsletter contact does not remove them as a participant of the committee hub page. To manage committee participation for a user, please see below for info about **Users & Committee Participants**.

FYI - Users can very easily subscribe to committee newsletter lists on the hub pages (whether or not they have "joined" the committee.) They can also easily unsubscribe from one or many committee newsletter lists via their Account Dashboard or the "Unsubscribe" button at the bottom of committee newsletters.

To Add a Single Contact to your Committee Newsletter List

1. From the main WordPress editing interface, hover over "Newsletter" in the menu on the left side of the screen and click "Subscribers."
2. Click the "Add Subscriber" button at the top of the screen.
3. Add Email, First and Last Name.
4. Make sure "Status" is set to "Subscribed" and check the box for your committee.
5. Click "Add Subscriber."

To Add Multiple Contacts to your Committee Newsletter List

1. From the main WordPress editing interface, hover over "Newsletter" in the menu on the left side of the screen and click "Subscribers."
2. Click the "Import" button at the top of the screen.
3. From here you have two options:
 - a. Type or paste a handful of contacts into the box provided. Reference the CSV examples provided to format your information appropriately (with first line as headers.)
 - b. Select the radio button to "Upload a file." Reference the CSV examples provided to format your information appropriately.
4. Click "Next Step."
5. Select the box for your committee and click "Import."

To Remove a Single Contact from your Committee Newsletter List

1. From the main WordPress editing interface, hover over "Newsletter" in the menu on the left side of the screen and click "Subscribers."
2. Click the "Edit Lists" button at the top of the screen.
3. Hover over your committee name and click "View Subscribers."
4. Hover over the individual's name and click "View Stats or Edit."
5. Make sure the Status radio button for "Subscribed" is selected and uncheck the box next to your committee name. (Please leave all other committee selections as you found them.)

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6. Click "Save."

Users & Committee Participants (Hub Page Participation)

Generally, people should easily be able to join or leave committees on their own (aka. manage their own access to information on the committee hub pages) through their Account Dashboard. However, if you'd like to handle any requests to add/remove people as participants of your committee (which is different than subscribing or unsubscribing them from the committee enewsletter list), here's how to make those changes.

To Add an Existing User as a Participant of your Committee

1. From the main WordPress editing interface, click "Users" in the menu on the left side of the screen.
2. Search for the user and click their name (or hover and click "Edit".)
3. Scroll down to the "Groups" section of the page and either start typing in the name of your committee, or place your cursor in the box and select your committee from the dropdown list.
4. Scroll down and click "Update Profile."

To Remove a User as a Participant of your Committee

1. From the main WordPress editing interface, click "Users" in the menu on the left side of the screen.
2. Find and click on your Committee in the "word cloud" in the top of the page.
3. Find the appropriate user and click their name (or hover over their name and click "Edit".)
(Please do not click to "Delete" the user. This will remove them completely from the site, not just from your committee.)
4. Scroll down to find the "Groups" section of the page, and simply click the "x" to remove your committee from this user's Groups.
5. Scroll down and click "Update Profile."

Questions? Contact AIA Seattle's Communications team.