

Steps to login and post info about you and your car.

1. Visit the DCTRA.ORG website

2. On the left hand side menu at the bottom is a section called "Login / Logout".

(If you have not yet created an account you will need to register first. Your initial permissions on the site will only allow you to be a subscriber and not able to post information. The site will notify the Administrator that a new account has been created and once the Administrator has confirmed that you are a member of DCTRA your access level will be increased to allow you to post your information. Give us at least a day to upgrade your account.

3. Click on the Login menu option

### Login / Logout

- [Register](#)
- [Login](#)
- [Entries RSS](#)
- [Comments RSS](#)
- [WordPress.com](#)

4. This will bring you to the login screen. enter your username EXACTLY as you indicated in the registration process and then enter your password. Both are case sensitive. Meaning: if you used CAPITAL letters when you registered you need to use CAPITAL letters here too.

The screenshot shows a WordPress login interface. At the top is a dark blue header featuring the white WordPress logo. Below the header is a light blue rectangular form area. Inside the form, the word "Username:" is followed by a text input field containing "tester". Below that, the word "Password:" is followed by another text input field containing "\*\*\*\*\*". To the left of the password field is a small square checkbox labeled "Remember me". In the bottom right corner of the form is a white button with a black border and the text "Login >>". At the very bottom of the page, outside the main form area, are three smaller links: "Register", "Lost your password?", and "Back to DCTRA".

[Register](#)

[Lost your password?](#)

[Back to DCTRA](#)

5. Then press the "Login >>" button which will bring you to the private "Dashboard" side of the website where administration takes place and where you can write your own information.

# Welcome to WordPress

Use these links to get started:

- [Write a post](#)
- [Update your profile or change your password](#)

Need help with WordPress? Please see our [documentation](#) or visit the [support forums](#).

## WordPress Development Blog

[»](#) [»](#) [»](#) [»](#) [»](#) [»](#)

### Latest

### Comment

- Stu Lasswel
- [admin](#) on D
- T. Triumph

### Posts »

\* Note you may want to click on the link at the top called "Profile" before following the rest of these instructions to turn on access to the "visual editor" to give you access to additional tools like you would see in a word processor program like Word when writing your information

**Jr Profile**

## Your Profile and Persona

### Personal Options

Use the visual editor when writing

After putting a check in this box click on the "Update Profile >>" button toward the right hand side of the screen to save this change to your settings.

6. Just under "Welcome to WordPress" on the "Dashboard" screen you can see a link called "Write a post". Click on that link and you will be taken to the Editor.

**DCTRA** ([View site »](#))

Dashboard Write Manage Comments Profile

**Write Post**

Title

Post

Visual

Code



7. Fill in your name and the info about your car.

**Write Post**

Your Drafts: [Your Name.](#)

---

Title

**Your Name**

Post

Visual      Code

A horizontal toolbar for rich text editing, featuring a dropdown menu labeled "Format", followed by bold (B), italic (I), underline (U), and other styling options like ABC, lists, and tables. On the right side of the toolbar are icons for linking, embedding, and other advanced features.

Write information about you and your car in this area.  
You can use the tools above to do things like **bold** and change the **color of your words**.

8. When you are done writing your information you are ready to upload your picture to use with your text.

9. Just below the section where you have been writing your information is a section called "Upload"

**Upload** [Browse All](#)

**File**  [Browse...](#)

**Title**

**Description**

[Upload »](#)

Now, assuming you have your picture are prepared and ready to place with your text we can proceed. Your picture should be NO BIGGER than 600 pixels wide. Use your photo software to resize the picture. Simple Microsoft Photo Editor that comes with older copies of Microsoft Office is capable of doing this task. So is every other photo software editing. You will just need to figure out how to do it in your software.

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For example: This picture is very large in both size (2MB) and dimension (2,742 pixels across). The little box above the drivers head indicates that the picture is only being displayed at 25% because it is so large.



Selecting Image and then Resize from the menu brings up the box to indicate a new size. I will set it at 600 wide. Make sure to not allow distortion or to constrain the photo so that the deminsions stay the same.

