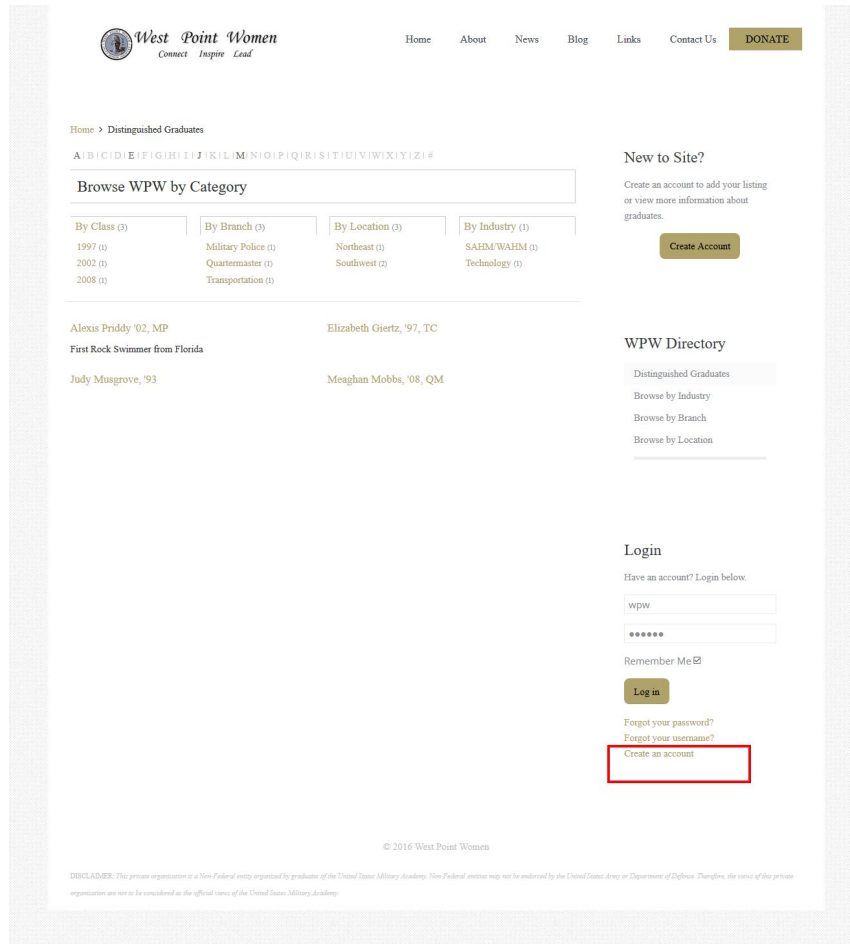
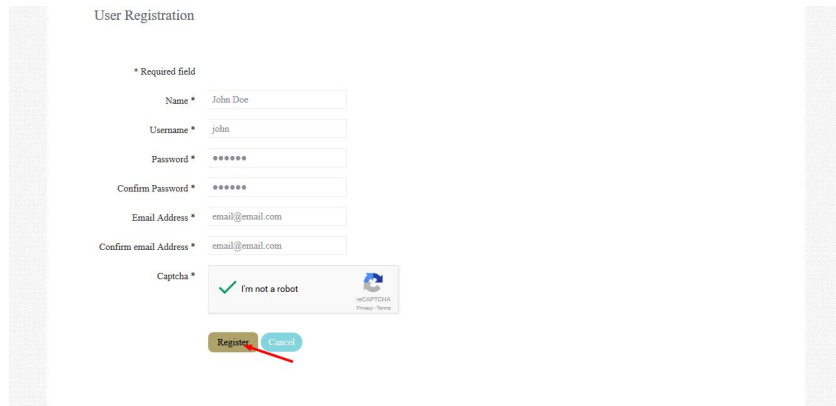


# Create New Account

- Go to <http://www.westpointwomen.org/directory/>
- Look at login on right.
- Click on Create an account.



- Fill in your information and click register.



Once you have created your account you can refer back to the **ADD LISTING TUTORIAL**.

# How to View WPW Directory

- Go to <http://www.westpointwomen.org/directory/>.
- When not logged in, you can see limited information like name and graduation year.
- To see full information, login on right.

The screenshot shows the West Point Women website's directory page. At the top, there is a navigation menu with links for Home, About, News, Blog, Links, Contact Us, and a DONATE button. The main content area is titled "Distinguished Graduates" and includes a search bar and a "Browse WPW by Category" section with filters for Class, Branch, Location, and Industry. A list of graduates is displayed, including Alexis Priddy '02, MP; Elizabeth Gieritz, '97, TC; Judy Musgrove, '93; and Meaghan Mobbs, '08, QM. On the right side, there is a "New to Site?" section with a "Create Account" button and a "WPW Directory" section with links for Distinguished Graduates, Browse by Industry, Browse by Branch, and Browse by Location. A "Login" box is highlighted with a red border, containing fields for username and password, a "Remember Me" checkbox, and a "Log in" button. Below the login box are links for "Forgot your password?", "Forgot your username?", and "Create an account".

