

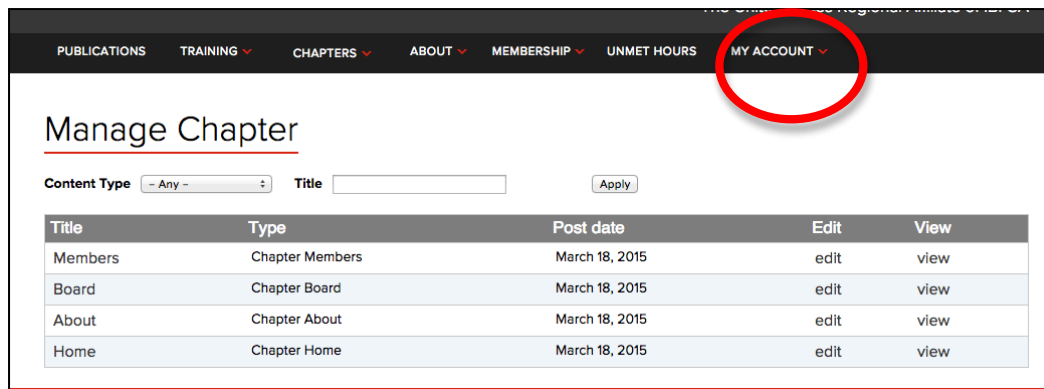


Logging in the first time:

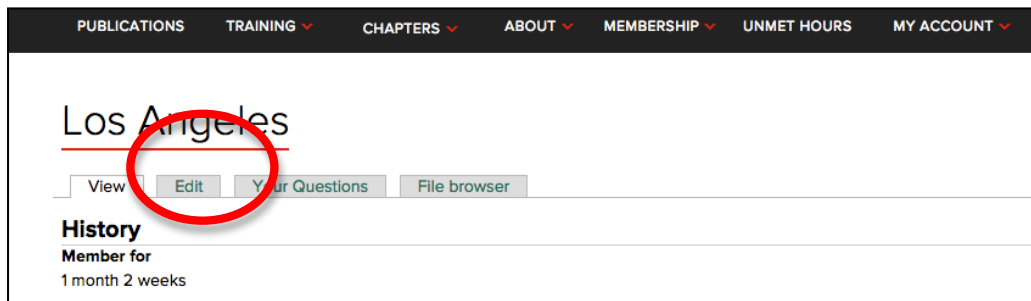
Go to www.ibpsa.us/user. Enter your login and password. You land on your homepage for managing your chapter site.

Please change your email and password!

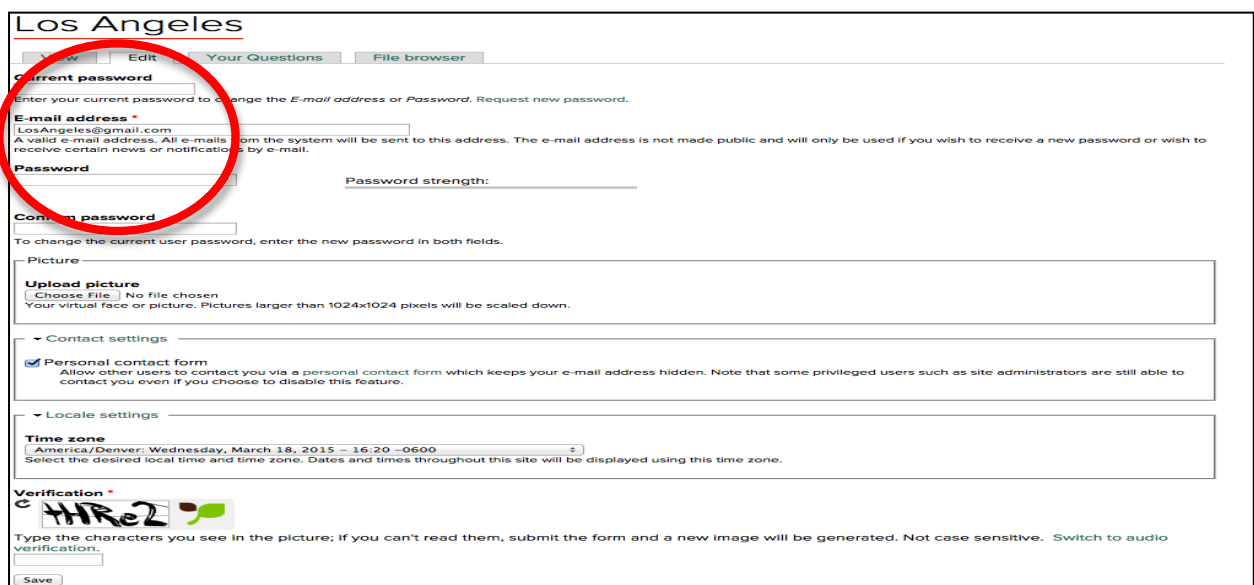
1. Click on My Account (not one of the drop downs)



