

ASG Houston
website Blog
Editor

Blog creation notes:

- Users with Role of “um_editor” can create blog posts
- Each Neighborhood Group has their own blog category
- Access the Blog Post page to create blog
 - Select NG Name blog category
 - Title should include a description of the meeting program or activity
 - You can include images or pdf documents to the blog

Login to Website



"Advancing Sewing as a Life Skill"



- HOME
- Neighborhood Groups ▾
- Member's Corner ▾
- Events
- For Sale
- Registration ▾
- About
- Contact Us
- More ▾



Our Mission: The American Sewing Guild is made up of chapters and special interest groups that meet and offer opportunities for educational, social and philanthropic programs.

ASG Member login is only necessary to access Member's ONLY



PRESIDENT'S CORNER



CHAPTER EVENTS



Wild Women Stitchers

NEIGHBORHOOD GROUP ACTIVITIES



Weighted Wonders, a community service project

GENERAL INTEREST

Login to Website (cont)

ASG Houston
All Things Sewing In Houston

"Advancing Sewing as a Life Skill"

American Sewing Guild

HOME Neighborhood Groups ▾ Events For Sale Registration ▾ About

Contact Us More ▾

JOIN ASG

ASG MEMBER AND EDITOR LOGIN

Username or E-mail

Password

I'm not a robot

reCAPTCHA
Privacy - Terms

Keep me signed in

Login Register

Forgot your password?

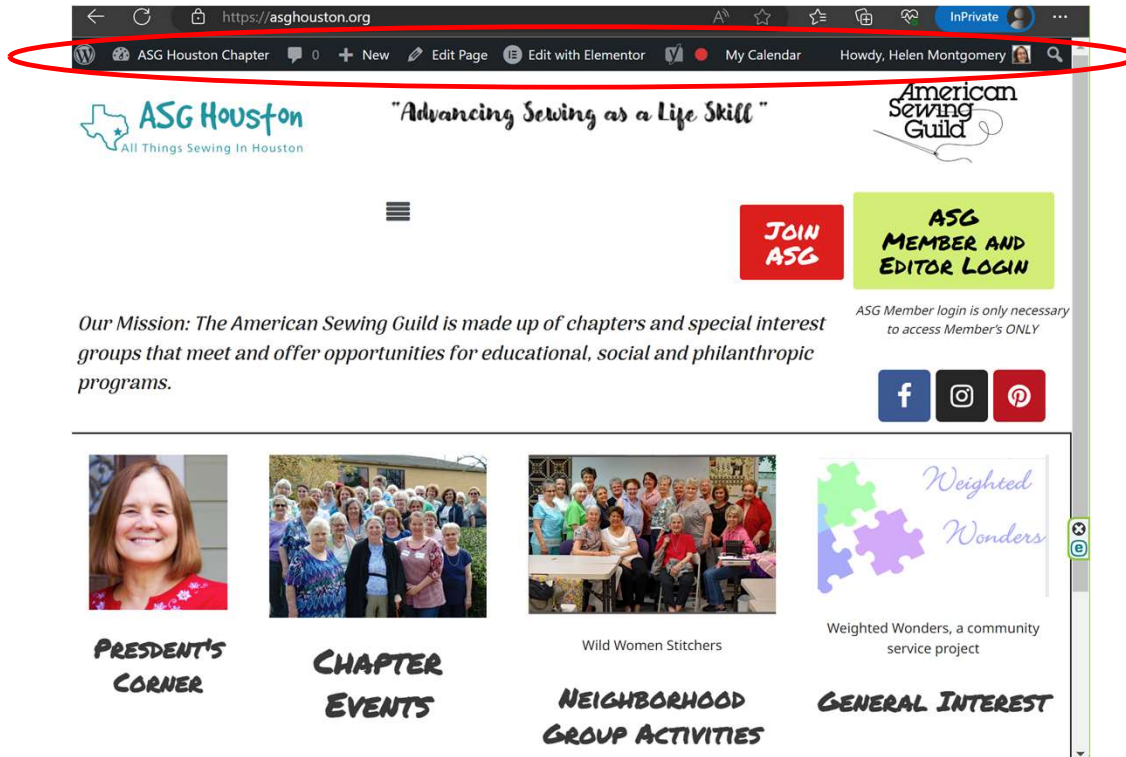
To reset your password, please enter your email address or username below.

