

# How to Add Member News Items to the Member News Forum Page



Figure 1

You must be a current member of WAMA (and logged in) to post to the forum. Note: The following steps apply to both the Member News Forum (a venue for posting member news items) and the Member Forum (a venue for posting member/airport questions/concerns for discussion among the members).

Open the *Networking / Member News* page: [http://www.wama.us/member\\_news](http://www.wama.us/member_news) To create a news item: Click on *Create Topic*. This will open the following page.

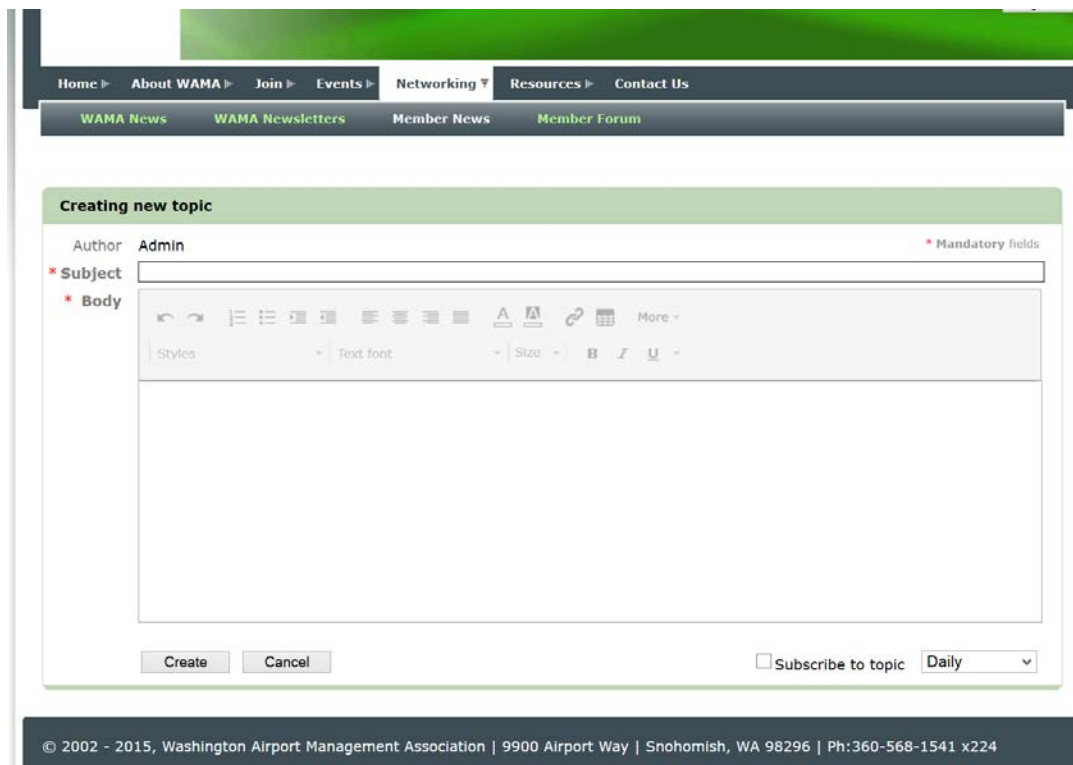


Figure 2

Enter the required fields: *Subject* (a brief statement of the article/news item) and *Body* (the full news item). If desired, you can enter a link to “more information” within the body area. All of the tools are available to the right of the word “Body.” You can apply bullets, numbers, indents, paragraph/line alignment styles, font styles/sizes, links (the chain link icon), tables and more.

Determine whether you wish to subscribe to the topic – which will notify you if someone comments (or requests more information) re your posting.

Once you have finished entering the news item, click “Create” to save the post. Your post will appear with the rest of the forum listings (see figure 1) showing the subject line with a link to the full article.

Please remember to delete your posting when appropriate. Our webmaster and Dave Field will regularly review postings for appropriate content and, if necessary, delete or edit inappropriate content.

If you have any questions, please contact Dave Field @ [membership@wama.us](mailto:membership@wama.us)