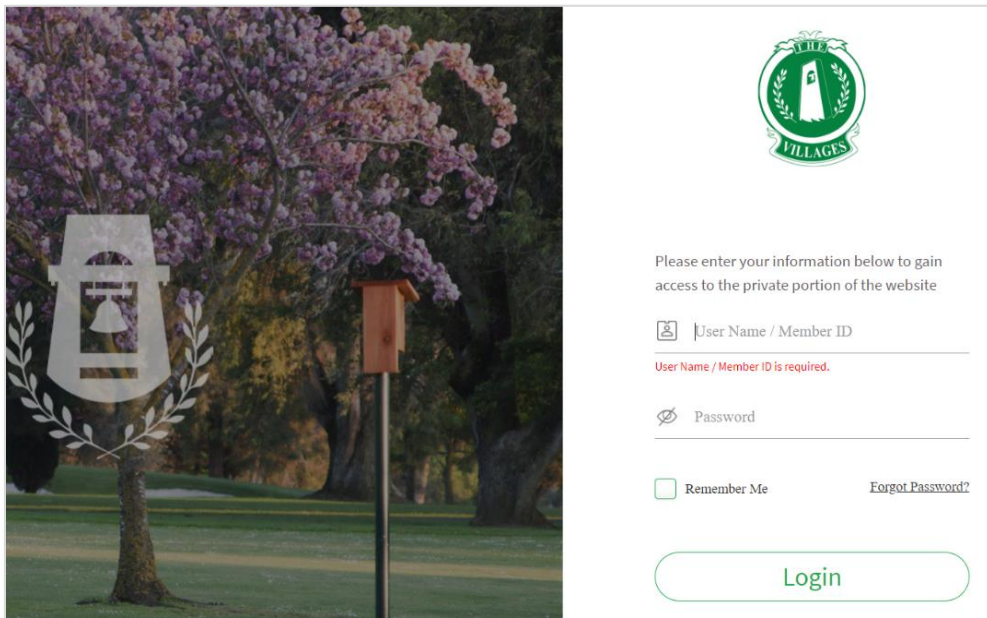


The Villager Online - How to Submit an Article Step-by-Step Instructions

This step-by-step guide walks content contributors through The Villager Online article submission process on <https://member.thevillagesgcc.com/>.

Step 1: Logging In to The Member Portal

Please log in to the Member Portal and go to **The Villager** tab (far right on the Nav bar).



Step 2: Accessing The Villager Article Submission Form

Navigate to **The Villager** tab and scroll to **Article Submission**, hover over it and click.



Step 3: Filling Out the Article Submission Form

Scroll down past the banner image and begin filling out the requested information. Required information is indicated by the red asterisk *.

Your Information

Name *

First: Yasmeeen Last: Itani

Email *: yitani@the-villages.com Phone: 408-223-4430

Publication Information

After the **Publication Information**, you are asked to provide necessary article details, such as **Article Type** (a scroll down menu), and **Start Date** (date you wish the article to be published). Depending on your article type, you will be asked to provide more pertinent details. In the example, the article falls under **Boards & Committees**, and **Other** was chosen.

The Villager accepts article submissions via this form at any time.

Article Type * Start Date *

Boards & Committees 10/01/2024

Boards & Committees

Article Type

Ask the ABOD

Ask the CBOD

Other

Executive Roundtable

Article

Visual Text

Paragraph **B** *I* ☰ ☷ “ ☰ ☷ ☷ 🔗 ☰ ✕ 📄

Executive Roundtable (Three Board Presidents/GM Q&A) next **Tuesday, October 8** at 3:00 p.m. in the Fairway Room.

Filling Out the Article Submission Form (cont.)

In the above image, under **Article**, place your article contents in the box provided. You can use the formatting tools: **B**=Bold; *I*=Italicized; Bulleted List; Numbered List; Blockquotes; Alignment; Link Text; etc. (see below)

Note: By hovering over the icons, the description will appear with its shortcut.

Step 4: Finishing the Article Submission Form & Submitting

If you have special instructions for the Editorial staff, please place them in the **Special Instructions** box. Once all is completed, click **Submit**.

The screenshot shows a web form for article submission. At the top left, there is a text input field labeled "Special Instructions" which is highlighted with a red rectangular box. Below this is a rich text editor with a toolbar. The toolbar includes a dropdown menu set to "Paragraph", and icons for Bold (B), Italic (I), Bulleted List, Numbered List, Quote, Indent Left, Indent Right, Link, Unlink, and Table. A red arrow points to the Table icon. The text area of the editor contains the text: "Can we please advertise this on the Villager Online, as well as via FastNews? Thank you!". Below the text area is a "Submit" button, which is highlighted with a red rectangular box and a red arrow pointing to it from the right.

Questions?

If you need immediate assistance, email webmaster@the-villages.com. If not urgent, please attend the next [WOW session](#).

More information

To view more Step-by-Step guides, go to help.the-villages.com.