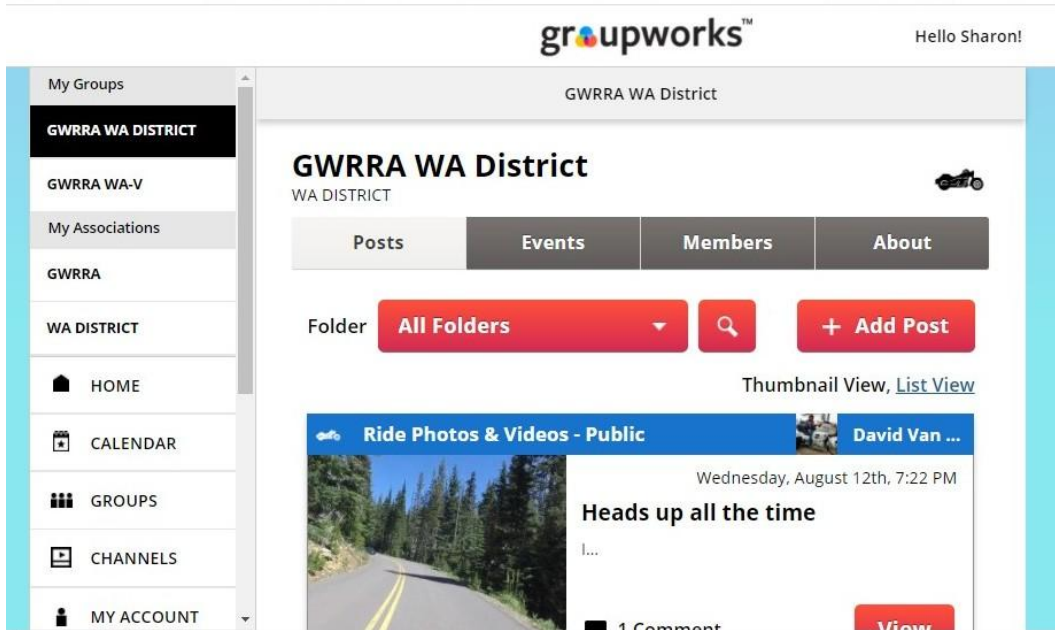
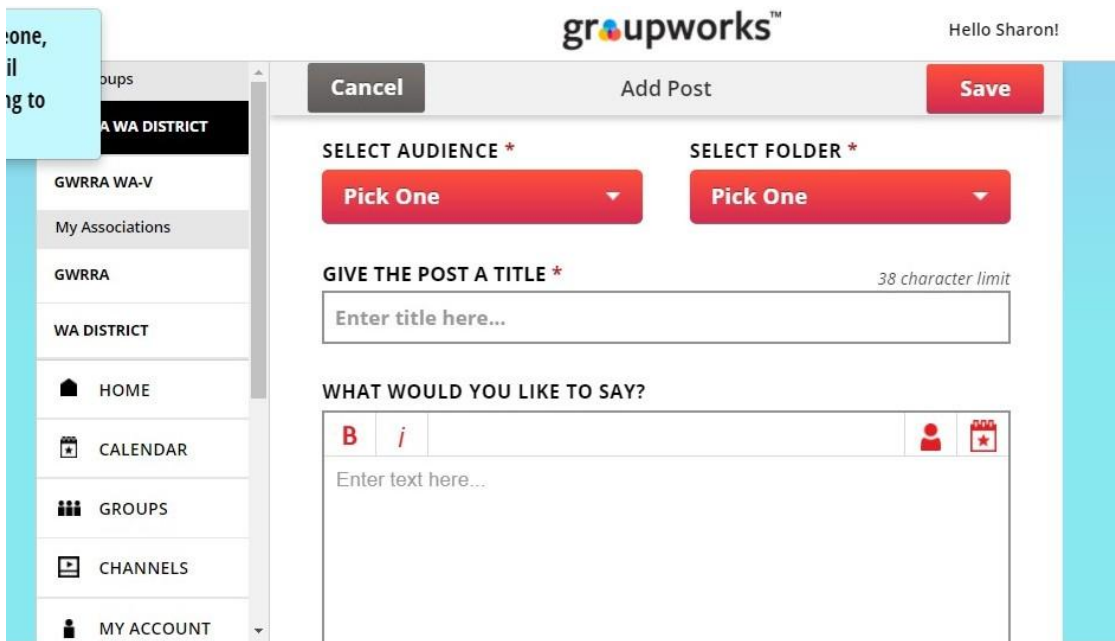


