

Workflows and Organization--Yearbook

Steps

Yearbook staff members may post under the "This Book" section of the yearbook site.

1. Login to your wordpress account and click on the **add** button next to Blog Posts.
2. Your title should match the yearbook spread you are working to complete.
3. You may use your blog post to let the community know what you are planning to cover on your specific spread and what information they can help you gather.
4. Feel free to ask for assistance with specific photos, quotes, information, statistics, sidebar items, etc.
5. Finish your post and click "save draft."
6. Meet with Mrs. Moore to go over the post, then she will publish it once editing is finished.

Roles

You will be added to the Meridian Moments site as an Author. This means you can write, upload photos, edit, and publish your own posts. Please do not publish your post until proofing has taken place with Mrs. Moore and she has given permission.

Category Structure

We will utilize categories in two different areas: This Book and Training.

- Staff members will be able to post blog content under the **This Book** category: Theme Explanation, Basic Book Info, Events, Sports, Clubs, Academics, etc.
- The adviser will post in the Training portion--this section will be used to provide staff training in areas deemed necessary as the year develops.

Editing and Posting

Feel free to seek help from your fellow staff members in the proofing/editing process, but the final decision that a piece is ready to be published will come from Mrs. Moore.

Adviser's Role

My role will be to help each staff member see the big picture. Are we asking the same questions over and over? If so, how can we diversify? Are we working within our theme? If not, how can we adjust elements to make the the book flow better?

Feedback

The community will be able to comment on your posts. The goal of your posts should be to engage students, parents and community members to give you information which will help aid in the creation of the yearbook.