# Community Engagement Committee
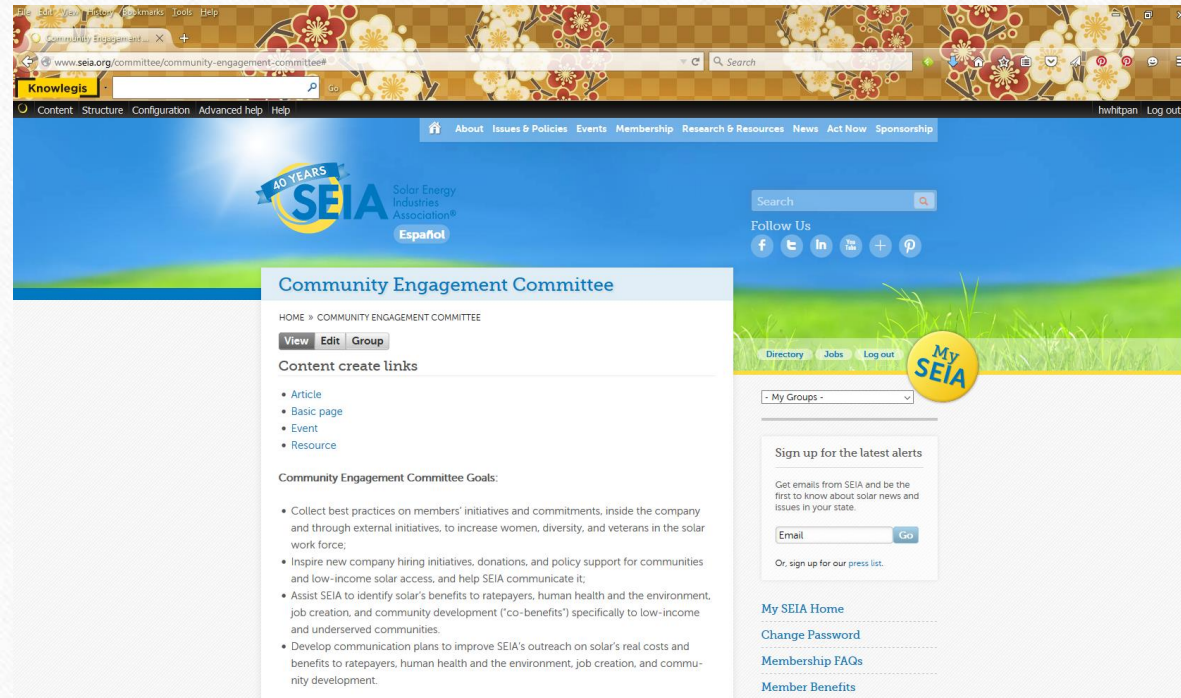
Member Page Posting Instructions

# CEC Member Webpage

www.seia.org/committee/community-engagement-committee

**Initial Posting**
1. Click on RESOUCE under Content Create Links

Do not select the "Edit" button on the top of the page as that only edits the section where the goals are listed.

**Initial Posting**

1. Give it a title
2. Select a Resource Type (miscellaneous is a valid option)
3. Ignore the Link Section
4. Paste or type your text in the Body
5. Select the "Resources" tab to add documents

**Initial Posting**

1. Browse for your document
2. Press the upload button
3. Make sure the "Community Engagement Committee" Group is selected in audience
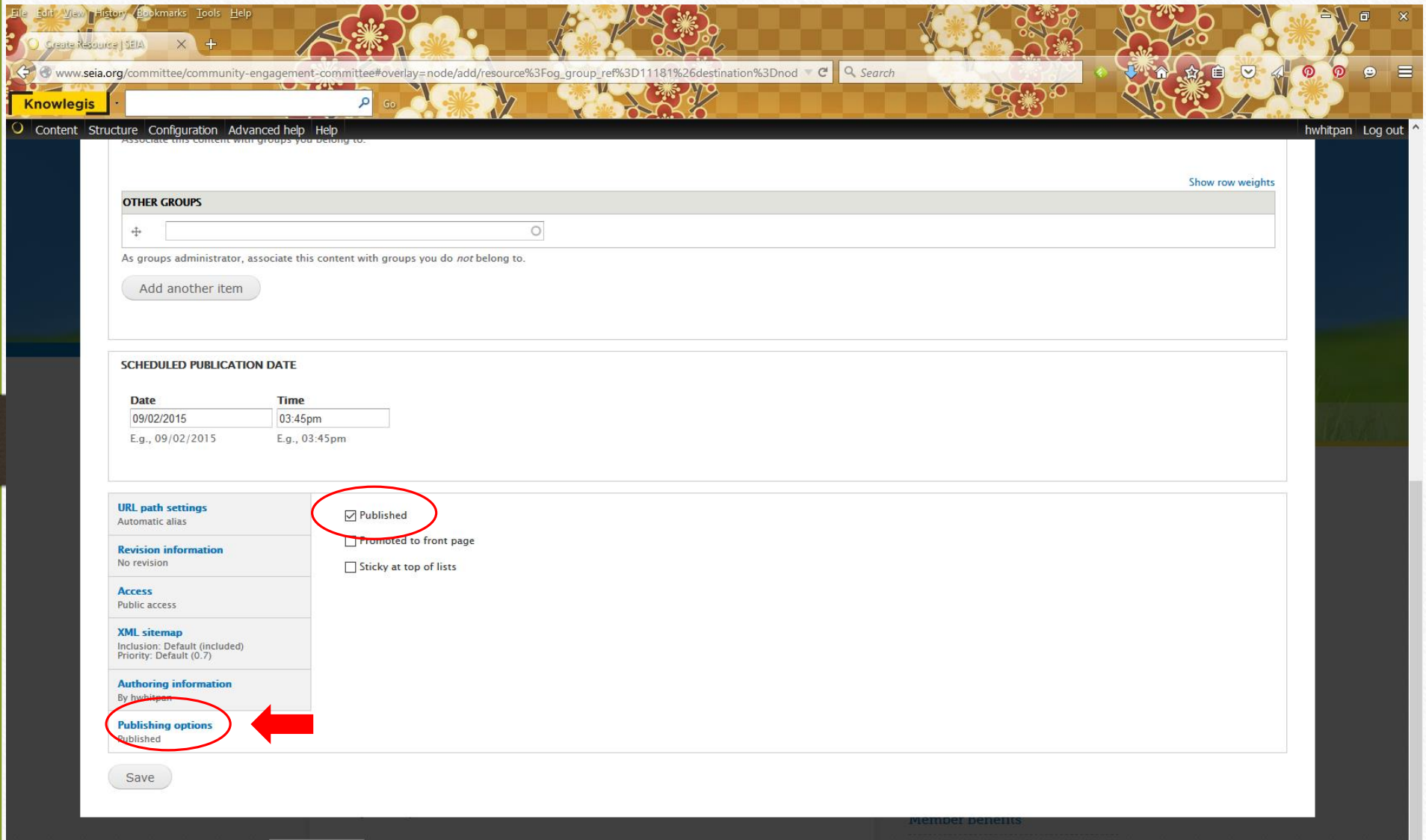
**Initial Posting**

1. Scroll to the bottom of the page
2. Select the "Publishing Options" tab
3. Check the Published button

**Your Post will not appear on the page if you do not check the Published button!**

# Congratulations!

Or just email Heather with SEIA and she can update for you.

hwhitpan@seia.org