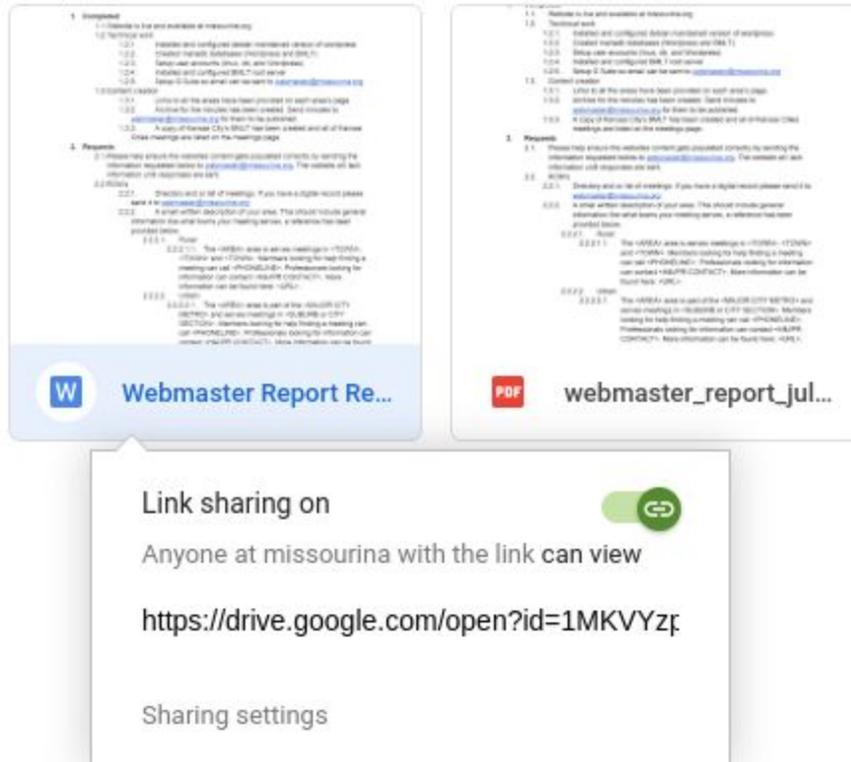


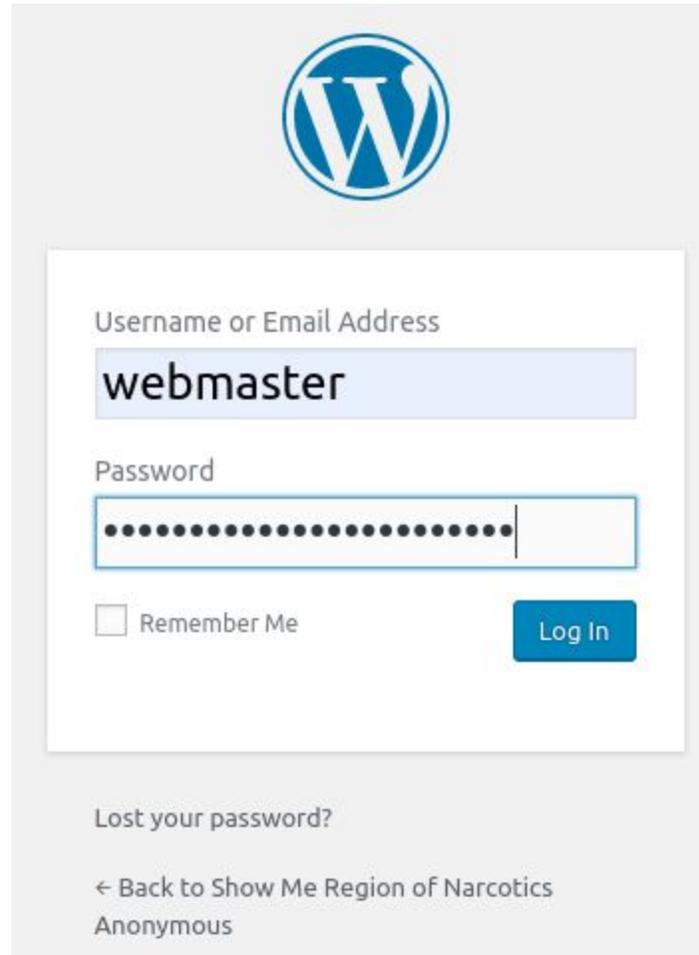
Uploading minutes to the website.

1. Get a shareable link to the minutes in google drive, since you will be posting the url.



2. Login into wordpress at <https://missourina.org/wp-admin/>
 - a. Credentials
 - i. user: secretary

ii. password: 9ZN7pweBITF5^fUx)vlc#bbP



The image shows a WordPress login form. At the top center is the WordPress logo, a blue 'W' inside a circle. Below the logo is a white rectangular box containing the login fields. The first field is labeled 'Username or Email Address' and contains the text 'webmaster'. The second field is labeled 'Password' and contains a series of black dots representing a masked password. Below the password field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue button with the text 'Log In'. Below the login form, there is a link 'Lost your password?' and a link '← Back to Show Me Region of Narcotics Anonymous'.

