

# How-To for PWN Members

## Edit Your Listing

1. Log in. [Click here](#). Enter your username and password.  
(If you don't remember your password, click on Lost Your Password, enter your email address or username. You will receive an email to reset your password.)
2. In the Dashboard, left column, click on Posts. You will see your page here.
3. Open your page, make any edits. Click the blue Update button near the top of the right column.
4. Having problems or need some help editing your listing, email [Dianna Jacobsen](#).

## Add an Event to the Calendar

As a member of PWN, you may add an event to the calendar.

1. Log in. [Click here](#). Enter your username and password.  
(If you don't remember your password, click on Lost Your Password, enter your email address or username. You will receive an email to reset your password.)
2. In the Dashboard, left column, click on Events, Add Event.
3. Add a title for your event.
4. In the big box below the title, type in your event description.
5. Continue to fill in the fields below that are appropriate - your date, time, etc. Be sure to enter your organizer information so that people can contact you about your event.
6. Set the category of the Event to PWN Member Event - in the right column.
7. Click the blue Update button near the top of the right column.
8. Before logging out, be sure to preview the site to make sure your listing looks right.
9. If you need help entering your listing, email [Dianna Jacobsen](#).

## Send a Message to Members (formerly called ListServ)

1. Log in. [Click here](#). Enter your username and password.  
(If you don't remember your password, click on Lost Your Password, enter your email address or username. You will receive an email to reset your password.)
2. In the Dashboard, left column, towards the bottom, click on Email, Send to Users
3. In the next screen, select members to email to (can be all or a few). Your subject, and then your message.