- View Directory.

This screenshot shows the same West Point Women website directory page, but with a user logged in. The "Login" box is now highlighted with a red border and contains the text "Hi Tester WPW." and a "Log out" button. The "WPW Directory" section on the right now includes links for "Add Your Listing" and "Edit Your Listing". The rest of the page content, including the navigation menu, search bar, category filters, and list of graduates, remains the same as in the previous screenshot.

# Add New Listing

- Go to <http://www.westpointwomen.org/directory/>
- Login on right.

The screenshot shows the 'Distinguished Graduates' directory page. At the top, there is a navigation menu with 'Home', 'About', 'News', 'Blog', 'Links', 'Contact Us', and a 'DONATE' button. Below the navigation is a breadcrumb trail 'Home > Distinguished Graduates' and an alphabetical index 'A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | #'. A search bar is labeled 'Browse WPW by Category'. Below it are four filter buttons: 'By Class (3)', 'By Branch (3)', 'By Location (3)', and 'By Industry (1)'. The filters show counts for various categories: Class (1997, 2002, 2008), Branch (Military Police, Quartermaster, Transportation), Location (Northeast, Southwest), and Industry (SAHM/WAHM, Technology). A list of graduates is displayed in two columns, including Alexis Priddy '02, MP; First Rock Swimmer from Florida; Judy Musgrove, '93; Elizabeth Giertz, '97, TC; and Meaghan Mobbs, '08, QM. On the right side, there is a 'New to Site?' section with a 'Create Account' button, a 'WPW Directory' section with links to 'Distinguished Graduates', 'Browse by Industry', 'Browse by Branch', and 'Browse by Location', and a 'Login' section with a red box around it. The login form includes fields for username and password, a 'Remember Me' checkbox, and a 'Log in' button. Below the login form are links for 'Forgot your password?', 'Forgot your username?', and 'Create an account'. At the bottom, there is a copyright notice for 2016 West Point Women and a disclaimer.

- Click on **Add Your Listing** on right menu.

This screenshot is similar to the one above, showing the 'Distinguished Graduates' directory page. The layout is identical, but the 'Login' section on the right is not highlighted. Instead, the 'WPW Directory' section is highlighted with a red box, and the 'Add Your Listing' button is specifically pointed out. The 'Add Your Listing' button is located below the 'Distinguished Graduates' link and above the 'Edit Your Listing' link. The rest of the page content, including the navigation menu, search bar, filters, and list of graduates, remains the same as in the previous screenshot.

- Fill in form and hit **SUBMIT ITEM.**

- Everyone is using the same account username and password for this directory.
- You may only need **EDIT YOUR LISTING** by clicking on the pencil to right of your name instead of adding new.

The screenshot shows the 'Add Graduate' form on the West Point Women website. The header includes the logo and navigation links: Home, About, News, Blog, Links, Contact Us, and a DONATE button. The form title is 'Add Graduate' and includes a note: 'Some information you will enter more than once. This will allow users to browse/search by specific fields.' Under the 'Required' section, there is a instruction: 'Please format your Listing Name as Jane Doe, '00, MP'. The form fields are: LISTING NAME \* (Do, John), GRAD YEAR \* (1995), and BRANCH \* (Military Police). Below this is a 'Categories For Browsing' section with a note: 'Hold down SELECT to choose multiple. Please select at least one under each heading (By Class, etc)'. A dropdown menu for 'CATEGORIES' is open, showing options: -- By Class, 1997, 1997, and -- Select. On the right side, there is a 'WPW Directory' section with links: Distinguished Graduates, Browse by Industry, Browse by Branch, and Browse by Location. Below these are buttons for 'Add Your Listing' and 'Edit Your Listing'. Further down is a 'Login' section with the text 'Hi Tester WPW,' and a 'Log out' button.

The screenshot shows the 'Contact' form on the West Point Women website. The form title is 'Contact'. Below the title is a section for social media links with the instruction: 'For Social Media, give the link to your profile.' A note states: 'These fields are only viewable by other graduates.' The form fields are: E-MAIL (email@email.com), LINKED IN (http://www.linkedin.com), FACEBOOK (http://www.facebook.com), TWITTER (http://www.twitter.com), INSTAGRAM (http://www.instagram.com), PINTEREST (http://www.pinterest.com), and BLOG (http://www.blog.com). Below the fields is a note: 'Fields marked with an asterisk (\*) are required.' At the bottom of the form is a green 'Submit Item' button with a red arrow pointing to it. At the very bottom of the page are social media icons for Facebook, Twitter, LinkedIn, and RSS.