If you are a member and wish to place a **Post** on the GroupWorks application, these instructions may be just what you need.

Open GroupWorks and select a chapter you have access to or the GWRRA WA DISTRICT in the left side menu bar. Then select **Posts** if it isn't selected by default. Then select **+ Add Post**.



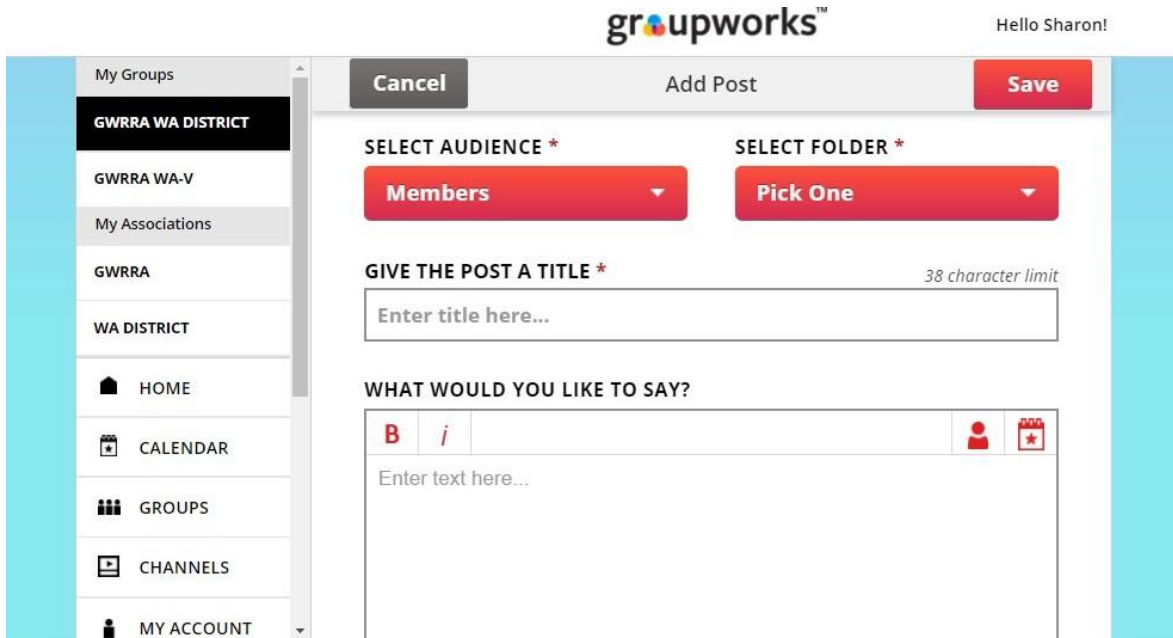
In the **SELECT AUDIENCE** click on the “Pick One”



