



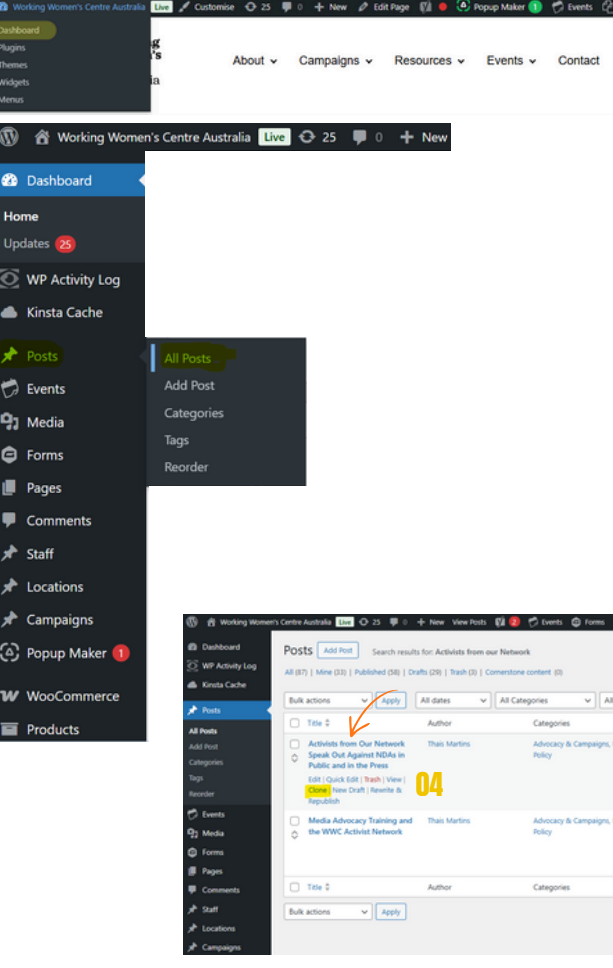
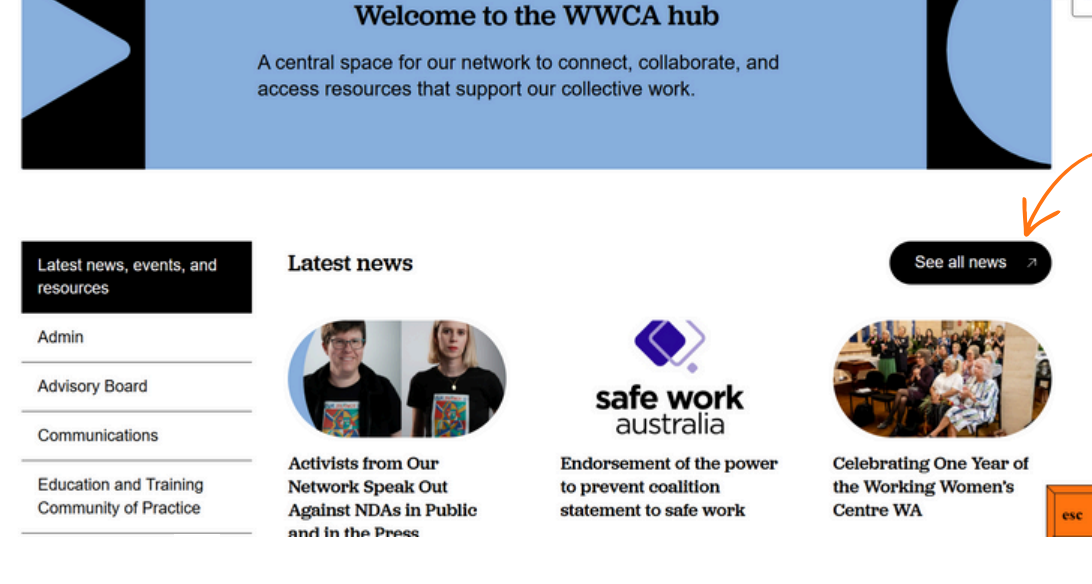
# HOW TO CREATE A NEWS POST ON THE HUB

**Working Women's Centre Australia**

The News area is a shared space for Centres to publish information, insights, and learnings that support collaboration and national alignment across the network. It can be used to share Centre updates, examples of good practice or effective strategies, campaign milestones and advocacy wins, as well as reflections that contribute to shared understanding.

