Editing Your Guild's Pages

*You will need to have an EK member account that has access to the website's backend (Dashboard) in order to edit a page. If you need to have an account created, please do so at <u>https://members.eastkingdom.org/newaccount/</u>. If you need to get access to the Dashboard, please reach out to the Webminister.

1. Log in to the Baronial website at <u>https://carolingia.eastkingdom.org/wp-</u> login.php?loggedout=true&wp_lang=en_US

 Once logged in, you can either search for your page in the Pages sidebar, or you can go to <u>carolingia.eastkingdom.org</u>, find the page you want to edit there, and click the edit button at the top of the screen.

Dashboard	Dashboard			
Home Updates 🚯	A You're using Otter	rl Enhance your WordPress site building with Otter Pro	Learn more	
O Jetpack	Site Health Status	~ ~ *	Quick Draft	~ ~ *
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	Dec 8th, 5:51 pm	Great Council Minutes Nov AS EVIII (2024) 7:30 PM	Meetup • Mariborough , MA, USA Want more events? Help organize the next one!	6:30 pm EST
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ຍັງ Link Checker	Nov 10th, 7:38 pm	Great Council Minutes Sep AS LIX (2024) 7:30 PM		
Display Post Types	14214.1153.on	Greet Council Menter May 1 AS LCC ODDE		= 🛯 -

From the Dashboard

3. Once you have opened the editor, you can make changes to the page. Make sure to save your changes!

*Some pages, such as the lists of officers and Order members, are made using plugins and will have to be edited directly within their plugin. Please reach out to the Webminister if you need assistance with that.

