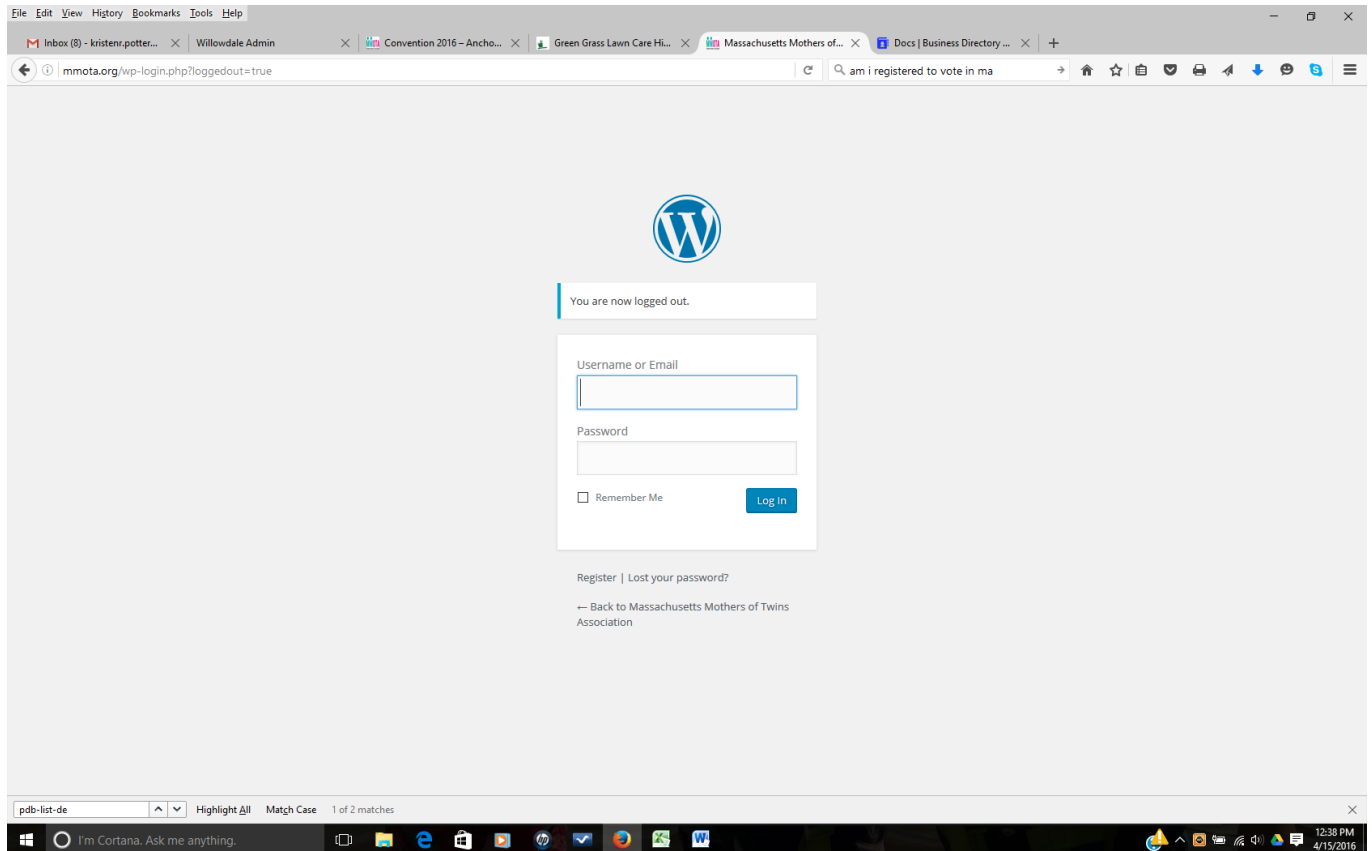


# Step 1: Login

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Go To [www.mmota.org/wp-admin](http://www.mmota.org/wp-admin)

Login to WordPress with the Username and Password provided.  
All default passwords are *two2love*