Enter your username or email

Reset password

- Enter your Username or email and password.
- NOTE: You can update your password from this page.

Note the dashboard banner across the top



The screenshot shows the ASG Houston website dashboard. At the top, a red circle highlights the navigation bar containing the following items: a WordPress logo, "ASG Houston Chapter", a notification icon with "0", a "+ New" button, "Edit Page", "Edit with Elementor", a microphone icon, "My Calendar", and a user profile for "Howdy, Helen Montgomery". Below the navigation bar, the website header includes the ASG Houston logo with the tagline "All Things Sewing In Houston", the slogan "Advancing Sewing as a Life Skill", and the American Sewing Guild logo. Two buttons are visible: a red "JOIN ASG" button and a green "ASG MEMBER AND EDITOR LOGIN" button. A mission statement is displayed: "Our Mission: The American Sewing Guild is made up of chapters and special interest groups that meet and offer opportunities for educational, social and philanthropic programs." Below this are social media icons for Facebook, Instagram, and Pinterest. The main content area features four sections: "PRESIDENT'S CORNER" with a photo of a woman, "CHAPTER EVENTS" with a group photo, "NEIGHBORHOOD GROUP ACTIVITIES" with a photo of "Wild Women Stitchers", and "GENERAL INTEREST" with a graphic for "Weighted Wonders" described as a community service project.

This banner indicates that you have Editor access to the website and that you are logged in as an Editor.

Blog options



**PRESIDENT'S
CORNER**



CHAPTER EVENTS



Wild Women Stitchers

**NEIGHBORHOOD GROUP
ACTIVITIES**



Weighted Wonders, a community service project

GENERAL INTEREST

There are four blog categories as depicted in the tile pictures on the Home page.

- President's Corner – Blogs entered by President only
- Chapter Events – Blogs on the subject of Chapter activities. Any Editor can create these blogs.
- Neighborhood Group Activities – Blogs on the subject of NG meetings and activities. Any Editor can create these blogs.
- General Interest – Blogs on general interest topics. Blog subjects could be website documentation, Event notes on activities related to sewing, Interesting resources or websites, etc. Any Editor can create these blogs.

Access to Blog post pages – HOME page



Weighted Wonders, a community service project

GENERAL INTEREST



"Advancing Sewing as a Life Skill"



HOME Neighborhood Groups Member's Corner Events For Sale
Registration About Contact Us More

JOIN ASG

ASG MEMBER AND EDITOR LOGIN

General Interest Blog Post

Post to General Interest Blog

Capture Pictures to ASG OneDrive
The attached document outlines how to capture images from iPhones to the ASG OneDrive Picture...
Read More
Jayne Leuterman
June 10, 2023

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There is an active ASG Volunteer Discussion Forum that the ASG membership may find helpful...
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The Neighborhood Group leaders have their own ASGHouston.org domain emails. Documentation attached shows how to...
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Jayne Leuterman
February 25, 2022

Blog Editor Instructions
Please find the attached document that illustrates the steps to creating, editing and publishing a...
Read More
Jayne Leuterman
February 1, 2022

Archive: General Interest

- 2022 ASG Houston Sewing Bee
- 2022 Fall Luncheon and Stash Sale
- 2022 Spring Retreat was a great success !
- Inside the Loop 6/10/23
- Preview Fabric Stash !!

Load More (5/15)

General Interest Blog Post

Post to General Interest Blog



"Advancing Sewing as a Life Skill"



HOME Neighborhood Groups Member's Corner Events For Sale
Registration About Contact Us More

JOIN ASG

ASG MEMBER AND EDITOR LOGIN

General Interest Blog Post Page

Only ASG Houston Editors can access this blog page.

Fields marked with an * are required

Title *

Limit title to 20 characters.

Your Content *

Post created here will be set to Post Category "General Interest" or PUBLIC.

B I U L Link Image Video Embed

Approval Required

Approval received by all persons displayed in attached photos.

Blog post pages – General Interest

ASG Houston
All Things Sewing In Houston

"Advancing Sewing as a Life Skill"

American Sewing Guild

HOME Neighborhood Groups Member's Corner Events For Sale
Registration About Contact Us More ...

