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