## 01 Choose a post to use as a base

To ensure consistency and accessibility, log in to the Hub and always clone an existing News post rather than starting from scratch.

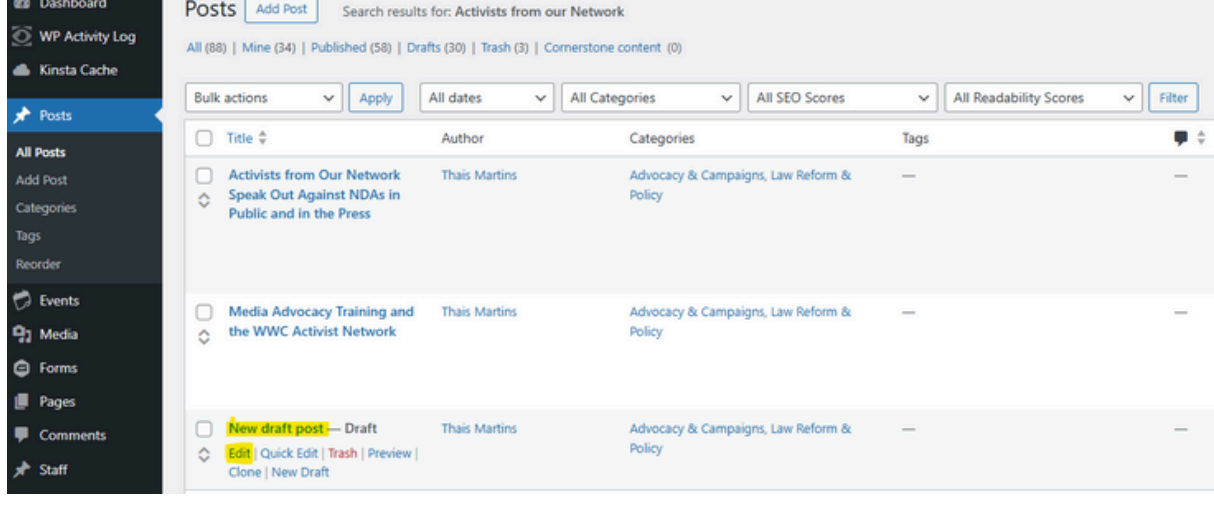


- Once you have selected the post you would like to clone, go to the top-left menu and click Dashboard.
- From the black menu on the left, select Posts, then All Posts.
- Use the search field to find the post you would like to use as a base by typing the post's heading.
- When the post appears at the top of the results, click Clone.

## 02 Edit your draft post

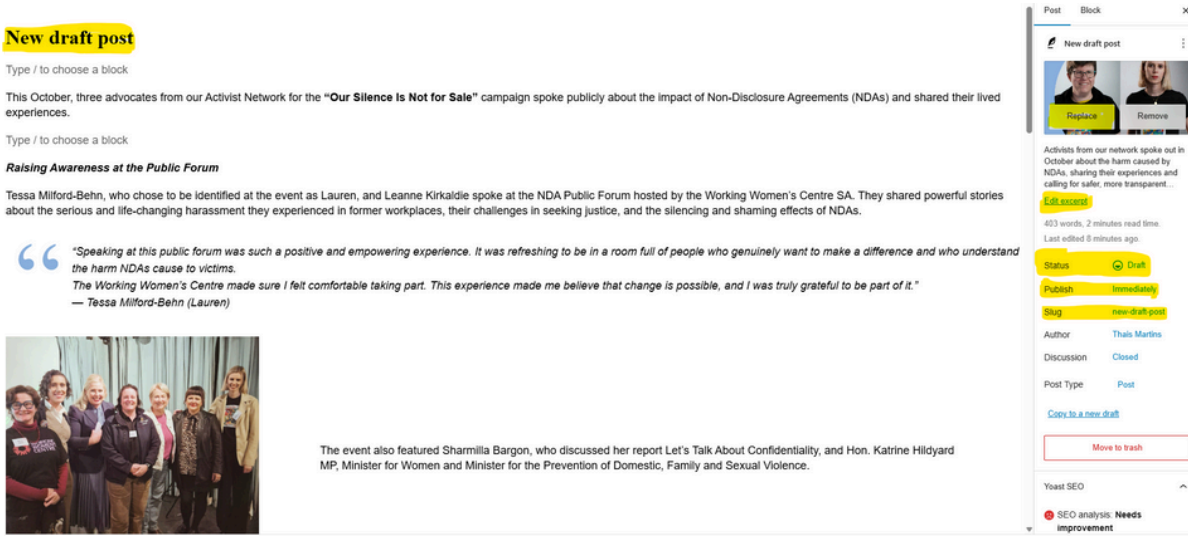
After cloning, a new post titled "New draft post" will appear.