JOIN ASG **ASG MEMBER AND EDITOR LOGIN**

General Interest Blog Post Page

Only ASG Houston Editors can access this blog page.

Fields marked with an * are required

Title *
Limit title to 20 characters.

Your Content *
Post created here will be set to Post Category "General Interest" or PUBLIC.

File Upload
Select Files

Recaptcha
 I'm not a robot

Create Post

Note that attendance sign in sheets need to have a media approval indicator in order to allow pictures to be posted to the website.
This form requires an approval indication.

Approval Required
 Approval received by all persons displayed in attached photos

File Upload
Select Files

Recaptcha
 I'm not a robot

Create Post

Note media (images and pdf documents) can be added with the posting.

Access to Blog post pages – NG page

The screenshot shows the ASG Houston website home page. At the top left is the ASG Houston logo with the tagline "All Things Sewing In Houston". To the right is the slogan "Advancing Sewing as a Life Skill" and the American Sewing Guild logo. A navigation menu includes HOME, Neighborhood Groups, Member's Corner, Events, and For Sale. A "JOIN ASG" button is prominent. Below the navigation, there are sections for "Our Mission and Offerings" with a dropdown menu for Neighborhood Groups (North, South, West, Central) and a "Weighted Wonders" section. A "PRESIDENT'S CORNER" section features a photo of a woman. "CHAPTER EVENTS" includes a photo of a group of women. "NEIGHBORHOOD GROUP ACTIVITIES" features a photo of a group of women at a table. "GENERAL INTEREST" features a photo of colorful puzzle pieces.

COME SEW WITH US!

Meeting Notes ... (BLOG)

NG Forum

The screenshot shows the website page for the "Rose-Rich Sew-N-Sews" neighborhood group. The page features the ASG Houston logo and slogan at the top. A navigation menu is visible. The main heading is "Rose-Rich Sew-N-Sews" with the sub-heading "Upcoming meetings". A "COME SEW WITH US!" banner is present, with a blue circle highlighting the "Meeting Notes ... (BLOG)" button and a blue arrow pointing to it from the right. Below the banner, there is an "NG Forum" button. At the bottom, there are four photos of quilts and a blouse, each with a caption: "Liane quilt", "Pricilla quilt", "Pricilla Blouse", and "Loretta quilt".

Liane quilt

Pricilla quilt

Pricilla Blouse

Loretta quilt

Access to Blog post pages – NG page (cont)

COME SEW WITH US!

Meeting Notes ... (BLOG)

NG Forum

Post to Rose Rich Group Activities Blog

The screenshot shows the ASG Houston website interface. At the top, there is a navigation menu with links for HOME, Neighborhood Groups, Member's Corner, Events, and For Sale. Below the menu, there are buttons for 'JOIN ASG' and 'ASG MEMBER AND EDITOR LOGIN'. The main content area features a section titled 'NG Rose-Rich Sew-n-Sews Activities Blog Page' with a red circle around a button labeled 'Post to Rose Rich Group Activities Blog'. To the right of this button is a blue-bordered box labeled 'Archive: NG Rose Rich'. Below the main content, there is a section for 'Support your country - Old Glory Flag' with an image of the flag and text about quarantine.

The screenshot shows the 'NG Rose-Rich Blog Post Page' form. At the top, there is a navigation menu with links for HOME, Neighborhood Groups, Member's Corner, Events, and For Sale. Below the menu, there are buttons for 'JOIN ASG' and 'ASG MEMBER AND EDITOR LOGIN'. The main content area features a section titled 'NG Rose-Rich Blog Post Page' with a note that 'Only ASG Houston Editors can access this blog page.'. Below this, there is a form with fields for 'Title *' (limited to 20 characters) and 'Your Content *'. The 'Your Content' field has a rich text editor toolbar. At the bottom of the form, there is a checkbox for 'Approval Required'.

Access to Blog post pages – Events page

What's Happening... (BLOG)

EVENTS

Upcoming Calendar Events

- June 17, 2023. : Mini retreat - sewing with knits
- July 8, 2023, 10:00 am: Inside the Loop Mtg
- July 27, 2023. : Annual Conference
- August 12, 2023, 10:00 am: Inside the Loop Mtg
- September 9, 2023, 10:00 am: Inside the Loop Mtg

For questions please contact the president at President@AsgHouston.org.