Username or Email Address
webmaster

Password
.....

Remember Me [Log In](#)

[Lost your password?](#)

[← Back to Show Me Region of Narcotics Anonymous](#)

3. Find the “pages” url on the left pane and click on it.

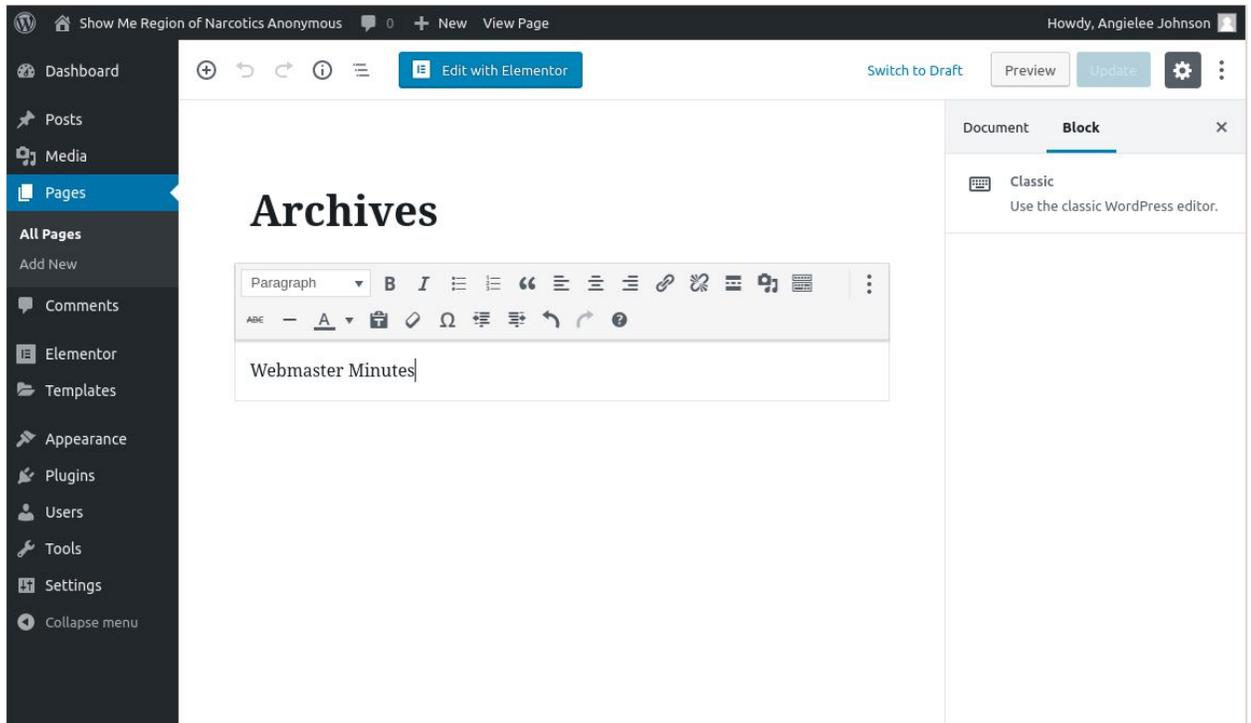
The screenshot shows the WordPress dashboard for the site 'Show Me Region of Narcotics Anonymous'. The left-hand navigation menu is visible, with 'Pages' highlighted in blue. The main content area displays a notification about a failed WordPress update, a 'Welcome to Bulk - Version 1.0.10' message with a 'Get started with Bulk' button, a 'Popularis' theme promotion, and a 'Welcome to WordPress!' section with 'Get Started', 'Next Steps', and 'More Actions' links.

4. Find the Archives page and click on it, pages are ordered alphabetically so it should be towards the top.

The screenshot shows the 'Pages' list view in WordPress. The page title is 'All (25) | Published (25)'. There are filters for 'Bulk Actions', 'Apply', 'All dates', and 'Filter'. The page shows 25 items, with the first page of 2 items displayed. The first page is 'Archives — Password protected' by Ivan Kepes, published on 2019/04/19. The second page is 'Central Ozarks Area' by Ivan Kepes, published on 2019/05/06.

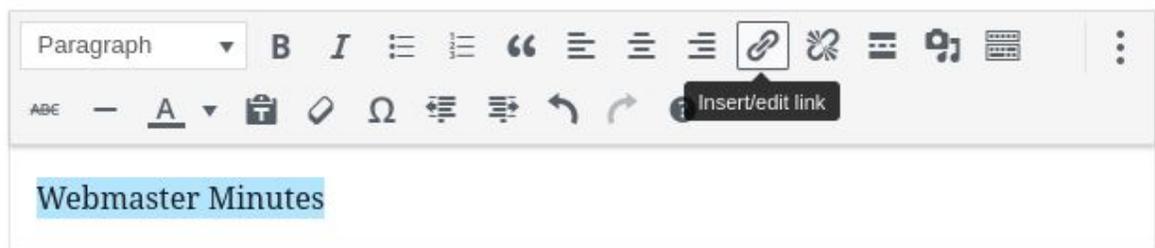
<input type="checkbox"/>	Title	Author	Date
<input type="checkbox"/>	Archives — Password protected	Ivan Kepes	Published 2019/04/19
<input type="checkbox"/>	Central Ozarks Area	Ivan Kepes	Published 2019/05/06