- Click the Edit icon on "New draft post".



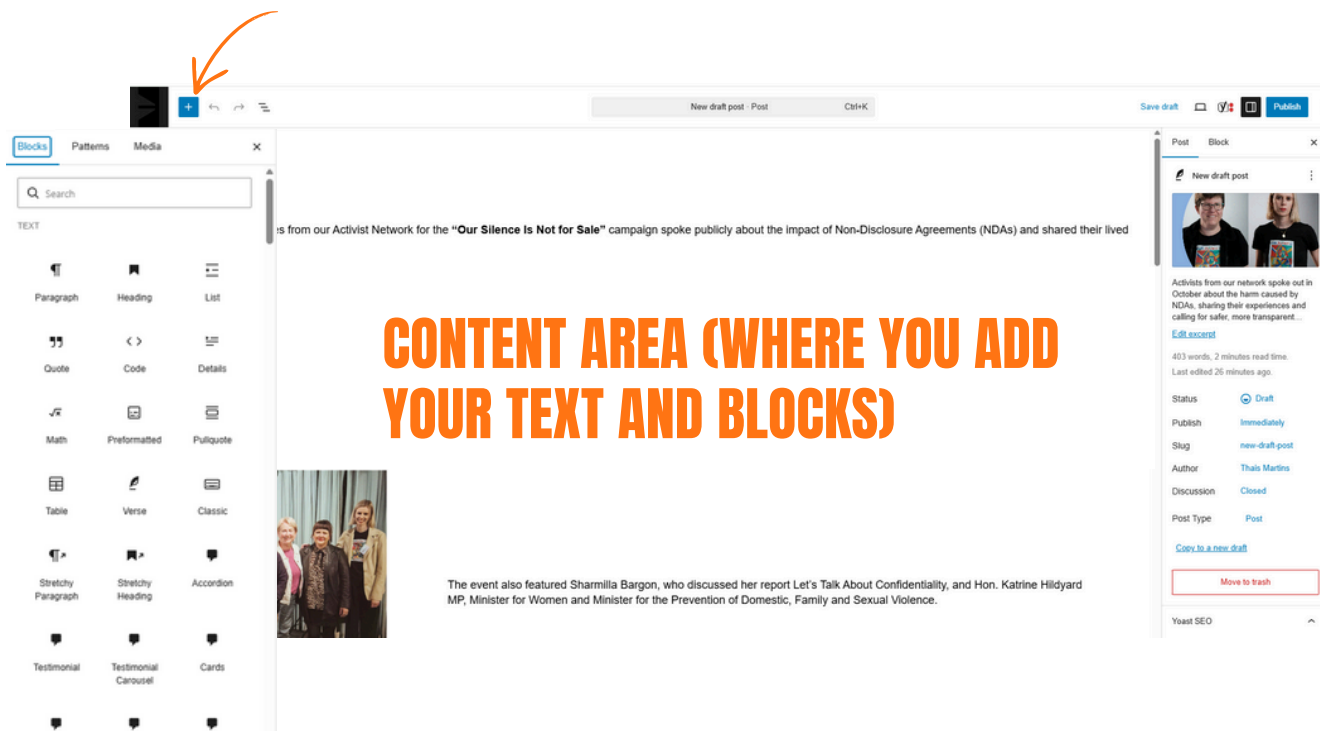
## 03 Update the post details

- Update the Heading (Title) to reflect your content.
- On the right side of the screen:
  - Replace the featured image with one relevant to your content.
  - Write a short excerpt summarising the post (this appears in previews).
  - Check the post status on the right side of the screen – it should be set to Draft.
  - In the Publish section, insert the current date.
  - Update the slug to match your heading, using hyphens (-) between words.