[What's Happening... \(BLOG\)](#)

CHAPTER EVENTS

2022 ASG COMMUNITY SERVICE SEWING BEE

[Sign Up](#)

- WHERE: St. Paul's UMC, 5501 Main St, Houston, Tx 77004
- LOCATION: Fondren Hall located in the School building
- WHEN: Saturday, October 14, 2023 10 AM – 3 PM
 - two shifts: 10 AM-12 PM and 1 PM-3 PM
- CONTACT: 713-661-8174 or 713-206-6992
- PARK: On Fannin



Access to Blog post pages – Events page (cont)



CHAPTER 1



"Advancing Sewing as a Life Skill"



HOME Neighborhood Groups Member's Corner Events For Sale
Registration About Contact Us More ...

JOIN ASG ASG MEMBER AND EDITOR LOGIN

Chapter Events Blog Page

Post to Chapter Events



2023 Stash Audit

The ASG Houston stash committee met this week to process...

Upcoming Stash Auction at the ASG Houston Spring Retreat

Camp Allen will be the site of our annual spring...

Read More

Helen Montgomery February 19, 2023

2022 ASG Houston Sewing Bee

On the first Saturday of this month 33 sewists showed...

Read More

Jayne Leuterman October 17, 2022

2022 Fall Luncheon and Stash Sale

The luncheon was another great event at the India House...

Read More

Jayne Leuterman October 2, 2022

Archive: NC_Activities for all Neighborhood Groups

2/12/22 meeting

Hobby Lobby Covid restrictions

Inside the Loop 4/9

Show and Tell 04/20



Current Activities

Chapter Events Blog Page

Post to Chapter Events



"Advancing Sewing as a Life Skill"



HOME Neighborhood Groups Member's Corner Events For Sale
Registration About Contact Us More ...

JOIN ASG ASG MEMBER AND EDITOR LOGIN

Chapter Events Blog Post Page

Only ASG Houston Editors can access this blog page.

Fields marked with an * are required

Title *

Limit title to 20 characters.

Your Content *

Post created here will be set to Post Category "Chapter Events".

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, and image.

Approval Required

Approval received by all persons displayed in attached photos

Create and Submit blog – Approval procedures

ASG Houston "Advancing Sewing as a Life Skill" American Sewing Guild

HOME Neighborhood Groups Member's Corner Events For Sale
Registration About Contact Us More ...

JOIN ASG **ASG MEMBER AND EDITOR LOGIN**

General Interest Blog Post Page

Only ASG Houston Editors can access this blog page.

Fields marked with an * are required

Title *
Limit title to 20 characters.
Website Editor Documentation

Your Content *
Post created here will be set to Post Category "General Interest" or PUBLIC.
The attachment document outlines procedures to create blogs on the ASGHouston.org website.

Approval Required
 Approval received by all persons displayed in attached photos.

File Upload
Select Files

ASG_Houston_blog_Editor.pdf Delete

Recaptcha
I'm not a robot

Create Post

Note: HERE URL takes you to Editor Dashboard to allow for post approval.

ASG Houston "Advancing Sewing as a Life Skill" American Sewing Guild

HOME Neighborhood Groups Member's Corner Events For Sale
Registration About Contact Us More ...

JOIN ASG **ASG MEMBER AND EDITOR LOGIN**

General Interest Blog Post Page

Only ASG Houston Editors can access this blog page.

Your post for General Interest has been created as a draft. Click **HERE** to publish.

Create and Submit blog – Approval procedures (cont)

The screenshot shows the WordPress admin dashboard for the ASG Houston Chapter. The 'Posts' section is active, displaying a list of posts. The post 'Website Editor Documentation — Draft' is highlighted with a red circle. A callout box provides a detailed view of this post, showing the title 'Website Editor Documentation — Draft', the author 'Helen Montgomery', and the 'Edit' button, which is also circled in red.