5. Type the title that you want the url to appear as. In this case I typed “Webmaster Report”.

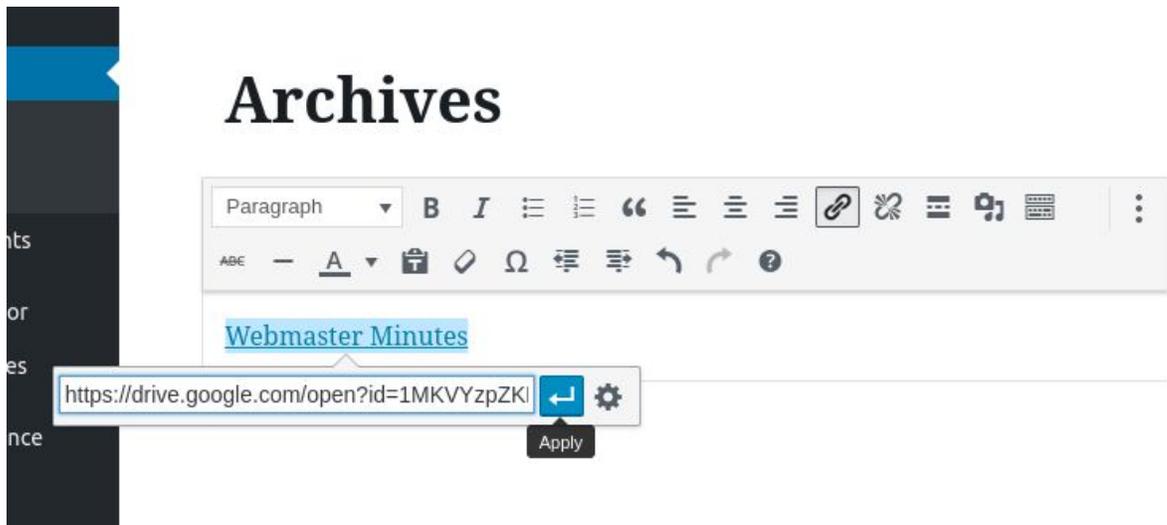


6. Highlight the title you just typed and click insert link.

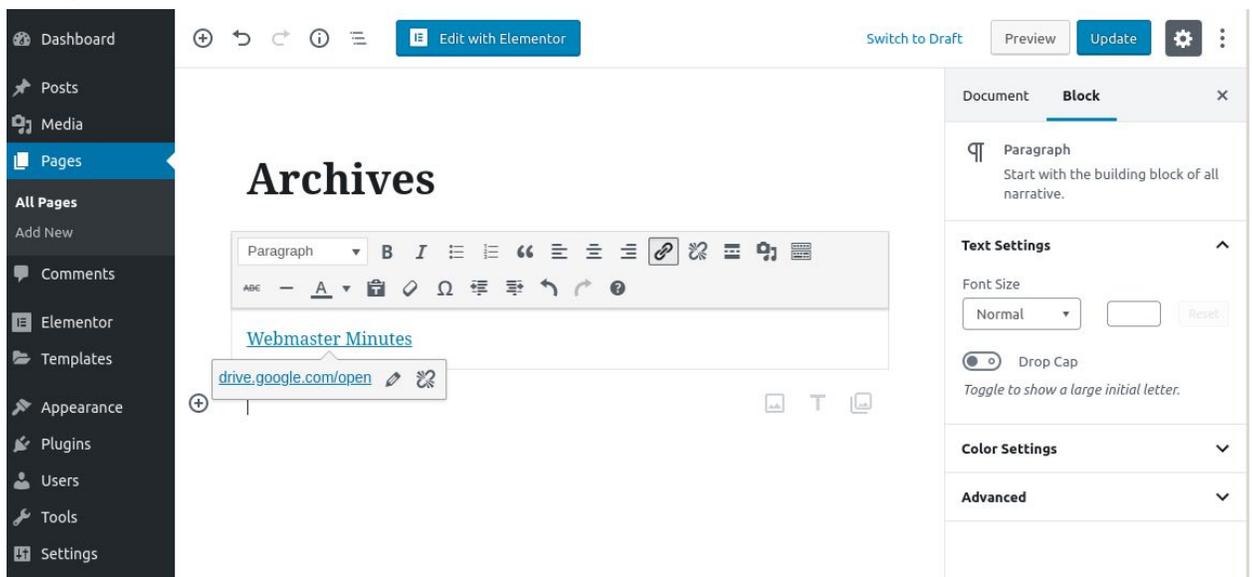
Archives



- Paste in the url from google drive and click apply



- Click the blue "Update" button in the upper right portion of the screen to save your changes.



Steps 5 - 7 are one suggestion for presentation of the page. Please feel free to take a look at how the information looks and present the content how you see fit.