## 04 Format your content

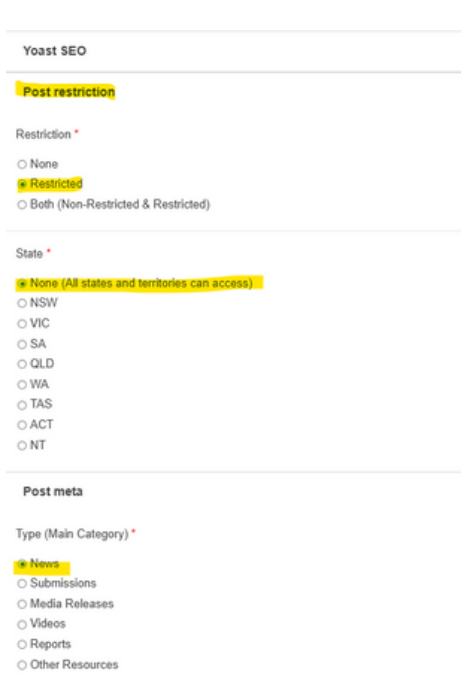
- Below the heading, add your main content.
- You can insert content blocks such as quotes, testimonials, or columns by clicking the plus (+) button at the top left of the screen.



## 05 Set post restrictions and category

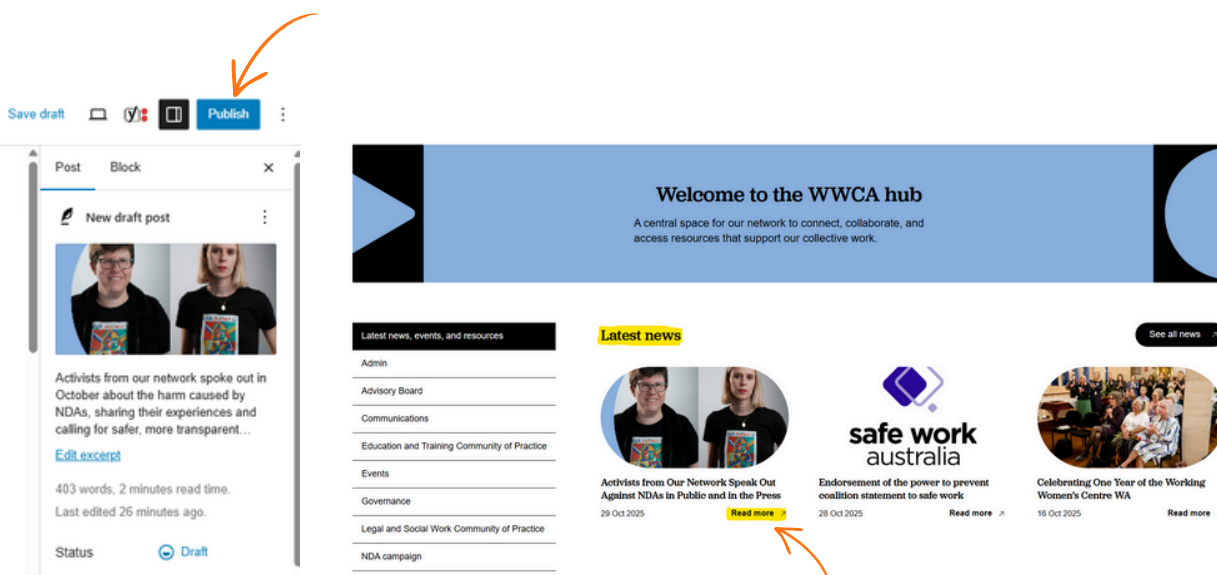
- Before publishing:
- Scroll down to Post Restriction and select Restricted.
  - Leave the State field set to None (all states and territories can access)
  - In the Post Meta Box, select News.

This ensures the post appears correctly in the Hub News area.



## 06 Review and publish

- If your News post is ready, click Publish at the top of the screen.
- Go to the Hub News area and check that your post displays correctly.



### Need help?

If you are unsure whether your update should be published as News, or if you need help with settings, please contact the national team via [campaigns@wwc.org.au](mailto:campaigns@wwc.org.au).

If you have a planned activity or an event hosted by your Centre that is relevant across the network, or an internal meeting involving more than one Centre, publish it in the Hub Events area. Use the one-page Events guide to support effective use of the Hub across the network.