<input type="checkbox"/>	Title	Author	Categories	Tags		★	Date		
<input type="checkbox"/>	Website Editor Documentation — Draft SEO Meta [+]	Helen Montgomery	ASG General Interest, Default Category	—	—	0	Last Modified 2023/06/14 at 8:38 pm	●	0
<input type="checkbox"/>	Capturing Photos to ASG OneDrive — Blog Post SEO Meta [+]	Jayne Leuterman	ASG General Interest, Default Category	—	—	0	Published 2023/06/10 at 2:05 pm	●	1
<input type="checkbox"/>	ASG Volunteer Discussion Forum SEO Meta [+]	Jayne Leuterman	ASG General Interest, Default Category	—	—	0	Published 2023/04/23 at 8:02 pm	●	0
<input type="checkbox"/>	2023 Stash Audit SEO Meta [+]	Helen Montgomery	ASG Chapter Events, Default Category	—	—	0	Published 2023/03/19 at 7:03 pm	●	0
<input type="checkbox"/>	Upcoming Stash Auction at the ASG Houston Spring Retreat SEO Meta [+]	Helen Montgomery	ASG Chapter Events, Default Category, listimage_1641340535968	—	—	0			
<input type="checkbox"/>	trial post — Draft SEO Meta [+]	Johny Mahler	ASG Chapter Events, Default Category, listimage_1641340535968	—	—	0			
<input type="checkbox"/>	Save the Date — Draft	Helen Montgomery	Default Category, NC - Activities	—	—	0			

- Select post
- Edit
- Find media where appropriate
- Publish post

Website Editor Documentation — Draft
SEO Meta [+]
Edit | Quick Edit | Trash | Preview | EA Duplicator | PA Duplicate

Create and Submit blog – Approval procedures (cont)

The screenshot shows the WordPress 'Edit Post' interface. At the top left, it says 'Edit Post' with an 'Add New' button. Below this is a notification from Visual Portfolio asking for a rating on WordPress.org. The main content area has a title 'Website Editor Documentation' and a permalink 'https://asghouston.org/website-editor-documentation/'. There are buttons for 'Add Media', 'Add Form', 'Add Gallery', and 'Add Contact Form'. The text editor shows a paragraph: 'The attachment document outlines procedures to create blogs on the ASGHouston.org website.' On the right side, there are two panels: 'Publish' and 'Format'. The 'Publish' panel shows 'Status: Draft', 'Visibility: Public', 'Publish immediately', 'SEO: Not available', and 'Readability: Good'. The 'Format' panel shows 'Standard' as the selected format, with other options like Gallery, Image, Link, Quote, Video, Audio, Status, and Aside.

Screen Options Help

W Satisfied using Visual Portfolio?

Hey, we noticed you've been using Visual Portfolio for more than two weeks now – that's awesome! Could you please do us a BIG favor and give it a rating on WordPress.org to help us spread the word and boost our motivation?

[Yes, you deserve it](#)
[No, maybe later](#)
[I already did](#)

Website Editor Documentation

Permalink: <https://asghouston.org/website-editor-documentation/> Edit

Edit with Elementor

Add Media Add Form Add Gallery Add Contact Form

Paragraph **B** *I* Visual Text

The attachment document outlines procedures to create blogs on the ASGHouston.org website.

Word count: 12 Last edited on June 14, 2023 at 8:38 pm

Publish

Save Draft Preview

Status: Draft Edit

Visibility: Public Edit

Publish immediately Edit

SEO: Not available

Readability: Good

Move to Trash Publish

Format

Standard

Gallery

Image

Link

Quote

Video

Audio

Status

Aside

Create and Submit blog – Approval procedures (cont)

Edit post, add media and Publish

Permalink: <https://asghouston.org/website-editor-documentation/> [Edit](#)

[Edit with Elementor](#)

[Add Media](#) [Add Form](#) [Add Gallery](#) [Add Contact Form](#)

Paragraph **B** *I*


The attachment document outlines procedures to create blogs on the ASGHouston.org website.

[Add Media](#) [Add Form](#) [Add Gallery](#) [Add Contact Form](#)

Paragraph **B** *I*

The attachment document outlines procedures to create blogs on the ASGHouston.org website.