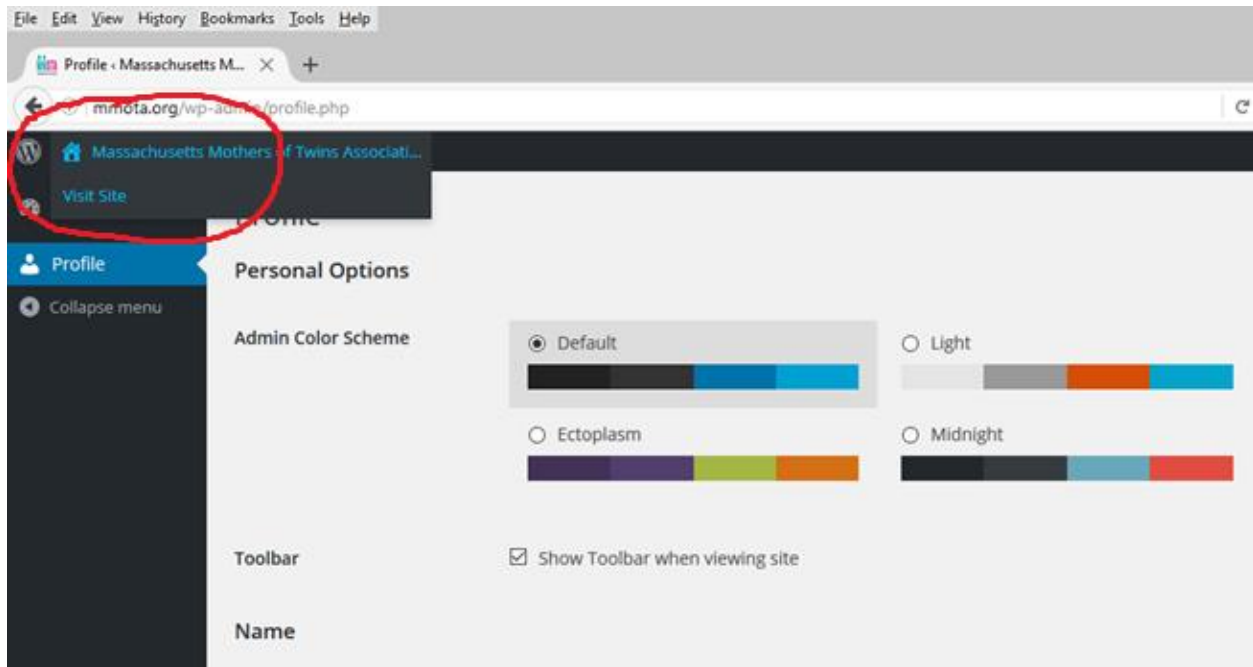


# Step 2: Navigate to Website

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In the upper left corner, hover your mouse over “Massachusetts Mothers of Twins Association” and you’ll see “Visit Site” appear...Click on “Visit Site”.

This will bring you to the website.



# Step 3: Open Directory

From here you can navigate to Find a Local Club...and then click the Club Directory Link on that page after the club listings.

The screenshot shows a web browser window displaying the website for the Massachusetts Mothers of Twins Association. The page is titled "Find a Local Club" and features a navigation menu with options: Home, Find a Local Club, Convention 2016, Scholarship Opportunities, and Contact Us. The main content area includes sections for "How can you join?", "Benefits of Joining", and "Listing of Local Clubs". A red circle highlights the "Club Directory" link, which is accompanied by the text "Click Here to access the Club Directory (Login Required)". The right sidebar contains several promotional boxes: "Mark Your Calendar" for a May 2016 event, "West Suburban Chapter Tag Sale" for May 21, 2016, "Convention 2016 - Anchors Away!" with an anchor logo, and "Executive Board" listing Heather McCarthy as President and Michelle Flanagan as Vice President. The browser's address bar shows "mmta.org/findlocalclub/" and the Windows taskbar at the bottom indicates the date is 4/13/2016.

# Step 4: Edit Listing

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When you get to the Directory List Page, Click on Your Club Listing Name...

If you scroll to the bottom, you will have the option to “View”, “Edit”, or “Delete”.

You want to select “EDIT”



This will bring you to an editable form where you can make all the changes needed to your club listing.

Once you have completed the text edits, click “CONTINUE” at the bottom of the page.

You will then have the option to upload a Club Logo or image that will display on the listing page. If you would like to upload a file, you can, if you don’t want to, just click “CONTINUE”.

On this page you will get a message that says your listing has been submitted and you can return to the Directory from there.

# LOGOUT...

In the upper right corner, Hover over “Howdy, North Shore Mothers of Multiples” (will display your club name) and select “LOGOUT” from the drop down menu.