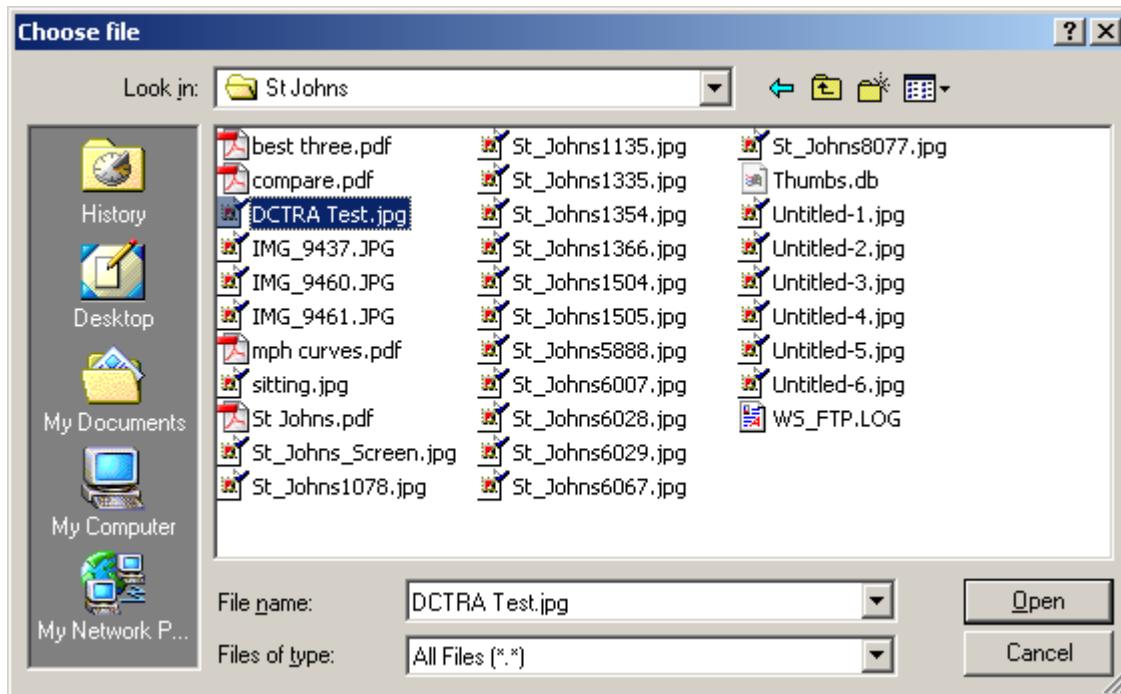


I'll then select OK to resize the picture and then I will "Save As..." the resized picture with a new name so that I don't overwrite my original picture.

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Back to uploading your picture.

10. Click on the "Browse..." button in that Upload section and navigate to the location on your computer where the picture is saved that you want to use. Click on the picture you want and press the "Open" button



11. If you want you can fill in a title and a description of the photo. This is not mandatory

**Upload**

Browse All

**File**

C:\Documents and Settings\Dave\Desktop\St Johns\DCTRA Test.jpg

[Browse...](#)

**Title**

Test Photo

**Description**

Picture of a kart at St. Johns in Turn 6. 83 mph, pulling 2.1G

[Upload >>](#)

12. Then select the "Upload >>" button. Depending on the speed of your internet connection this may happen very quickly or it may take a little bit of time. Once it is done the Upload section will show your picture.

Upload    **Browse**    Browse All

[« Back](#)    **Test Photo – [Edit](#)**



Show:  Thumbnail  
 Full size  
 Title

Link to:  File  
 Page  
 None

Leave the default settings as they are. Show: Thumbnail and Link to" File

Now comes the time to put your picture with your text.

13. Scroll back up to the box where you were writing your text and place your cursor where you would like your picture to appear. For this example I will put my cursor in front of the first word that I typed "Write".