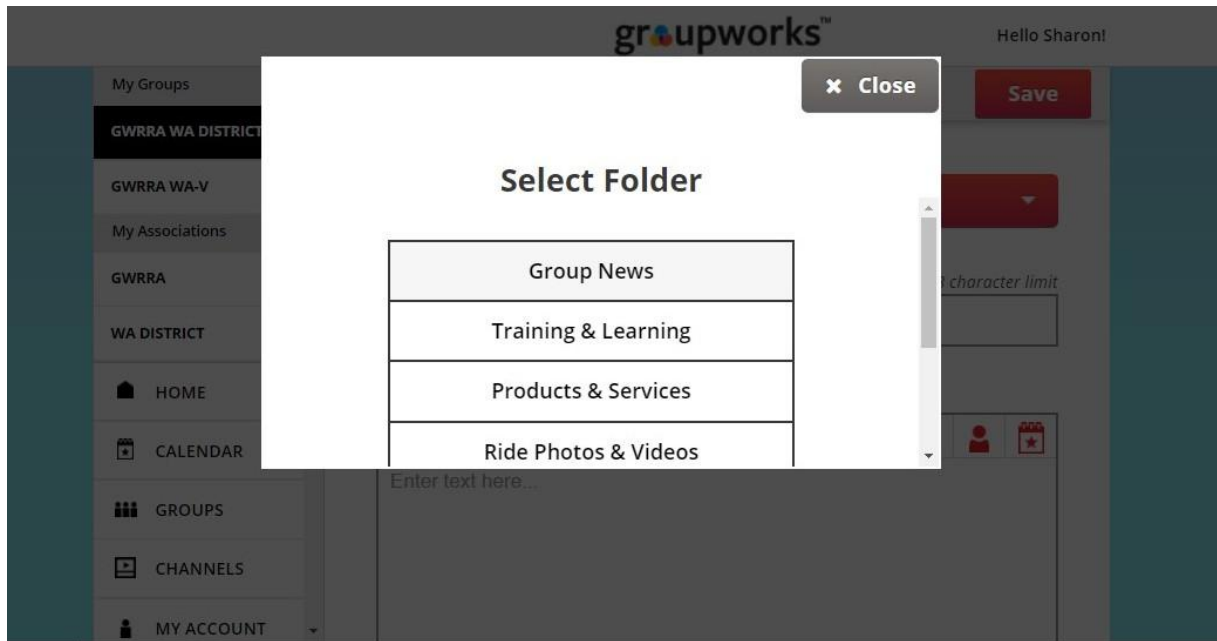
Now scroll down until you see **GWRRA WA District**, then select **Members**



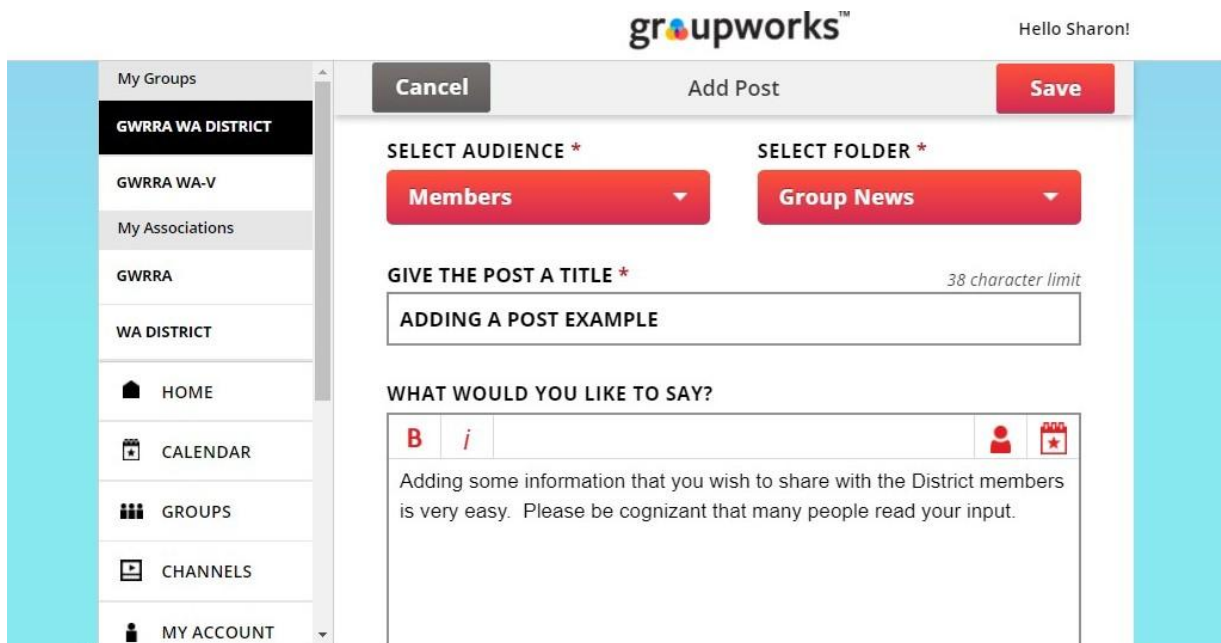
In the **SELECT FOLDER** click on the "Pick One".



