

The SEA Website – Bare Essentials

David Pavett, 6th November 2014

Essential No.1. Viewing the website home page. To view the contents of the home page and all the menu links therein all you have to do is log on to www.SocialistEducationalAssociation.org. That's it.

Essential No.2. Commenting on homepage posts. To comment on posts on the home page all you have to do is click on **Leave a comment**. This will provide you with a comment box. You will be required to give your name and email address (no anonymous commenting). Your first post will not appear until it has been approved. After that your comments should appear automatically.

Essential No.3. Entering the Members Area requires that you have a *Wordpress account*. If you want to enter the *Members area* you must first have a *WordPress account*. If you have one already, say for posting/commenting on the *SEA blog*, or some other blog, then that's all you need.

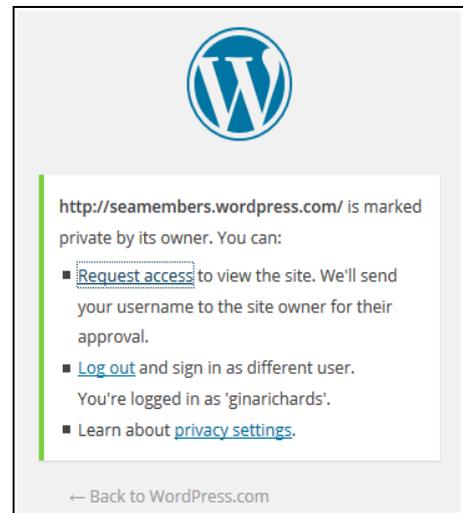
If you haven't got a *WordPress account* then you will need to get one. Details are on the next page. You do not need to set up your own blog. All you need to give is your **username**, **email address**, and a **password**.

Essential No.4. Two ways of getting access to the Members' area.

Once you have a *WordPress account*, there are two ways to get access to the members area: (a) you can respond to an invitation to join; (b) you can ask for access without an invitation by clicking on the *Members area* item on the homepage menu.

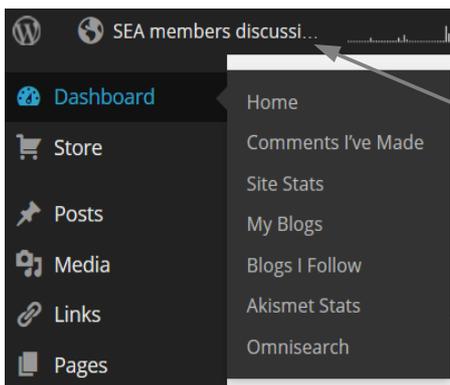
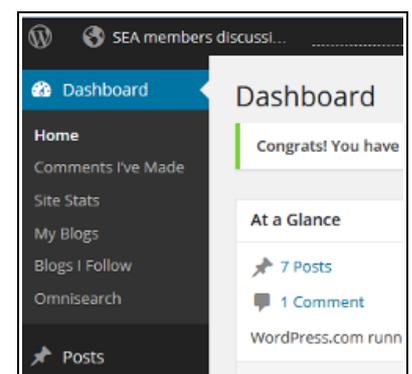
In the first case you will receive an invitation email and you just click on the Accept button. Just remember that you must be logged into your *Wordpress account*.

In the second case, on trying to access the *Members area*, you will see the box on the right. Ignore it. Click on **Members area/request access to area**. This take you to a form to request access and a downloadable document on using the site and setting up a *WordPress account*. Once your membership has been verified an invitation to access the area will be sent.



Essential No.5. Putting up posts in the *Members area*. There are two ways of posting items: (a) using the *Dashboard*; (b) sending *posts by email*.

To post your article using the *Dashboard* hold the mouse pointer over **SEA members discussion ...** (see screen shot on the right) then move the pointer down to *Dashboard* and left-click. This will bring the **Dashboard** into view. Now click on **Posts** in the left-hand menu. This will bring up a post editing window (like a mini word processor). Give your piece a title and write the text. When you have finished click on **Publish** on the right-hand side. Job done.



To return to the *Members area* just click on **SEA members discussion ...**

The second method is probably easier for most users but it requires a first time setup. (i) Click on **Settings** in the *Dashboard* menu, (ii) hold the mouse pointer over *Dashboard* and then select **My Blogs** (see left screen shot). A screen view will appear with the name of this and any other blog you have joined. You will see a **Post by email** column. Click on the **Enable** button in the row for the *SEA members discussion*. Your email address for posting will appear. Copy and paste this into your email address book. Now all you have to do to send a post is to use the *Subject* box for your heading and write the text of your post in the message area.