14. Now... Back down in the box where you picture is currently sitting and just below the "Link to:" section is a button titled "Send to editor >>" you will probably have to use the scroll bars on that upload section to completely see the button.

[« Back](#)    **Test Photo – [Edit](#)**



Show:  Thumbnail  
 Full size  
 Title

Link to:  File  
 Page  
 None

[Send to editor >>](#)

15. With your cursor in the location where the picture should be located simply press that "Send to editor>>" button and your picture will appear right where you indicated you wanted it to be.

## Your Name

Post

Visual

Code

Paragraph   **B** *I* U ABC |         |



Write information about you and your hobbies

You can use the tools above to do things

16. I'm going to use the enter key in front of the first word to move my text down a line and leave the picture all by itself so that it looks better.

## Your Name

Post

Visual

Code

Paragraph   **B** *I* U ABC |         |



Write information about you and your hobbies

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17. To the right side of the screen are some options. Put a check mark in the "Members Cars" box in the Categories section.

Categories

- Events
- FAQ
- Gallery
- Members Cars
- Notices
- Uncategorized

18. Then just below the section where you typed your text and placed your picture are three buttons.

Save and Continue Editing

Save

Publish

Pressing "Save and Continue Editing" will save what you are working on as a draft and keep you in this screen to continue working on it.

Pressing "Save" will save it as a draft and take you back to the first Dashboard Screen"

Pressing "Publish" will actually put your posting up on the site for others to be able to see.

19. For example. Right now in this example there are just two members with their cars posted.

## Members Cars

### [Marty Clark](#)

**Thursday, March 15th, 2007**

I pried my TR6 away from my sister after it had sat untouched in her garage back in Wisconsin for over 12 years. I found a guy who worked on older Jags there that agreed to take the car and get it running. After a couple of months it was running and I was [...]

### [Dave Riddle](#)

**Wednesday, March 14th, 2007**

I have been a member of DCTRA since 1984. When I (and my Dad) first joined I had a red 1957 TR3. Unfortunately a pickup truck with a lift-kit pulled out in front of me one dark night and totaled the car (I was lucky to not have gone under the truck). After I got [...]

As soon as I select "Publish" there will be three...

## Members Cars

### [Your Name](#)

#### **Sunday, March 25th, 2007**

Write information about you and your car in this area.

You can use the tools above to do things like **bold** and change the color of your words.<sup>1/4/p></sup>

### [Marty Clark](#)

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After I got [...]

Clicking on a name will bring up that post...

### [Your Name](#)

By **tester** | March 25, 2007



Write information about you and your car in this area.

You can use the tools above to do things like **bold** and change the **color** of your words.<sup>1/4/p></sup>

**Topics:** [Members Cars](#) |

### Comments

You must be [logged in](#) to post a comment.

And clicking on the Thumbnail picture in the post will open a page showing just the full size image.

You can always Edit (or even delete) a post that YOU made to change the text or the picture. This is done under the Manage Posts page

For this example I will change the Name from "Your Name" to "Demonstration Post".

I'll click on Edit. Note that only the posts that I created under this account gives me that option.

ID	When	Title	Categories	Comments	Author			
66	2007-03-25 7:31:33 pm	Your Name	<a href="#">Members Cars</a>	0	tester	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
52	2007-03-15 11:01:13 pm	"The Unlikely Tractor"	<a href="#">Uncategorized</a>	0	admin	<a href="#">View</a>		
50	2007-03-15 2:19:44	Marty Clark	<a href="#">Members Cars</a>	0	martyclark	<a href="#">View</a>		

I then typed a new name in the Title box.

Title

Demonstration Post

Post

Visual    Code

Paragraph   **B** *I* U ABC |         |         |         |         |



Write information about you and your car in this area.  
You can use the tools above to do things like **bold** and change the color c

Since the post has already been published your options are now just two

[Save and Continue Editing](#) [Save](#)

Hit Save and as you can see the Name as changed.

## Members Cars

### Demonstration Post

#### **Sunday, March 25th, 2007**

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### Marty Clark

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