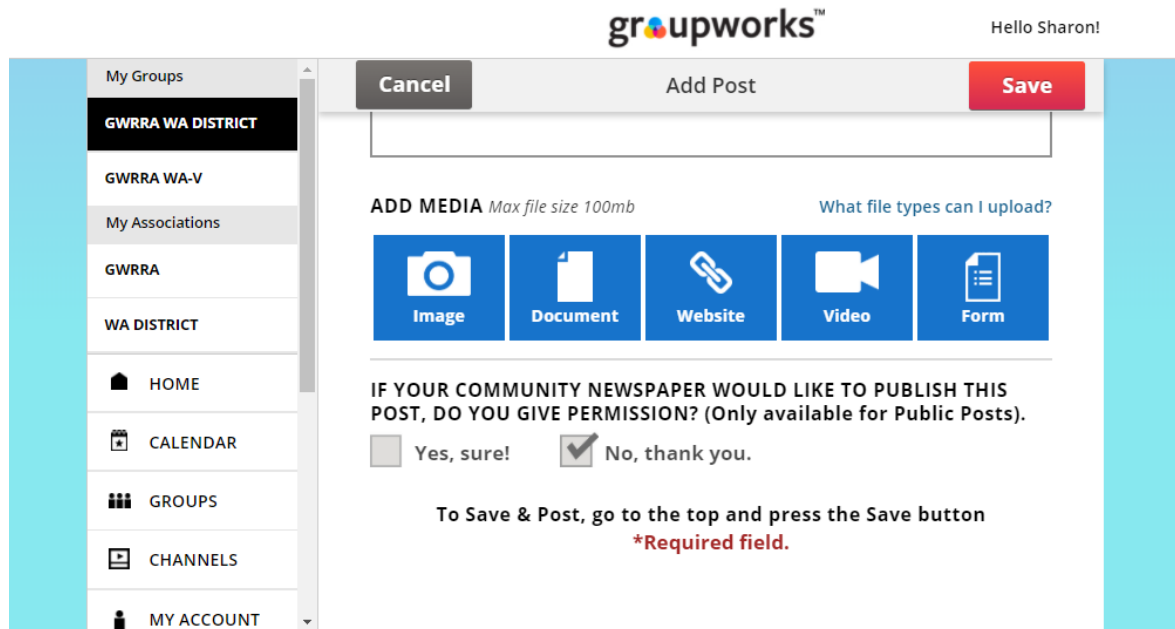
Now, select **Group News**.



Now you can key in a title under the **GIVE THE POST A TITLE**. You can also provide your comments in the **WHAT WOULD YOU LIKE TO SAY?** Box.