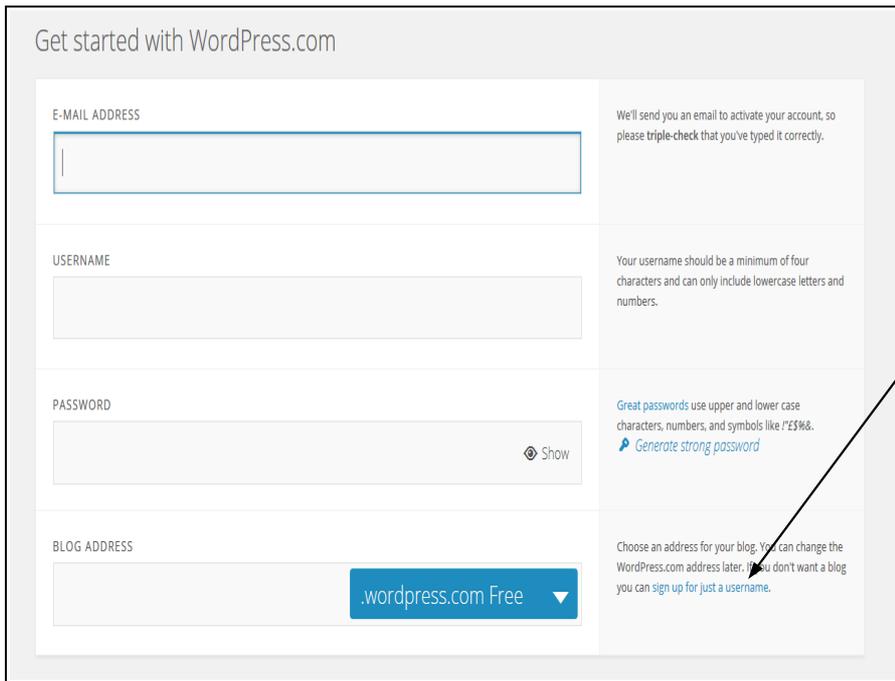
Send the email using the special posting address and your post will automatically appear in the *Members area*.

How to get a WordPress account

1. Open your web browser and type in the address <https://signup.wordpress.com/signup/>. You should see the login page shown below. The account is with **WordPress.com** and not **WordPress.org**. Please be careful not to confuse these different organisations.

2. Fill in your email address and username (please make it your actual name!) and your password.

Unless you want to create a separate blog of your own, don't fill the form in. Just click on **sign up for just a user name**.



Get started with WordPress.com

E-MAIL ADDRESS We'll send you an email to activate your account, so please triple-check that you've typed it correctly.

USERNAME Your username should be a minimum of four characters and can only include lowercase letters and numbers.

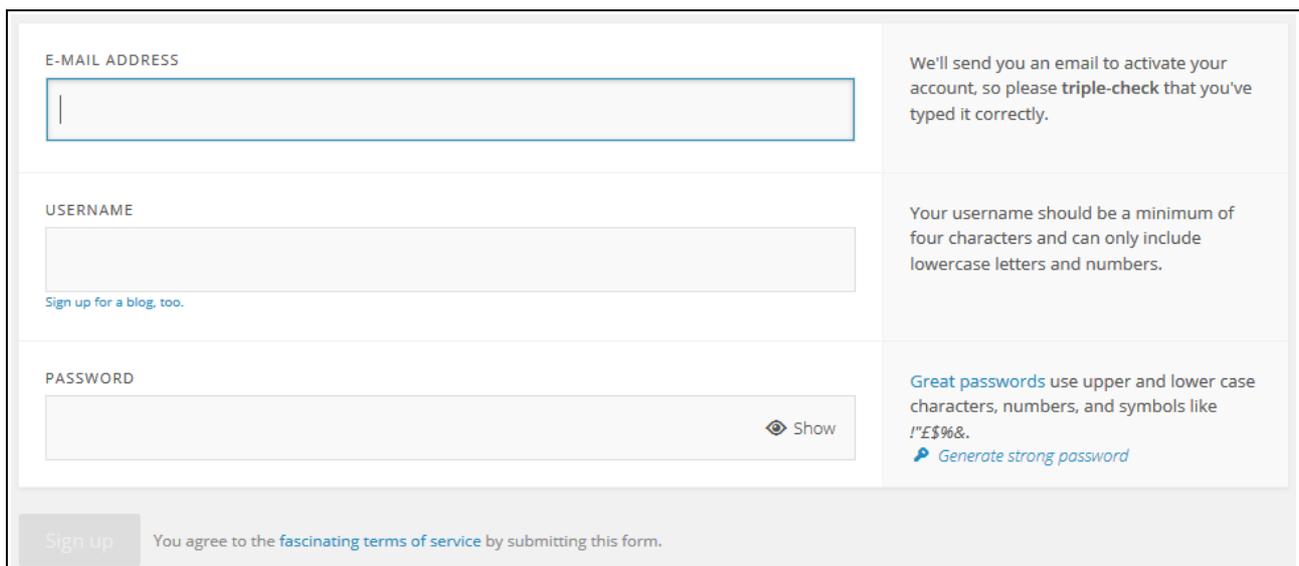
PASSWORD Great passwords use upper and lower case characters, numbers, and symbols like !"#%&. [Generate strong password](#)

BLOG ADDRESS Choose an address for your blog. You can change the WordPress.com address later. If you don't want a blog you can sign up for just a username.

[.wordpress.com Free](#)

Having done that you will see an even simpler form (below) That is all you have to do.

Now all you have to do is to fill in the three details: (1) your email address, (2) your username (please use your real name), and (3) your password. This is as simple as access to a private discussion area can be.



E-MAIL ADDRESS We'll send you an email to activate your account, so please triple-check that you've typed it correctly.

USERNAME Your username should be a minimum of four characters and can only include lowercase letters and numbers.

[Sign up for a blog, too.](#)

PASSWORD Great passwords use upper and lower case characters, numbers, and symbols like !"#%&. [Generate strong password](#)

[Sign up](#) You agree to the [fascinating terms of service](#) by submitting this form.

You will then be sent a confirming email and you probably will have to click on a link in it to confirm that it is you (I can't remember the exact details but it should present no problems).