Here are step by step instructions to add news and events to [www.abie.eu](http://www.abie.eu):

1.    Go to the site: <http://abie.eu/>
2.    Click on the small icon of a person at the very top right
3.    Enter your Username and Password.  (If you have lost these, let us know and we will re-issue)
4.    Click on 'Posts Managment'
5.    Click on 'New Post'
6.    Select type (News or event)
7.    Give your item a title
8.    [For events only - Add the date]
9.    Leave Status as 'Published'
10.    Upload Image:  Choose a picture to go with your item
11.    Introtext: Add a short description of your event.  (This information will appear on the main page along with your picture)
12.    Text:  Add a longer description (Visible only to people who open the link).  You can copy and paste from your own system.

Do not worry about the other fields