MBPA
Malta Business and Professional Association

Fostering Growth, Innovation and Community

HOW TO POST YOUR NEWS & EVENTS ON THE MBPA WEBSITE

This document was produced to help members utilize their MBPA membership by guiding them in the placement of their news and events directly to the MBPA website themselves.

1. Go to www.MaltaBPA.com.
2. Click on the Login button found at the top right of the screen.
3. Login using the email you provided MBPA when registering for membership and the system generated password that was emailed to you when your membership was accepted – or whatever you changed it to. (IF you've forgotten your password, you may request a new one online or email the MBPA Admin at MaltaBPA@gmail.com and a new one will be emailed to you.)
4. Click on Member News and Related Posts (Public) at the top of the screen.
5. Click on Create topic found at the top of the news list.
6. In the Subject Line, tell what your topic is…Employee Receives National Award, Blowout Fall Sale…etc.
7. Put all the specifics and information about your topic in the body portion. (Note that these posts are open to the public to view!)
8. Create any links you wish to have in your message by clicking on the link button at the top of the message box and choosing Insert link. Follow the prompt for filling in the website you'd like to direct people to and choose whether you'd like that site to open in the same or a new window.
9. Click on the Insert link button after creating the link to go back to your message.
10. You may subscribe to the message to see when someone responds. Choices are to received updates vie email Immediately, Daily or Weekly.
11. Click on the Create button for it to be published.
12. You may edit the message after publishing it by clicking on Edit. You may also choose to delete the message at this point.
13. Click on Back to topics or Home at the top left of the screen to see your piece on the list on the Home Page of the MBPA website.
14. You may edit or delete the message at any time by clicking on the message name in the list view and clicking Edit or Delete when arriving at the message screen.

Please feel free to email any questions to MaltaBPA@gmail.com.