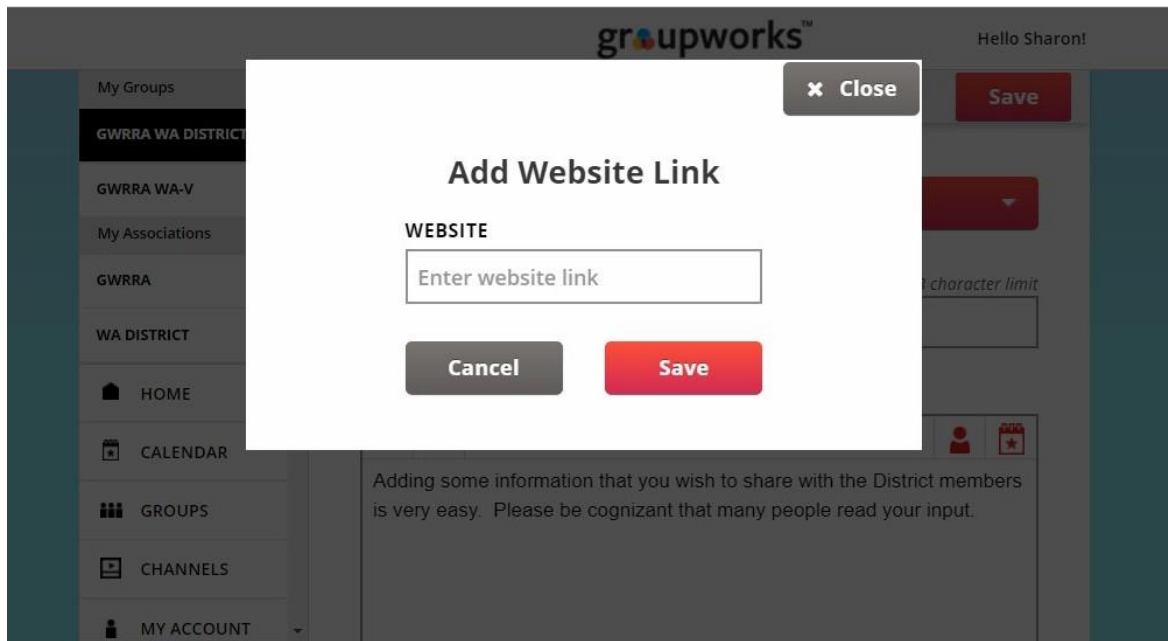
You can even include photos, documents, videos, links to a website, or a special form in the **ADD MEDIA** area.



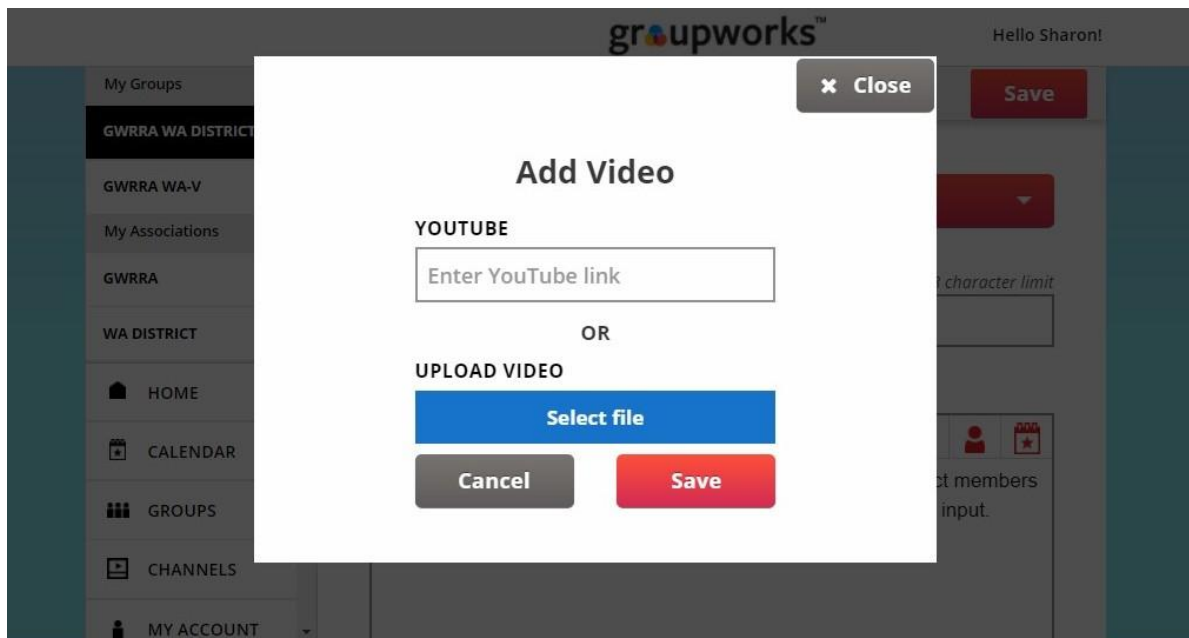
If you select **Image** you will be presented with a file browsing screen allowing you to search for and select a supported formatted image.