2. Click on the 'Edit' tab.



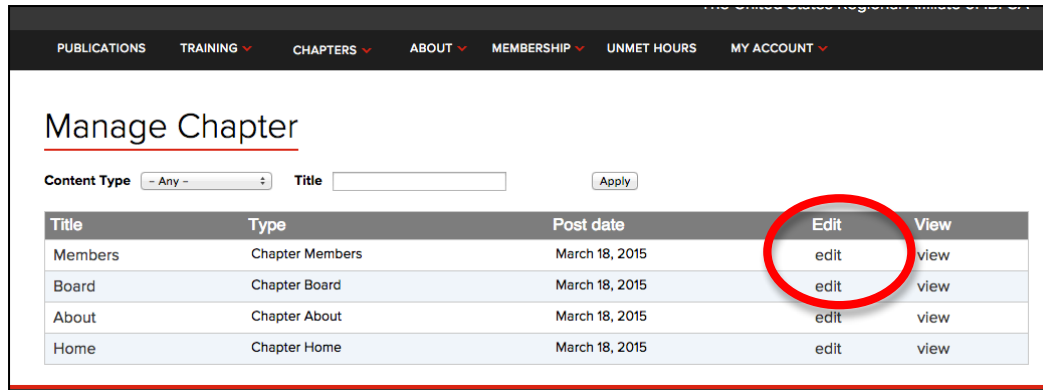
3. Change the email and your password.





How to Manage Content

1. Log in and select the item on your homepage you want to edit by selecting the “edit” link associated with the page You can also get to this page via the dropdown selection ‘Manage Chapter”

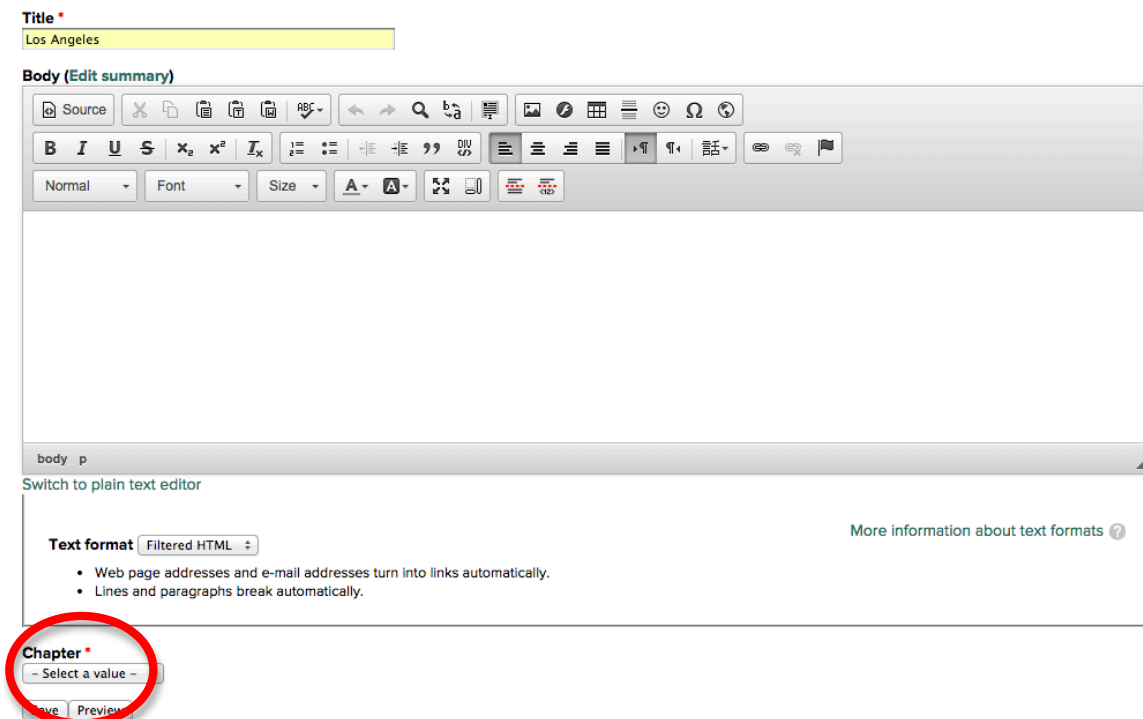


Title	Type	Post date	Edit	View
Members	Chapter Members	March 18, 2015	edit	view
Board	Chapter Board	March 18, 2015	edit	view
About	Chapter About	March 18, 2015	edit	view
Home	Chapter Home	March 18, 2015	edit	view

2. You will be taken to a WYSIWYG editor (What You See Is What You Get)

Treat this much like a word processor. Enter text, images, links etc to create a page. You MUST select the dropdown and choose your chapter before saving changes.

You will have to mess around with the best way to drop in images and make everything look good. Please expect to practice a bit with this. Here is [an online video](https://www.youtube.com/watch?v=KXdzOb86Lxw) (<https://www.youtube.com/watch?v=KXdzOb86Lxw>) that walks you through the whole thing.



Title *
Los Angeles

Body (Edit summary)

body p

Switch to plain text editor

Text format Filtered HTML

- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

Chapter *
- Select a value -

Save Preview