

How to publish posts that automatically update over time

This tutorial focuses on “how to automate the weekly announcements to families... the idea is... to write a full month’s worth of announcements in one day. Then schedule each weeks announcement to ‘go live’ on the website on Monday morning.”

- The same mechanism could be adapted for other site content.

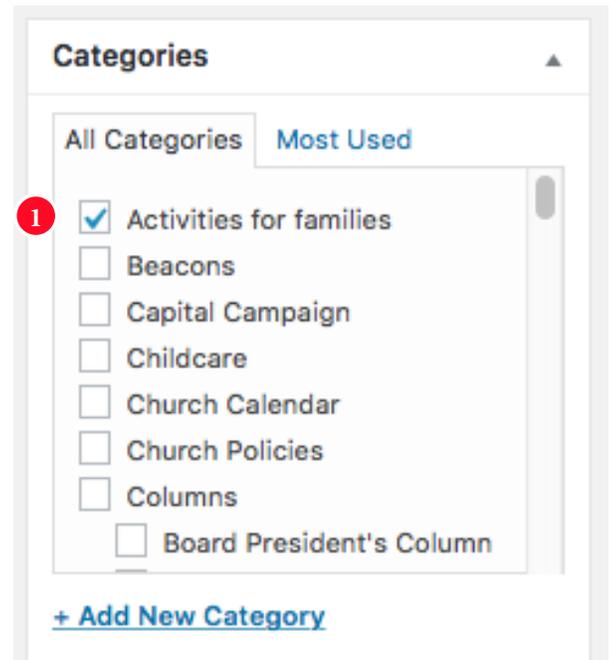
1 Create a post with the category *Activities for families*

Log in to the admin pages of the site at uucb.org/wp-admin

- You must have Editor privileges

1 Create a new Post, and give it the *Activities for families* category

- This post will be inserted into the *Activites for families* page.

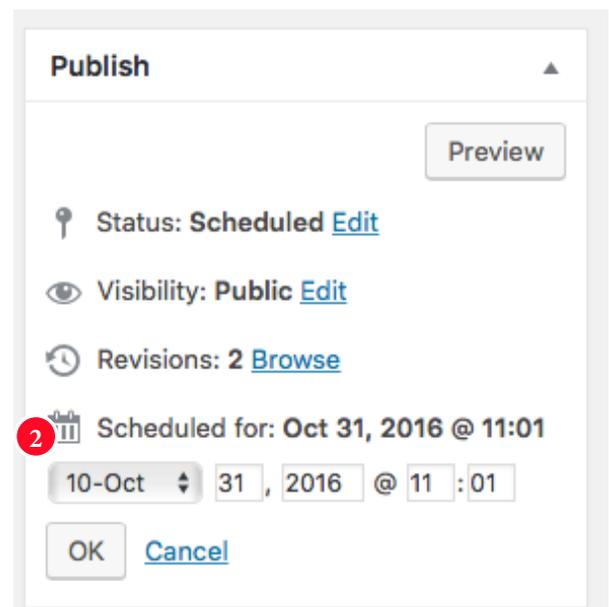


2 Schedule a time and date for the Post to be Published

2 In the *Publish* panel, select the blue *Edit* link after *Publish immediately*.

Using the controls that appear, select a time and date for the post to begin displaying.

- If the plan is to have posts replaced on a regular basis, the new post should be scheduled for publication at the same time an earlier post is set to expire.



Select the *OK* button.

3 Schedule a time and date for the Post to expire

- 1 In the new *Post Expirator* panel (further down the right-hand column), select the *Enable Post Expiration* checkbox.
- 2 Use the controls to select a date and time for the Post to expire.
 - Again, if the idea is to regularly replace a piece of content, this should match the time and date of the Post that will replace it.
- 3 If desired, choose from the menu what you want to have happen to the Post after it expires.
 - The default is *Draft*: the Post will become a draft, and will remain so until you do delete it or otherwise deal with it.
 - Another option would be to change the Post's category, perhaps to an Archive. Consult with Webmaster if you'd like to set this up.

2 Schedule the Post

- 4 Back in the the *Publish* panel, select the blue *Schedule* button.
 - This button displays *Schedule* instead of *Publish* when a Post will be published at a future date, not immediately.

The screenshot shows the 'Post Expirator' panel. At the top, there is a checkbox labeled 'Enable Post Expiration' which is checked. Below this, there are three columns for date selection: 'Year' (2016), 'Month' (November), and 'Day' (07). Below these are 'Hour(PDT)' (11) and 'Minute' (00). A dropdown menu is open, showing options: 'Draft' (selected with a checkmark), 'Delete', 'Private', 'Category: Replace', 'Category: Add', and 'Category: Remove'. A red circle with the number '1' is next to the checkbox, a red circle with '2' is next to the date fields, and a red circle with '3' is next to the dropdown menu.

The screenshot shows the 'Publish' panel. At the top, there are two buttons: 'Save Draft' and 'Preview'. Below these, there are three rows of information: 'Status: Draft' with an 'Edit' link, 'Visibility: Public' with an 'Edit' link, and 'Schedule for: Oct 31, 2016 @ 11:00' with an 'Edit' link. Below this is a blue button labeled 'Schedule'. At the bottom, there are two status indicators: 'Readability: Needs improvement' and 'SEO: Not available'. A red circle with the number '4' is next to the 'Schedule' button.

Inserting your Posts into a page

The admin version of the test page at

<http://uucb.org/upcoming-in-family-community/>

currently looks like this:

Hello UUCB Families!

```
[catlist id=853 excerpt=full excerpt_strip=no excerpt_size=2000 no_post_titles=yes numberposts=1 ]
```

Thanks for all you do!

```
[do_widget id=em_widget-17]
```

The lines [in brackets] are called “shortcodes.” WordPress uses these codes in various ways. Here:

- The first one [catlist... etc] inserts the Post
- The second one [do_widget etc] inserts a list of Family Events.

When you are ready to use the Post update method, copy and paste the [catlist..] shortcode to the *Activities for Children* page, where you want the Post to display.

Options

The plugin used here (*List Category Posts*) provides many options for configuration. If you'd like to explore other options, consult Webmaster. Here FYI is what the elements of the shortcode do, which may give you ideas for what you could change:

- catlist id=853
 - displays a list of posts in category 853 (*Activites for Families*)
- excerpt=full excerpt_strip=no excerpt_size=2000
 - declares that an “excerpt” of the Post will display, up to 2000 words long
- no_post_titles=yes
 - suppresses display of the Post title
- numberposts=1
 - only one post will display.

Note on links

When you want to include a link, it might be best to display it at the end of a paragraph. Otherwise it will display oddly, between two line breaks - like this:

A quirk in the way the plugin interacts with WordPress.

If you are interested in the event look [here](#) for more details.