If you select **Document** you will also be presented with a file browsing screen allowing you to search for and select a supported formatted document.

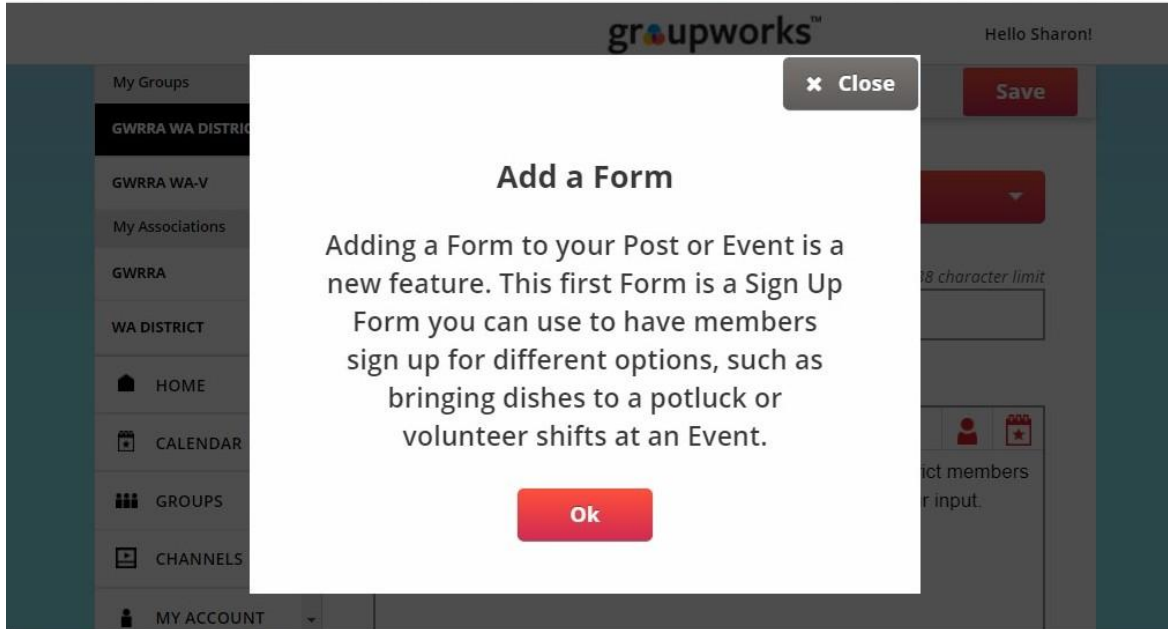
If you select **Website** you will be presented with a panel in which you can enter a link to a specific page in the internet. You must select the **Save** button to retain the data.



If you had selected Video you would have been presented with a panel in which you could enter a link to a YouTube or the ability to upload your own file from the **Select file** option. Remember to select **Save** to retain your input.