[..ASG Houston blog Editor](#)



Publish

[Save Draft](#) [Preview](#)

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

Publish immediately [Edit](#)

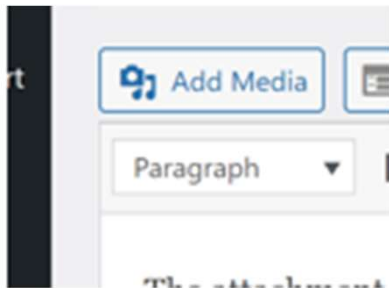
SEO: Not available

Readability: Good

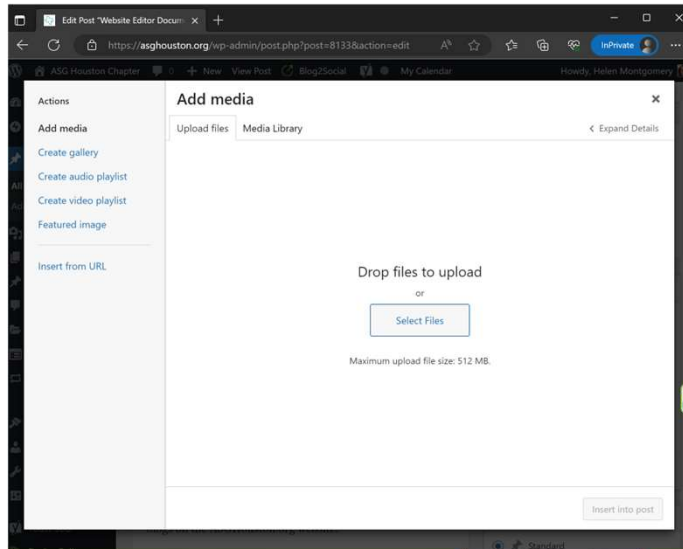
[Move to Trash](#) [Publish](#)

Create and Submit blog – Approval procedures (cont)

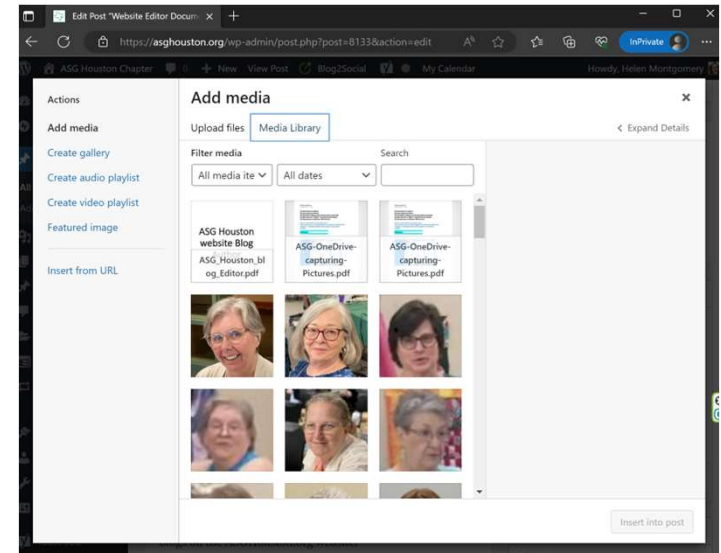
Media capture



Upload media



Search media library



View Post – General Interest



"Advancing Sewing as a Life Skill"



- HOME
- Neighborhood Groups ▾
- Member's Corner ▾
- Events
- For Sale
- Registration ▾
- About
- Contact Us
- More ▾

JOIN ASG

ASG MEMBER AND EDITOR LOGIN

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ASG Member login is only necessary to access Member's ONLY



PRESIDENT'S CORNER



CHAPTER EVENTS



Wild Women Stitchers

NEIGHBORHOOD GROUP ACTIVITIES



Weighted Wonders, a community service project

GENERAL INTEREST



"Advancing Sewing as a Life Skill"



- HOME
- Neighborhood Groups ▾
- Member's Corner ▾
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JOIN ASG

ASG MEMBER AND EDITOR LOGIN

General Interest Blog Post

Post to General Interest Blog

Website Editor Documentation

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[_ASG_Houston_blog_Editor](#)
Read More

Helen Montgomery
June 14, 2023

Capture Pictures to ASG OneDrive

The attached document outlines how to capture images from iPhones to the ASG OneDrive Picture...

[Read More](#)

Jayne Leuterman
June 10, 2023

ASG Volunteer Discussion Forum

There is an active ASG Volunteer Discussion Forum that the ASG membership may find helpful. ...