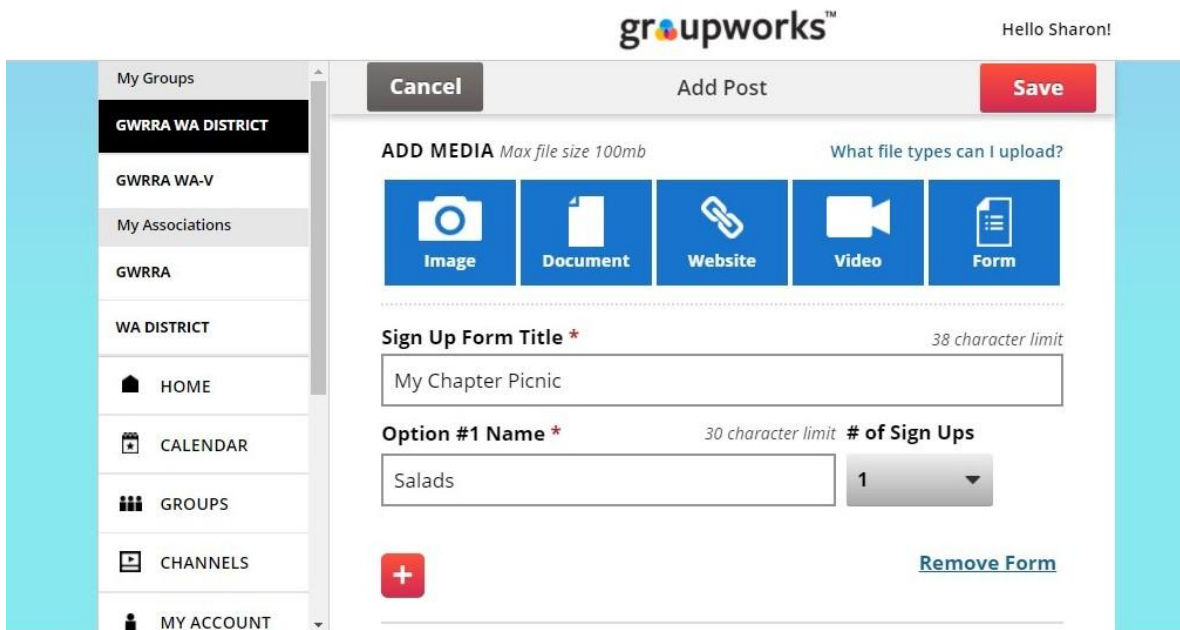


If you had selected **Form** it will provide you with several options.

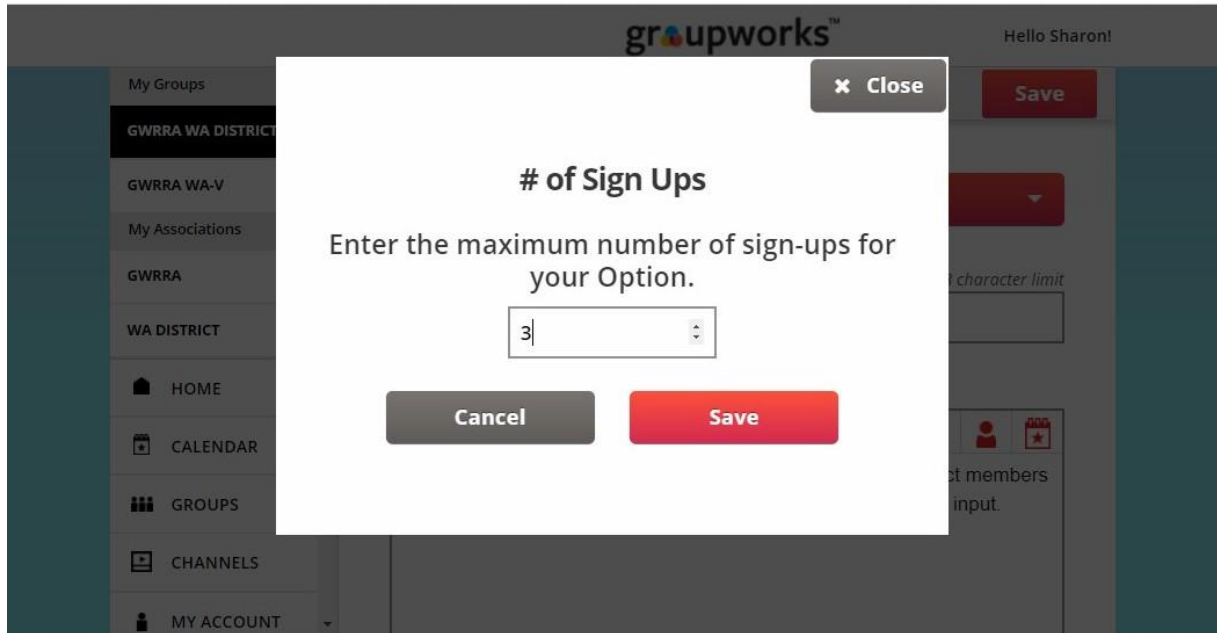


Selecting **OK** on this panel will present you with the next panel

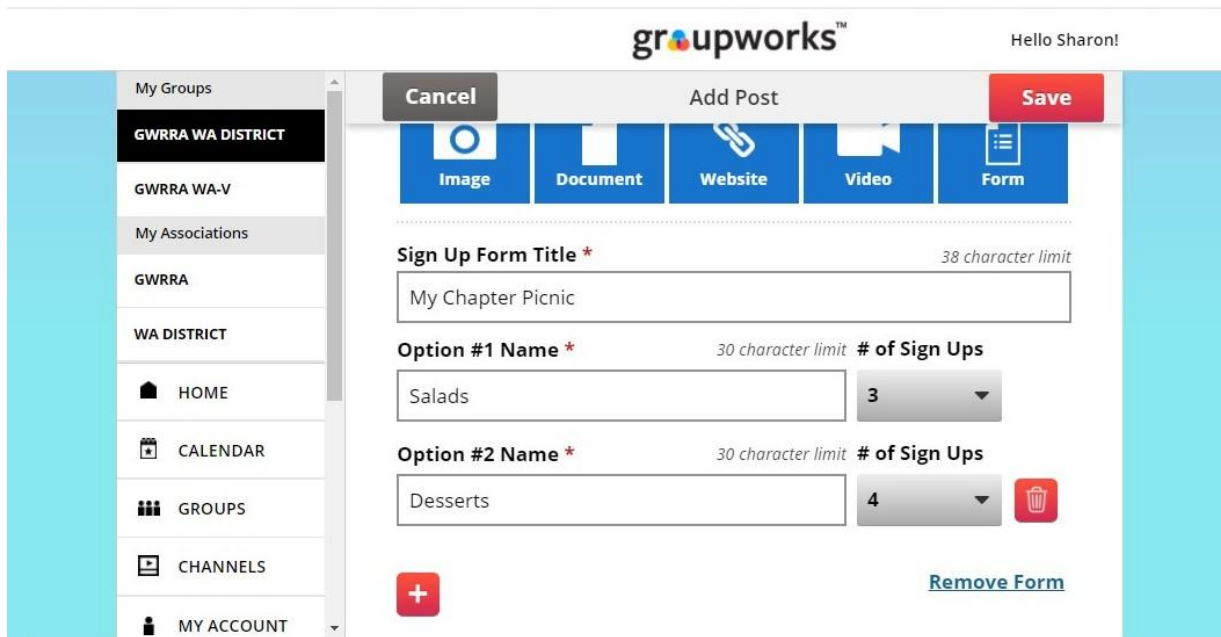
In the **Sign Up Form Title** you can enter a description of the event. After that you can start listing some items needed and how many in the **Option #1 Name** section.



Within this panel you can identify how many people you would need to sign up for the Option (in this case it was for salads and you need 3 volunteers). After your entry, select the **Save** button.



In a similar manner you can add additional items that would be needed. After this form is posted, members can volunteer for the item and the needed amount would be reduced by 1.



Remember to select the **Save** button in order for your **Post** to be retained.