[Read More](#)

Jayne Leuterman
April 23, 2023

Webmail Instructions

The Neighborhood Group leaders have their own ASGHouston.org domain emails. Documentation attached shows how to...

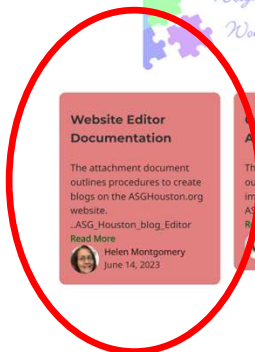
[Read More](#)

Jayne Leuterman
February 25, 2022

Archive: General Interest

- [Upcoming Stash Auction at the ASG Houston Spring Retreat](#)
- [2022 ASG Houston Sewing Bee](#)
- [2022 Fall Luncheon and Stash Sale](#)
- [2022 Spring Retreat was a great success!](#)
- [Inside the Loop 6/10/23](#)

[Load More \(5/16\)](#)



Dashboard Access for Editor

ASG Houston Chapter

ASG Houston
All Things Sewing In Houston

"Advancing Sewing as a Life Skill"

American Sewing Guild

JOIN ASG

ASG MEMBER AND EDITOR LOGIN

ASG Member login is only necessary to access Member's ONLY

Our Mission: The American Sewing Guild is made up of chapters and special interest groups that meet and offer opportunities for educational, social and philanthropic programs.

PRESIDENT'S CORNER

CHAPTER EVENTS

NEIGHBORHOOD GROUP ACTIVITIES

GENERAL INTEREST

Note: As editor you can go directly into Dashboard. You have the following authority:

- **POSTS:** Edit, delete or approve blogs.
- **CALENDAR:** Add or edit calendar events
- **PAGE EDITS:** Add, Edit existing webpage
- **MEDIA:** Add, Delete media images and pdf documents.

{Documentation for CALENDAR and PAGE EDITS is not included here}

Dashboard Access for Editor

The screenshot shows the WordPress dashboard for the ASG Houston Chapter. The left sidebar contains a menu with the following items: Dashboard, Jetpack, Posts, Media, Pages, Placemarks, Comments, Templates, Feedback, WebToffee Import Export (Basic), Appearance, Profile, Tools, Settings, Yoast SEO, Envira Gallery, My Calendar, and Collapse menu. The main content area displays a 'Satisfied' notification, an 'Elementor Overview' section with a version update for Elementor v3, and a 'Recently Edited' section listing 'Capture Pictures to' and 'Events' from May 9th. A 'News & Updates' section features two 'NEW' announcements about Elementor's capabilities and a sophisticated menu.

POSTS

This screenshot shows the 'All Posts' page in the WordPress admin interface. The left sidebar has 'Posts' selected. The main area displays a list of posts with columns for 'Bulk actions', 'Title', and 'Author'. The posts listed are: 'Website Editor Documentation' by Helen Mor, 'Capture Pictures to ASG OneDrive' by Jayne Leut, 'ASG Volunteer Discussion Forum' by Jayne Leut, '2023 Stash Audit' by Helen Mor, and 'Upcoming Stash Auction at the ASG Houston Spring Retreat' by Helen Mor.

PAGES

This screenshot shows the 'All Pages' page in the WordPress admin interface. The left sidebar has 'Pages' selected. The main area displays a list of pages with columns for 'Bulk actions', 'Title', and 'SEO Meta'. The pages listed are: '(no title)', 'About — Elementor', 'Account — ult member — UM Account, Elementor', 'ASG Houston Newsletter History — Elementor', 'WebToffee Import Export (Basic)', 'ASG Member Registration — ult member — UM Register, Elements', and 'Blog — Elementor'.

MEDIA

This screenshot shows the 'Media' library in the WordPress admin interface. The left sidebar has 'Media' selected. The main area displays a grid of media items, including images and PDFs. The items shown are: 'ASG Houston website Blog', 'ASG Houston Blog', 'ASG OneDrive-capturing Pictures.pdf', and several individual photos of people.

CALENDAR

This screenshot shows the 'My Calendar' page in the WordPress admin interface. The left sidebar has 'My Calendar' selected. The main area displays a calendar view for the month of June 2023. The calendar shows events on various dates, including June 10th, 17th, 24th, and 30th. The events are represented by colored blocks with text labels.